

GATEWAY COMMUNITY AND TECHNICAL COLLEGE Policies and Standard Operating Procedures	Identification No. 1.5.1	Policy <input checked="" type="checkbox"/>	SOP <input type="checkbox"/>
	Effective date of policy	Effective Date of Revision 11/28/2017	

Instructions: Boxes above will be completed by the Office of Institutional Research, Planning and Effectiveness. For items below place cursor on gray area and type requested information. If you are creating a Policy, reference any KCTCS Policies that relate to the local policy. If you are creating a Standard Operating Procedure (SOP), make sure that you include enough detail to thoroughly explain the procedure.

Revised 4/8/08

Title of Policy: Associate Degree Nursing (ADN) Program Admission Policy

1. **Policy statement or reference:** The purpose of this policy is to outline the process by which students are admitted into the first level of the Associate Degree Nursing (ADN) Program.
2. **Overview:** ADN Admission
3. **Responsible Party:** Vice President of Academic Affairs, Director of Nursing, Nursing Administrative Assistant and Nursing Selective Admissions Committee
4. **Procedures:**

Preference

Preference may be given to applicants who have:

- above-average (defined as a 3.0 GPA or higher) standing in high school;
- an ACT composite score of 20;
- completed 12 or more credit hours in the approved nursing curriculum with a cumulative GPA of 3.0 or better from any regionally accredited college.

Application Process

1. Applicants must be fully accepted to GCTC.
2. Applicants must have completed all admission requirements including, but not limited to, submission or completion of placement scores, submission of high school transcript or GED, and submission of transcripts from all previously attended colleges and universities.
3. Applicants must be listed as a credential-seeking student with GCTC listed as their home campus.
4. Applicants must obtain an application packet from the Nursing Department.
5. Applicants must submit the following by the due dates indicated in the application packet:
 - a. Completed application
 - b. Personal letter to the Director of Nursing stating why the applicant should be accepted into the nursing program
 - c. Letter of recommendation from a professional colleague, or a college or high school professor

- d. Front (and back if applicable) copy of current healthcare provider-level, Basic Life Support (BLS) CPR certification
 - e. Documentation from the Kentucky Board of Nursing website showing active status on the Kentucky Nurse Aide Registry
6. Applicants are ranked by a selective admission preference points system. The point system is established by the Nursing Department, Vice President of Academic Affairs, and the Selective Admission Committee, and is subject to change as deemed necessary by the above named parties.
- a. Applicant must have a cumulative GPA of 2.5 or greater and have completed the following pre-requisite courses with a grade of ‘C’ or better on their official transcript by the deadline indicated in the application packet to be considered eligible.

Pre-requisite Courses	Credit Hours
BIO 137 – Human Anatomy & Physiology I <i>NOTE: BIO 137 (and BIO 139) expires five (5) years from the completion date of the course(s) and must be retaken if expired by the start of NSG 101.</i>	4
CPR 100 – CPR for Healthcare Professionals*	1
Digital Literacy Course (Rec. OST 105 or CIT 105 *Waived if Bachelors or Higher Degree Earned*	3
MAT 150 – College Algebra (or higher level Quantitative Reasoning course)	3
NAA 100 – Nursing Assistant Skills I* <i>(Plus active status on the KY Nurse Aide Registry no later than one (1) month prior to the anticipated NSG 101 start date.)</i>	3
PSY 110 – General Psychology	3

*If the State Nurse Aide and/or CPR class was not taken at Gateway, the student may receive transfer credit by submitting copies of said document(s) to the Nursing Department for approval and delivery to the Registrar’s Office.

If CPR training was taken outside of GCTC, one of the following provider’s in-person, BLS for healthcare provider courses is acceptable:

- American Heart Association
- American Red Cross
- American Safety and Health Institute
- National Safety Council

If the CPR provider is not one of the approved providers listed above, the Nursing Department may review the certification and CPR provider to determine if the certification is acceptable. The training must be done in-person; online certification is not acceptable.

- b. Applicants will be ranked on a 12-point scale as follows:

Point-bearing Items	Criteria	Points	Point Range
Cumulative Nursing GPA	3.5 – 4.0	3	1 to 3
	3.1 – 3.49	2	
	2.5 – 3.09	1	
NLN RN Pre-admission Exam (PAX)	90% – 100%	3	0 to 3
	70% – 89%	2	

RN Percentile Rank	50% – 69%	1	
	<50%	0	
Quantitative Reasoning Grade (MAT 150 or higher)	A	2	-1 to 2
	B	1	
	C	0	
	Repeated Attempt(s)*	-1	
BIO 137 Grade	A	2	-1 to 2
	B	1	
	C	0	
	Repeated Attempt(s)*	-1	
Additional Point-bearing Items	All co-requisites completed prior to application	1	0 to 2
	Has an Associate's, Bachelor's or Master's Degree (1-point limit)	1	
TOTAL POSSIBLE POINT RANGE			-1 to 12

*One (1) point will be deducted for more than one attempt, regardless of the number of attempts. A grade of W, WF, D, F, or E is considered a course attempt. This excludes those that must retake BIO 137 due to the course expiring.

- Only approved nursing curriculum coursework that has been completed, graded and posted to the student's academic record by GCTC's Registrar's Office by the selective admission deadline will be included in the calculation of credit hours, cumulative Nursing curriculum GPA, and preference points.

Nursing Curriculum Utilized in Calculating Nursing GPA:

Pre-requisite Courses	Co-requisite Courses
BIO 137 – Human Anatomy & Physiology I	BIO 139 – Human Anatomy & Physiology II
CPR 100 – CPR for Healthcare Professionals	BIO 225 – Medical Microbiology
Digital Literacy Course	Oral Communications Course (COM 181 OR COM 252 OR COM 281 OR COM 287)
MAT 150 – College Algebra (or Higher)	ENG 101 – Writing I
NAA 100 – Nursing Assistant Skills I	ENG 102 – Writing II
PSY 110 – General Psychology	Heritage or Humanities Course
	PSY 223 – Developmental Psychology

- Applicants *may* be granted admission with a contingency of being added to the Kentucky Nurse Aide Registry if the student has completed NAA 100 with an acceptable grade, and has taken the KNAT prior to applying to the program. Failure to pass the KNAT would nullify the offer for admission.
- All applicants not selected in the first round may be placed on an alternate list. Alternates will be notified for admission if positions become available prior to the start of the first semester course. A new applicant and alternate list is started each application period; names do not move forward.
- Students are notified of acceptance or denial via mailed letter by the Director of Nursing.
 - Students offered admittance into the Nursing Program must meet the requirements of the *Acceptance / Admission Process* section of this document.
 - Students denied admittance into the Nursing Program are eligible to apply in a future Nursing Program application period.

- ii. Should the student wish to reapply, certain materials may be reused for up to one (1) academic year. (For example, letters collected and pre-admission exam attempts for the purposes of entering NSG 101 in fall 2017, may be used for purposes of entering NSG 101 in spring 2018, and will expire after that.) The following items fall under this rule:
 - Scores from a previous NLN RN PAX attempt
 - Personal letter to the Director of Nursing stating why the applicant should be accepted into the nursing program (It is the student's responsibility to reproduce the letter if they wish to reuse it.)
 - Letter of recommendation from a professional colleague, or a college or high school professor (It is the student's responsibility to reproduce the letter if they wish to reuse it.)

Prospective Students Who Have Been Unsuccessful in other Associate Degree Nursing Program(s)

1. A prospective student who has two (2) unsuccessful academic/clinical attempts, (defined as "C-" or below, "WF", "F", "E" or "W" or 77.99% or below) in any previous nursing course(s), in an Associate Degree Nursing program other than GCTC, is not eligible to be considered for admission into GCTC's ADN Program.
2. A prospective student who has one (1) unsuccessful academic/clinical attempt, (defined as "C- or below", "WF", "F", "E", or "W" or 77.99% or below) in any previous nursing course, in an Associate Degree Nursing program other than GCTC, is eligible to be considered for admission to the first semester of the GCTC ADN program. The prospective student must:
 - a. meet all admission requirements of the GCTC Nursing Program;
 - b. submit a letter to the Director of Nursing requesting consideration for admission to the GCTC ADN program and outlining planned changes for future success with nursing coursework;
 - c. request one (1) professional letter of recommendation addressing the applicant's character and professionalism from one (1) of the following:
 - i. the previous nursing program's administrator; **or**
 - ii. a clinical instructor who taught the applicant; **or**
 - iii. a classroom instructor who taught the applicant;
 - d. the prospective student should go through the GCTC ADN program application process.
3. The Nursing Selective Admissions Committee will evaluate the prospective student's application on an individual basis utilizing information from the student letter, letters of recommendation and pre-nursing coursework. If it is determined that the student is eligible for admission, they will be placed in rank order within the applicant pool based on earned points according to the GCTC ADN admission ranking criteria.

Acceptance / Admission Process

1. Upon being accepted into the Nursing Program, applicants are provided with a list of requirements that must be delivered to the Nursing Department. Failure to fulfill the requirements by the deadlines

provided in the acceptance letter could void the offer of admittance. Requirements may include, but are not limited to the following:

- a. Sign, submit, and deliver a Letter of Intent, either accepting or denying the offer of admittance to the Nursing Program.
- b. Schedule a one-on-one meeting with the Director of Nursing.
- c. Complete a background check and drug screen through GCTC's vendor of choice.
 - o The cost of the background check and drug screen must be borne by the student.
 - o Background check and drug screens obtained in the past and/or from different vendors will not be considered.
 - o Clinical/observation facilities have the right to deny student participation in clinical rotations upon review of adverse results.
 - o GCTC does not accept responsibility for any student being ineligible for clinical/observational participation based on adverse background check or drug screens results.
- d. Submit required health-related documentation to the Nursing Department (form(s) will be provided by GCTC's Nursing Department):
 - o Immunizations/vaccinations requirements are determined by the clinical agencies used by GCTC's Nursing Program.
- e. Pay tuition for the upcoming semester by the due dates indicated in the GCTC Academic Calendar.
- f. Attend the mandatory orientation(s) for NSG 101, which take place the week prior to the start of classes.
- g. Purchase course materials. (Information regarding course materials will be provided to the student upon acceptance to the program.)

Policy Review and Revision: Policies are reviewed as part of the comprehensive institutional effectiveness process.

Reference:

- Rogers, T. L. (2009). Preadmission academic achievement criteria as predictors of nursing program completion and NCLEX-RN success. *Preadmission Academic Achievement Criteria as Predictors of Nursing Program Completion & NCLEX-RN Success*, 152 p.
- Schmidt, B., & MacWilliams, B. (2011). Admission criteria for undergraduate nursing programs: A systematic review. *Nurse Educator* 36(4)., 171-174. Doi: 10.1097/NNE.0b013e31821fdb9de