

**Procedure Number:** 206a  
**Procedure Name:** Admission Procedures  
**Reviewed by:** Nursing Undergraduate Council  
**Last Review Date:** 03/22/2024

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**A. The following procedure will be followed for training the Undergraduate Nursing Admission Committee once per calendar year.**

1. Safe colleges training: Implicit Bias and Microaggression Awareness
2. Review nursing policy and procedure
3. AACN Diversifying Healthcare Delivery Using Holistic Admissions  
<https://www.aacnursing.org/Diversity-Inclusion/Holistic-Admissions>

**B. The following procedure will be followed for the review for admission twice per year for the on-campus program and as needed for the RN to BSN program.**

1. The College of Nursing and Professional Disciplines Dean will determine the number of undergraduate Nursing positions available on an annual or by semester basis, including eight positions for the RAIN program per academic year and maximum of two per academic year for Army ROTC and two per academic year for Air Force ROTC using a blind review process
2. The Office of Student Services sets the date for the admission meeting each semester.
3. Students who wish to be considered for special admission consideration must meet with their OSS advisor. Petitions will be submitted using DocuSign regarding special admission consideration. The deadline for on-campus program admission petitions is August 15 for Spring admission and February 1 for Fall admission. The deadline for RN-BSN admission petitions is July 31 for Fall admission.
4. The undergraduate nursing admission committee will determine qualified and non-qualified applicants based on admission criteria.
5. Once the admission pool is determined, the undergraduate nursing admission committee will determine wait-list candidates each admission cycle. Wait list candidates need to meet admission criteria in order to fill any admission vacancies that may occur.
6. The Office of Student Services will notify students in writing of admission/non-admission.

**B. The Office of Student Services will:**

1. Determine number of slots available, along with the Undergraduate Department Chair, for each class level taking into consideration students who are repeating, were on a Leave of Absence or who withdrew from a course. Leave of Absence takes precedence over repeaters or withdrawals. Ranking of these students will be based on cumulative GPA.
2. Review each applicant's record to determine satisfactory completion of the 6 core courses and their prerequisites, minimum cumulative GPA of 2.75, and other required courses.
3. Core courses include the following: ENGL130; SOC 110, 115 or ANTH 171; CHEM 116 & Lab or alternate sequence, BIMD 202 & lab, BIMD 220 & lab and BIMD 221 & lab.
4. Other courses that must be completed upon application are Math 103, ENGL 110, CHEM 115 & lab, PSYC 111, and N&D 240. These courses are not used in Core Course GPA calculation.
5. Calculate core GPA by using the 6 core courses. Also, enter Overall GPA and highest of the students two attempts of the TEAS score. The spreadsheet displays the core course GPA, calculate weighted total, and list students in order of weighted total awarded.

6. The spreadsheet is programmed to compute weighted total as follows:
  - Core course GPA = Core GPA x 10
  - Core GPA points-75%: Core GPA points/max score GPA points x .75 x100
  - Test of Essential Academic Skills (TEAS) 25%: TEAS score in percentage x .25
7. Evaluation of the last 12% of qualified applicants will be conducted using rurality criteria.
8. Committee will receive the queue report (without any applicant identifiers) of all applicants. Report will include grades on core courses, cumulative GPA, and Test of Essential Academic Skills score, other required courses, weighted total, and rurality. Report will list qualified applicants in order by the weighted total received.
9. Students not meeting minimum requirements will appear on the spreadsheet with the heading "Non-qualified" Applicants .
10. Verify before classes begin each Spring and Fall semester that all admitted students have successfully completed the remaining required courses (PSYC 250, PPT 315, Statistics (PSYC 241, SOC 326 or ECON 210) and Essential Studies) and have maintained a 2.75 overall GPA.
11. Fill any vacancies that occur with students from the waiting list who have successfully completed/or are registered for the remaining required courses.

Reviewed by Undergraduate Nursing Council R 05/08/2020; R 10/09/2020; R 03/22/2024