SON OP 60.086 RN BSN Admissions Policy

PURPOSE
Based on this policy, the Programmatic Council makes determinations about student admissions and placement within the curriculum.

REVIEW
The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

ACADEMIC REQUIREMENTS
- Current RN License that is active and in good standing, without any restrictions or stipulations.
  - If an Early Decision applicant, submission of NCLEX-RN results may be delayed to no later than the end of the first semester of classes.
  - If a concurrent enrollment applicant, submission of NCLEX-RN results may be delayed to no later than the end of the next to last semester of classes.
  - For any other applicant who meets all academic and admission requirements, submission of NCLEX-RN results may be delayed to no later than the end of the first semester of classes.
  - Applicants who will be submitting NCLEX-RN results no later than the end of the first semester of classes may still receive full admission if they meet all academic and admission requirements.
- Minimum cumulative GPA of 2.5 or higher – courses earned must be from an accredited institution.
- Minimum cumulative nursing GPA of 2.5 or higher – courses earned must be from an accredited institution.
- All prerequisite courses must be completed with a grade of “C” or better prior to beginning the program.
- A test of English as a Foreign Language (TOEFL) is required, unless a degree has been earned from an accredited university in the US.
- All general education requirements (Core curriculum) and prerequisites must be documented on an official transcript prior to enrollment in nursing courses.
- Consideration of the number of withdrawals TTUHSC School of Nursing / Academic Catalog / 2018-2019 in prior courses. State law permits students to withdraw from no more than 6 courses while enrolled in another institution of higher education. See Texas Education Code §51.907.
- Consideration will be given to graduates from a school of nursing of initial matriculation. Applicants with 7 or more transcripted withdraws will not be eligible for admission consideration regardless of meeting other admission criteria.

NON-ACADEMIC ADMISSION CONSIDERATIONS
- Prior enrollment within the Texas Tech University System
- Permanent resident of TTUHSC service area county
- First generation university student
- Bilingual
• Prior practice as a Registered Nurse
• Military service

Applicants are reviewed by the RN to BSN Admissions and Progressions Committee and are evaluated individually and holistically, not allowing any single attribute to be the determining attribute in the admission decision. The actual number of students offered admission is dependent upon a variety of attributes, such as financial resources, classroom space, and available clinical experiences.

Student Criminal Background Checks
In compliance with TTUHSC policy, all applicants who have received offers of admission will be required to consent to a criminal background check before being allowed to matriculate. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See the “Criminal Background Checks” section of the SON Student Handbook for the SON policy. The Health Sciences Center policy may be found at HSC OP 10.20. No student will be allowed to matriculate into the program without completing the required Criminal Background Check and received clearance from the Associate Dean of Student Affairs. The cost of a criminal background check(s) is the responsibility of the student.

Deferment of Admission
RN BSN students who have been admitted to the School of Nursing but wish to defer the start date to a later semester will be reviewed on a case-by-case basis by the Admissions and Progressions Committee. Deferments may be granted for reasons including, but not limited to, personal illness or illness of immediate family member, military service, humanitarian or religious service, or financial hardship. All requests for deferment will be forwarded to the Chair of the Admissions and Progressions Committee along with supporting documentation for requested deferment. Faculty will notify Admissions staff as to the decision. All decisions are final. Deferments will be granted for no more than one academic year from the time of initial offer of admission.

Readmission
All requests for readmission must be made no later than two (2) months prior to the first day of the semester in which readmission is requested. The RN to BSN Program Council is responsible for overseeing all requests for readmission via the Admissions and Progressions Committee. A student who left in good standing and seeking readmission shall complete and submit a readmission application showing the expected entry point to the appropriate Student Affairs Coordinator. The Coordinator will notify the chair of the Admissions and Progressions Committee of the request for readmission along with providing the most current transcript, and a summary of the circumstances of the student’s withdrawal, if known.

A student who left with a record not in good standing for disciplinary causes must complete and submit a readmission application to the appropriate Student Affairs Coordinator along with a letter explaining the circumstances resulting in the withdrawal/dismissal and the plan to improve or correct performance if offered readmission. The appropriate Student Affairs Coordinator will forward the application, the letter, and any available academic records including the most recent transcript to the chair of the Admissions and Progressions Committee. The Admissions and Progressions Committee review all such requests and may take one of the following actions regarding readmission of a student:

1. eligible and admit,
2. eligible pending space availability in nursing courses and in sequence to date of action in relation to other readmission applicants,
3. not eligible.

The Admissions and Progressions Committee may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

Transfer Admission
All requests for transfer to TTUHSC School of Nursing from a different School of Nursing must be made no later than two months prior to the first day of the semester in which transfer admission is requested. The minimum cumulative GPA for transfer admission consideration is 3.0. A student seeking transfer completes an online application showing the expected entry point. The criteria considered for transfer are the same as those criteria considered for a new admission. In addition, the transfer student must submit a letter of standing from the dean or department chair of the School of Nursing previously attended. Requests for transfer of credits to the RN to BSN Program is not an option due to state regulations requiring 25% of credits must be earned at the institution awarding the degree.

Special Student Enrollment
Under certain circumstances, it may be appropriate for an individual to seek admission as a special non-degree seeking student. This admission is for the purpose of taking a limited number of courses for one semester only. It is not an avenue for seeking a degree. The individual must receive approval from the RN to BSN Program Council for enrollment.

Enrollment without Credit/Course Audit
Students who wish to audit a course for no grade must obtain approval from the Department Chair. Students who audit a course will not be listed on the class roll, and no notation of the audit will be made on the student's transcript. Students who are enrolled for 12 semester credit hours or more may audit a course without paying an additional fee.

RN to BSN Offers of Admission
Offers of admission will be made from the RN to BSN Program Director approximately eight weeks following the application deadline. Applicants are required to respond to the offer of admission no later than the deadline stated in the letter offering admission by returning a non-refundable placement guarantee fee, as well as a signed response form accepting the offer. Failure to respond by the deadline results in withdrawal of the offer of admission.

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