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Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## 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 Education

The Accreditation Commission for Education in Nursing (ACEN)

Federal Regulation § 668.14(b)(32)(i) and (ii)

### DEFINITIONS / ABBREVIATIONS

ACT: American College Test

ATI: Assessment Technology Institute

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.

### Licensure Program Location Disclosure Process

- A. The nursing profession's licensure and certification is governed by specific state or territorial regulations and requirements that may or may not be accepted from one state to another. Federal regulation, § 668.14(b)(32)(i) and (ii), requires students to complete an attestation at the time of initial enrollment into a professional licensure or state certification program that does not meet the educational requirements for the state or territory where the student is located. Students may not be enrolled in and/or complete a licensure program while in a location where the licensure program does not meet educational licensure requirements. St. Elizabeth College of Nursing is registered by the University of the State of New York, State Education Department, Office of the Professions to award an Associates Degree in Applied Science of Nursing. The program meets the licensure requirements for all applicants residing in New York State.
- B. The only exception to this requirement prohibiting enrollment and/or completion of a degree program while in a location where the licensure program does not meet educational licensure requirements, is if a student submits an attestation stating they are aware the program does not meet the educational requirements of their location, but wish to continue the application to the program, and enrollment in the program.

- C. The Admissions Office will send a direct disclosure email notification regarding the professional license disclosure to any student upon acceptance to the program.
  - D. The Admissions Office is the first point of contact with prospective students applying to SECON. If a prospective student is located outside of New York State, they will receive a direct notice asking them to review the professional license disclosure, which includes locations where the program is approved and meets educational licensure requirements, on the SECON.edu webpage. They will also be advised to contact SECON if they wish to continue their application review while located in an unauthorized location to complete an attestation form. The student will not be accepted into the program unless they submit an attestation.
  - E. Student location is determined at the time of initial enrollment at the College. The student location is the State where the enrolled student resides and is based on the physical location of the student. Enrollment starts upon acceptance into the nursing program.
  - F. For a prospective student, location is the State of the prospective student's residency at the time the student has applied for admission.
  - G. The student location designation will remain in effect unless and until a student changes the U.S. State or territory listed in the student's permanent (mailing) address using a change of address form. Once a new U.S. State or territory is registered into the Student Information System, for any enrolled student, SECON will consider that date of submission as the effective date of a student's revised location for the purposes of this policy.
  - H. The Admissions Office will send a Direct Disclosure email notification regarding the Professional Licensure Disclosures to any student who changes their permanent (mailing) address to an out-of-state address. The disclosures are sent within 14 days of the change being made. Students in these situations are flagged by the Registrar's Office after a change of address is submitted.
  - I. The student will be advised to contact SECON if they wish to continue their enrollment while located in an unauthorized location to complete an attestation form. Students failing to complete the attestation form will be dismissed from the program.
4. All components of the application must be submitted before an application will be reviewed.
    - A. Completed Application
    - B. Application Fee \$65.00
    - C. Official High School Transcript and/or GED.
    - D. Official transcripts from all colleges attended regardless if any courses transfer in.
  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) if available.
    - B. High School transcript (weighted cumulative GPA of  $\geq 80$ ).
    - 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)
    - F. College level work if applicable.
    - G. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational

readiness.

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

- A.  $\geq$  Twenty Four (24) College Credits - weighted cumulative GPA  $\geq$  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 - Evaluate college credits.
- D.  $<$  Twenty Four (24) College Credit AND GED - Evaluate college credits.
- E. Point System (see attached form for Transfer Applicant).
- F. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational readiness.

7. 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  $\geq$  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).
- F. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational readiness.

8. 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.

9. Applicants applying to the 1+2+1 Nursing Partnership Pathway 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) if available.
- 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 or  $\geq$ 90 HS GPA if SAT/ACT not available: SUNY Accept unless Out-of-State resident.

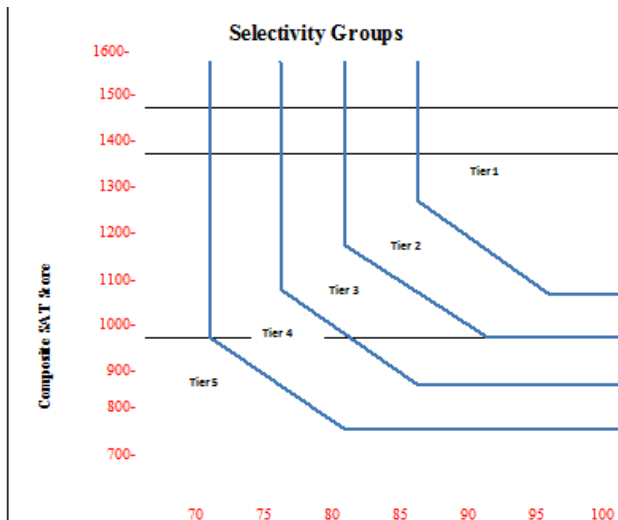
2. Tier 3,  $\leq 89$  HS GPA if SAT/ACT not available and any Out-of-State resident
3. Tier 4: Denied
4. Tier 5: Denied

10. Applicants requesting internal transfer into the 1+2+1 Nursing Partnership Pathway 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 nine(9) above.
- B. Students with => twenty four (24) college credits will be considered for transfer based on the weighted cumulative GPA of completed college credits.
- C. Students must complete a joint SUNY/SECON FERPA release form and all required paperwork must be submitted by December 1st.
- D. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational readiness.

11. Applicants requesting external transfer into the 1+2+1 Nursing Partnership Pathway 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 nine (9) above.
- B. Students with => twenty four (24) college credits will be considered for transfer based on the weighted cumulative GPA of completed college credits.
- C. Students must complete a joint SUNY/SECON FERPA release form and all required paperwork must be submitted by December 1st.
- D. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational readiness.



12. Applicants applying to return after academic failure (grade of withdrawal failing "WF" or "C" or below in 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 minimum score at the "Proficient" level as defined by ATI (Refer to [www.atitesting.com](http://www.atitesting.com)). 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. Any Progressive Disciplines received during previous admission will be reviewed.
- F. Applicants who receive two academic failures in nursing courses with a clinical component are not eligible to apply to return to the program.
- G. Any student who fails the clinical component of a nursing course is not eligible to apply or return to the program.

13. Applicants applying to return after withdrawing (grade of withdrawal passing "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. Full TEAS Exam may be given with acceptable minimum score at the "Proficient" level as defined by ATI (Refer to [www.atitesting.com](http://www.atitesting.com)). 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. Any Progressive Disciplines received during previous admission will be reviewed.

14. 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
- B. Use guidelines as Six (6) and Seven (7) listed above.
- C. Full TEAS Exam with acceptable minimum score at the "Proficient" level as defined by ATI (Refer to [www.atitesting.com](http://www.atitesting.com)). 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. Any Progressive Disciplines received during previous admission will be reviewed.
- 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 written competency examination.
  4. The learner must achieve a grade of 77% or above on the written competency exam on the first attempt.
  5. If the learner does not achieve a minimum grade of 77% on the written competency exam, the learner will not be allowed to enter into the curriculum sequence.
- G. Following successful completion of the written competency 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 the following skills competencies according to the specified guidelines:
    - Vital Signs
    - Head-to-toe assessment
    - Urinary catheterization
    - Administration of injections
    - Sterile dressing change
    - IVPB and IVP, if the student is returning to NUR 232, 233, or 240
  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.

15. Applicants applying to return to the Nursing Curriculum after an absence of greater than or equal to five (5) years will be evaluated on the following criteria:

- A. Application Fee \$65.00
- B. Use guidelines as Six (6) and Seven (7) listed above.

- C. Full TEAS Exam with acceptable minimum score at the "Proficient" level as defined by ATI (Refer to [www.atitesting.com](http://www.atitesting.com)). 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. The applicant will be required to begin nursing coursework with NUR116/NUR141
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 from another program will not be considered for admissions.
  - C. Two nursing theory course failures from another program will not be considered for admission.
  - D. 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.
  - E. 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.
  - F. SECON reserves the right to require a TEAS exam to further evaluate the applicants educational readiness.
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 Leave of Absence Policy CNG-100.48.
18. All applications will be reviewed by the Admissions and Public Relations committee.
- A. New Applicants
    - 1. Early Action/Decision - Applicants will be notified of their acceptance as soon as possible after the December 31st application deadline. Applicants will have two (2) weeks to submit the Intent to Enroll form and a \$50.00 matriculation deposit.
    - 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.
    - 3. Applicants must successfully pass all admission-related requirements, including but not



limited to, health records, drug screening, background investigations and public health and clinical agency immunization requirements.

- 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 requirements, including but not limited to, health records, drug screening, background investigations and public health and clinical agency immunization requirements.

19. The Admissions Committee reserves the right to initiate a wait list. The wait list provides accepted students an opportunity to enroll in the program if an open position becomes available. 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 1<sup>st</sup>.
  - 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 1<sup>st</sup> 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. Applicants must successfully pass all admission-related requirements, including but not limited to, health records, drug screening, background investigations and public health and clinical agency immunization requirements.

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

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## This Document Replaces:

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

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### Attachments

[High School Applicant](#)

[Licensure Location Attestation \(CNG-100.30\).pdf](#)

[Transfer Applicant](#)

### Approval Signatures

| Step Description | Approver             | Date       |
|------------------|----------------------|------------|
| Owner            | Faculty Organization | 11/14/2024 |

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### Applicability

MVHS