
FACULTY OF HEALTH STUDIES

Subject:	Site Transfer Request Policy	Date:	January 31, 2019
Department:	Psychiatric Nursing	Revised:	April 7, 2022
Program:	Bachelor of Science in Psychiatric Nursing	Reviewed:	March 17, 2025
		Approved at Faculty Council:	April 25, 2022
		Approved at Senate:	May 13, 2025

POLICY:

Upon acceptance into the Bachelor of Science in Psychiatric Nursing program, a student is offered acceptance to a site, either Brandon site or Winnipeg site. Students will be advised that a site transfer may not be possible during the program. Transfer between sites in year 2 is dependent on space availability, with priority given to new applicants in year 2. Transfer between sites for year 3 and year 4 is dependent on space availability.

PROCEDURE:

The Site Transfer Request Application Form can be filled out and emailed to the BScPN Student Advisor(s). The application deadline is May 1st of the given year to which a transfer is being requested. Late applications will not be considered.

In the application, students must provide clear and detailed rationale supporting the request. If a student requests a transfer due to health reasons, medical documentation may be required. Requests for transfers are not approved exclusively on GPA. If two or more applicants have similar rationale for requesting the transfer, current sessional GPA will be the determining factor.

All applications will be reviewed by the Psychiatric Nursing Admissions Committee. Applicants will be notified by the Chair of the Admissions Committee by email in June regarding the outcome of their request.

If a transfer request is denied and the student chooses to apply again the following academic year, a new Site Transfer Request Application form must be submitted.