



Current Status: *Active*

PolicyStat ID: 7728990



Origination:	10/12/2017
Effective:	2/27/2020
Last Approved:	2/27/2020
Last Revised:	2/27/2020
Next Review:	2/26/2023
Owner:	<i>Faculty Organization</i>
Policy Area:	<i>College of Nursing CNG</i>
References:	
Applicability:	<i>MVHS</i>

Admissions Policy, CNG-100.30

PURPOSE

To define the College of Nursing process for Admissions

SCOPE

Administration, Faculty, Staff, Students and Prospective Students

REFERENCES

Middle State Commission on Higher Learning

The Accreditation Commission for Education in Nursing (ACEN)

DEFINITIONS / ABBREVIATIONS

ACT: American College Test

EBRW - Evidence Based Reading and Writing

GED: General Educational Development - System of standardized examinations which entitle those who pass them to receive a credential considered as equivalent to completion of high school.

G.P.A.: Grade Point Average

LOA: Leave of Absence

SAT: Scholastic Aptitude Test

SECON: St. Elizabeth College of Nursing

SECON Point System: Evaluation tool used to further assist in the selection of quality applicants.

SUNY Poly: SUNY Polytechnic Institute, Utica, NY

TEAS: Test of Essential Academic Skills

TOEFL: Test of English as a Foreign Language

PROCEDURE / DIRECTIVE

1. Admission to SECON is a selective process. All aspects of a student's record are evaluated in making an admission decision, with an emphasis placed on a student's academic success and potential. Applications will be assigned an ID number and will be reviewed with names redacted on the admissions review sheet given to committee members. St. Elizabeth College of Nursing establishes criteria to be considered for admission. The ability to meet established criteria does not guarantee acceptance or refusal of admission. Each applicant shall be reviewed on an individual basis.

2. SECON is committed to fostering a diverse community of outstanding faculty, staff and students. The College ensures equal educational opportunity, employment and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing characteristics, military status, domestic violence victim status or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors and/or guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

3. The Admissions policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

4. All components of the application must be submitted before an application will be reviewed.

- A. Completed Application.
- B. Application Fee \$65.00 (\$50.00 if application is postmarked on or before January 31st).
- C. Essay (To be determined by Admissions Committee).
- D. Two (2) Professional References.
- E. Official High School Transcript and/or GED.
- F. Completed standardized test (e.g. SAT, ACT, TEAS or KAPLAN) within the last three (3) years.
- G. Official transcripts from all colleges attended regardless if any courses transfer.

5. High School Applicants are evaluated on the following criteria:

- A. ACT/SAT exam scores (ACT Composite of 22 or higher or SAT combined score of 1000 or higher in EBRW & Math).
- B. High School transcript (weighted cumulative GPA of ≥ 80).
- C. Success in high school level Math and Science courses.
- D. Scores in Algebra, Chemistry, Living Environment and Earth Science. Both Regents exams and final classroom grades will be reviewed.
- E. Point System (See attached form for High School Applicant)

6. Applicants with College Credits are evaluated on the following criteria:

- A. \geq Twenty Four (24) College Credits - weighted cumulative GPA ≥ 2.75 .

- B. < Twenty Four (24) College Credits AND \leq Three (3) Years since high school graduation - Evaluate college credits and high school transcript.
- C. < Twenty Four (24) College Credits AND > Three (3) Years since high school graduation - Standardized Test.
- D. < Twenty Four (24) College Credit AND GED - Standardized Test.
- E. Point System (see attached form for Transfer Applicant).

7. Applicants who are International Students (School VISA) are evaluated on the following criteria:

- A. Test of English as a Foreign Language (TOEFL) with acceptable scores of 79 or above.
- B. \geq Twenty Four (24) College Credits - weighted cumulative GPA \geq 2.75.
- C. < Twenty Four (24) College Credits AND \leq Three (3) Years since high school graduation - Evaluate college credits and high school transcript.
- D. < Twenty Four (24) College Credits AND > Three (3) Years since high school graduation - Standardized Test.
- E. < Twenty Four (24) College Credit AND GED - Standardized Test.
- F. Point System (see attached form for Transfer Applicant).

8. Applicants applying with adverse academics older than seven (7) years are evaluated on the following criteria:

- A. Applicant must apply to attended college for Amnesty before consideration by SECON.
- B. Applicant must have completed a minimum of ten (10) transfer credits within the last seven (7) years.
- C. Recalculated GPA must be \Rightarrow 2.75 excluding non-credit bearing courses.
- D. SECON will recalculate the applicant's weighted GPA once all of the aforementioned criteria have been met.
- E. Point System (see attached form for Transfer Applicant).

9. Applicants that have completed programs utilizing clock hours may have the hours converted to credit hours for the purpose of determining adequate number of credit hours to meet criteria for college credit consideration. The clock hour formula is one semester/trimester credit hour is equal to at least 37.5 clock hours of instruction, including a minimum of 30 clock hours of classroom or direct faculty instruction. The remaining 7.5 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

10. Applicants applying to the Dual Degree Program (1+2+1) with SUNY Poly are evaluated on the following criteria:

- A. ACT/SAT exam scores (ACT Composite of 22 or higher or SAT combined score of 1000 or higher in EBRW & Math).
- B. High School record (weighted cumulative GPA of \geq 80).
- C. Scores in Algebra, Chemistry, Living Environment (Biology) and Earth Science. Both Regents exams and final classroom grades will be reviewed.
- D. Tier Assignment (refer to graph below):
 - 1. Tier 1 & 2: SUNY Poly Accept Independently

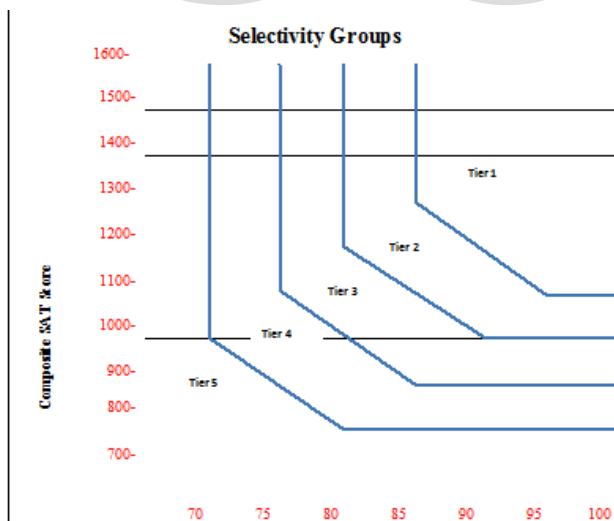
- 2. Tier 3: Joint Decision
- 3. Tier 4: Denied
- 4. Tier 5: Denied

11. Applicants requesting internal transfer into the Dual Degree Program (1+2+1) with SUNY Poly are evaluated on the following criteria:

- A. Consideration for transfer will be based on the student's academic performance in High School following the same criteria as Ten(10) above.
- B. Students with => twenty four (24) college credits will be considered for transfer based on the weighted cumulative GPA of completed college credits. Must have completed a standardized test within the last three (3) years.
- C. Applicants must complete a joint SUNY/SECON FERPA release form and all required paperwork must be submitted by November 1st.

12. Applicants requesting external transfer into the Dual Degree Program (1+2+1) with SUNY Poly are evaluated on the following criteria:

- A. Consideration for transfer will be based on the student's academic performance in High School following the same criteria as Ten(10) above.
- B. Students with => twenty four (24) college credits will be considered for transfer based on the weighted cumulative GPA of completed college credits. Must have completed a standardized test within the last three (3) years.
- C. Applicants must complete a joint SUNY/SECON FERPA release form and all required paperwork must be submitted by December 1st.



13. Applicants applying to return after academic failure (grade of "WF" or "F" in nursing or non-nursing courses are evaluated on the following criteria:

- A. No application fee required if within one (1) year of academic dismissal.
- B. Use guidelines as Six (6) and Seven (7) listed above.
- C. Full TEAS Exam with acceptable score of $\geq 75\%$. Applicants may repeat the TEAS exam one (1) time. Applicants not successful after 2 attempts will not be able to apply again.
- D. Applicants will complete the "Returning Application".
- E. References will be from the Course Coordinator and the Clinical Instructor of the course that applicant was not successful in.

14. Applicants applying to return after withdrawing (grade of "WP" or "W") from SECON in nursing or non-nursing courses are evaluated on the following criteria:

- A. No application fee required if within one (1) year of withdrawal.
- B. Use guidelines as Six (6) and Seven (7) listed above.
- C. Applicants will complete the "Returning Application"
- D. References will be from the Course Coordinator and the Clinical Instructor of the course that applicant withdrew from.

15. Applicants applying to return to the Nursing Curriculum after an absence of greater than one (1) year will be evaluated on the following criteria:

- A. Application Fee \$65.00 (\$50.00 if application is postmarked on or before January 31st).
- B. Use guidelines as Six (6) and Seven (7) listed above.
- C. Full TEAS Exam with acceptable score of $\geq 75\%$. Applicants may repeat the TEAS exam one (1) time. Applicants not successful after 2 attempts will not be able to apply again.
- D. Applicants will complete the "Returning Application"
- E. References will be from the Course Coordinator and the Clinical Instructor of the course that applicant was not successful in or withdrew from.
- F. Evaluation of Nursing Knowledge if accepted to return:
 - 1. The Dean shall review the learner's previous academic record and arrange a timeline for completing all requirements to enter into the curriculum sequence.
 - 2. The Dean will provide resources to support the learner's return into the nursing curriculum, including but not limited to: textbooks, Unit Learner's Guides, dosage and calculation review worksheets.
 - 3. Prior to the start of the semester of course re-entry, the Dean and learner will mutually agree upon a date in which the learner will be administered a competency examination.
 - 4. The learner must achieve a grade of 75% or above on the competency exam on the first attempt.
 - 5. If the learner does not achieve a minimum grade of 75% on the competency exam, the learner will not be allowed to enter into the curriculum sequence.
- G. Following successful completion of the designated examination:
 - 1. The Dean, or delegated faculty member, will schedule time to review lab skills with the learner.

2. The learner is required to demonstrate competency in the following skills according to the specified guidelines:
 - Vital Signs
 - Head-to-toe assessment
 - Urinary catheterization
 - Administration of injections
 - Sterile dressing change
3. Each skill is graded as Pass or Fail. The learner is required to obtain a “Pass” on all of the Skills competencies prior to starting in the curriculum.

16. Applicants applying to SECON after being unsuccessful in another Nursing Program.

- A. Use guidelines as Six (6) and Seven (7) listed above.
- B. Clinical failures will not be considered for admissions.
- C. If accepted, applicants will be required to start from the beginning of SECON's program even if the applicant had passed nursing courses from another program.
- D. Written letter is required from Dean or President of nursing program that the applicant was not successful in. The letter must specify if the student was not successful in theory or clinical.

17. Students applying to return after an approved LOA from SECON will be accepted if the following criteria is met:

- A. Students must contact the Admissions Office in writing at least four (4) months prior to start of semester they wish to resume the nursing courses. No application is required.
- B. Students must resume nursing courses at the sequence level no later than one (1) year from approved LOA date.
 1. Exceptions will be made for any student fulfilling a military service requirement, or otherwise required by law.
- C. Students must not matriculate at any other college during their approved LOA.
- D. Students must successfully pass all health, drug screen tests and background investigations as required by SECON.
- E. Students that do not meet the above criteria will lose their matriculation status and will be involuntarily withdrawn from SECON.
- F. Students approved for Medical Leave of Absence must follow the Medical Leave of Absence Policy.

18. All applications will be reviewed by the Recruitment, Admissions and Public Relations committee.

A. New Applicants

1. Early Action - Applicants will be notified of their acceptance as soon as possible after the December 31st application deadline. Applicants will be required to attend a mandatory advisement meeting in early spring. Applicants will have two (2) weeks to submit the Intent to Enroll form and a \$50.00 matriculation deposit.
2. Phase #1 - Applicants will be notified via letter whether he/she has met the initial criteria. Applicants will be required to attend a mandatory advisement meeting in early spring

3. Phase #2 - Applicants who have been selected, will be notified via letter of an offer for admissions. Applicants will have 2 weeks to submit the Intent to Enroll form and a \$50.00 matriculation deposit.
4. Applicants must successfully pass all admission-related examinations, including but not limited to, health & drug screen tests and background investigations as required by SECON.

B. Returning Applicants (within one (1) year from withdrawal/termination)

1. Returning applicants that have met the criteria will be notified via letter of an offer for re-admittance. Applicants will have 2 weeks to submit the Intent to Enroll form and a \$50.00 matriculation deposit.
2. Applicants must successfully pass all admission-related examinations, including but not limited to, health & drug screen tests and background investigations as required by SECON.

19. The Admissions Committee reserves the right to initiate a wait list. The wait list is enacted to safeguard shortfalls in enrollment because of SECON's regular admission practice in which a student may apply to other institutions without restriction and the yield rate of the college. The wait list guidelines are as follows:

A. The number of applicants placed on the wait list will be no greater than twenty-five (25) for the weekday program and ten (10) for the weekend program.

B. Applicant will receive a letter, within five (5) days of the committee decision, offering a wait-list position. This letter will provide the applicant with:

1. Total number of wait list seats identified and ranking within the list.
2. Date when applicant will be notified of a final decision - as early as a seat becomes available but no later than July 1st.
3. Must maintain acceptable weighted cumulative GPA of 2.75 or higher.

C. All current admission processing will apply (e.g. advisement, background check and health screenings).

D. SECON will not require a matriculation fee prior to official acceptance.

E. Applicants remaining on the wait list will be offered the first available position for the following fall enrollment. The Intent to Enroll form will be required no later than December 1st along with the \$50.00 matriculation deposit. An advisement will be arranged to update applicant materials (e.g. transcripts, health screening, etc.). Applicant must maintain admissions criteria or could potentially be withdrawn from the following fall roster.

20. Applicants that wish to postpone acceptance must meet the following criteria:

A. Applicant may only postpone for up to one (1) year.

1. After one year, use guidelines for five (5) - seven (7) listed above.

B. Must maintain acceptable weighted cumulative GPA of 2.75 or higher.

C. Students must successfully pass all admission-related examinations, including but not limited to, health & drug screen tests and background investigations as required by SECON.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Students Requesting Return to the Nursing Curriculum After an Absence of Greater Than One Year,
CNG-100.30

Attachments

High School Applicant
Transfer Applicant

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	2/27/2020

Applicability

MVHS

COPY