Education Support and Student Affairs Operating Policy and Procedure

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.
- Diploma/Associate Degree must be earned from a professionally accredited institution.
- 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.
  - If below 2.5, the applicant can submit a letter to the Admission and Progression Committee requesting review for admission consideration; the letter must include explanation of why the GPA is below 2.5 and what strategies the applicant has in place to support student success in the RN to BSN Program.
- 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 withdraws 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
- Multilingual
- Prior practice as a Registered Nurse
- Military service and/or training
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.

FOR APPLICANTS WHO ATTENDED A COLLEGE OR UNIVERSITY IN SPRING 2020
An explanation of how TTUHSC School of Nursing considers courses in which a student earns grades of Pass (P), Fail (F), Credit (CR) or No Credit (NC) is outlined below:

Official transcripts with courses awarded with P or CR during the SPRING 2020 semester can be used to meet prerequisite course requirements and will not be used in calculating either the cumulative or science GPA for admissions. TTUHSC SON reserves the right to determine how, and if, courses awarded with P or CR during any semester, outside of spring 2020, will be calculated into a GPA and/or considered for transfer credit. Official transcripts with courses awarded with a Fail (F) or No Credit (NC) during any semester cannot be used to meet prerequisite course requirements.

Additional Requirements/Information for Prospective Students

Tuition for Repeated or Excessive Undergraduate Hours
See Tuition for Repeated or Excessive Undergraduate Hours under the Financial Information section in the TTUHSC SON Catalog.

Computer Requirements
See Computer Requirements under the Student Information section in the TTUHSC SON Catalog.

Criminal Background Checks
All applicants who receive offers of admission will be required to consent to a criminal background check. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See Criminal Background Check Requirements under the Eligibility Requirements section in the TTUHSC SON Catalog. No student will be allowed to start classes without a cleared criminal background check.

Drug Screening
Drug Screenings may be required if requested by the clinical institution site at the cost of the student. See Drug Screening Requirements under the Eligibility Requirements section in the TTUHSC SON Catalog.

Immunizations
See Immunization Requirements under the Eligibility Requirements section in the TTUHSC SON Catalog.

PROVOSIONAL ADMISSION
Provisional admission may be granted to students who graduated from a Diploma or Associate Degree Nursing (ADN) schools with current Early Decision admissions agreements with TTUHSC School of Nursing and who have submitted the Declaration of Intent to seek Early Decision Admission at the start of the ADN program. These designations are noted in the letter of admission, along with the condition for removal of the provision. Once the student presents evidence of licensure as a registered nurse per admission guidelines, the student will be granted full admission to the RN-BSN Program. If a student is unsuccessful in passing the NCLEX, a leave of absence for one semester will be granted. If the student has not been licensed during the leave of absence, the student will be academically withdrawn and encouraged to reapply upon passage of the NCLEX. Provisional admission may also be granted to students enrolled in Associate Degree Nursing (ADN) schools with a Dual Enrollment agreement with TTUHSC School of Nursing.

CONDITIONAL ADMISSION
RN to BSN candidates may be offered conditional admission if they have not met the following requirements for full admission:

- Nursing degree completion confirmation (student graduating in current semester and verification is not available until the end of the semester).
- Prerequisite courses have not been completed prior to the deadline for application for admission for the semester to which the student is applying.
- Cumulative or nursing GPA below 2.5.
The student with conditional admission is required to comply with the conditions stated in the letter of admission offer prior to the first day of class for the semester to which the student has applied. Failing to do so will result in retraction of the offer.
Note: If a student is offered both provisional and conditional admission, the terms of conditional admission govern at the time of the first-class day.

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 (academic or 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, any observations regarding academic performance and behavior during prior enrollment at the School of Nursing, 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.

Deferment of Admission
RN to 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. Deferrals 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.
Enrollment without Credit/Course Audit

Students who wish to audit a course for no grade must obtain approval from the Associate Dean/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.

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