

# **ADMISSION AND PROGRESSION INFORMATION**

EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING  
ADMISSION AND PROGRESSION  
TRADITIONAL PRELICENSURE STUDENTS

**ADMISSION AND PROGRESSION REQUIREMENTS**

All students who are accepted by EKU's Admissions Office and declare their major as baccalaureate nursing (four year nursing) are admitted to the University as pre-baccalaureate nursing majors. However, admission to the freshman year does not guarantee admission to the laboratory nursing courses. Students seeking to enter NSC 232, 242, and 252 in the third semester of the curriculum must meet minimum program GPA requirements of 2.5 and have School Chair approval. Spaces in these courses are limited and are reserved for students whose academic record indicates they are more likely to be eligible to be considered for and admitted to the clinical nursing courses. Therefore, not all who meet minimum eligibility requirements are guaranteed a spot in the NSC classes in the third semester of the curriculum. To be eligible to be considered for admission to the clinical nursing courses, in the fourth semester of the curriculum, students must have completed the first three semesters of college work as outlined in the curriculum plan and have submitted a complete School application. All prerequisite courses must be completed with a grade of "C"/2.0 or better, have been completed within the specified time frame, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. For the prelicensure nursing program, [Pre-RN Pre-Nursing], some prerequisite courses ( BIO 307 A&P I, BIO 273/MLS 209, BIO 308 A&P II, CHE 105, NFA 201, NSC 232, 242, and NSC 252) must have been taken within five years prior to the time application is made for admission to the clinical nursing courses unless an exception has been approved by the School Chair. For the prelicensure Nursing (B.S.N.) Second Degree Option, the courses in BIO 171, BIO 273/MLS 209, BIO 301, and NFA 201 must have been taken within five years prior to the time application is made for admission to the option unless an exception has been approved by the School Chair. STA 215 (or equivalent) must be taken within 8 years prior to the date the degree is awarded, unless an exception has been approved by the School Chair. **Completion of eligibility criteria does not guarantee admission to the clinical nursing courses.** Admission to the clinical courses is competitive and based on review of the applicant's academic history by the Baccalaureate Nursing Admission/Readmission Committee. **Spaces are limited and the most qualified applicants will be selected for admission.**

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing's website, including the information for candidates with a history of prior criminal convictions. **Students must meet all clinical agency placement requirements.**

For progression, students must earn a grade of "C"/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the Baccalaureate Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the readmission section of this handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program.

Students should also refer to the Academic Standards section of this handbook under Academic Information.

### **CONSIDERATION BY EXCEPTION**

Students who desire consideration of their **extraordinary circumstance** should submit an *Application for Admission – Consideration by Exception* to the School Chair by **October 31** for Spring enrollment and by **March 31** for Fall enrollment. The Admission/Readmission Committee will recommend approval or disapproval of the “CONSIDERATION BY EXCEPTION” to the School Chair.

### **TRANSFERS FROM OTHER COLLEGES AND UNIVERSITIES OR OTHER NURSING PROGRAMS, READMITTED STUDENTS TO ECU, AND CHANGE OF MAJORS**

Transfer students must apply for admission to the University and declare Baccalaureate Nursing as their major. In addition to the official transcripts which are sent to ECU’s Admissions Office, **transfer students must also submit copies of all transcripts to the School Chair for review.** These transcripts will be considered part of the application process and are necessary to determine admission and placement.

Students wishing to transfer nursing courses from another accredited institution must have a minimum grade equivalent of a 2.0 (C) or the program’s passing grade in any nursing or support course to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the School Chair for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also submit an *Applicant from Another Nursing Program* form and a *Nursing School Director Reference* form from all programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another nursing program must apply through the Admission/Readmission Committee. If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other nursing program, the student must apply through the Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) *Application for Admission to Clinical Nursing Sequence* form, 2) *Applicant from Another Nursing Program* form, 3) *Nursing School Director Reference* form from the previous nursing school director (s), and 4) transcripts from all previous academic work.

Students who have previous academic course work and declare pre-baccalaureate nursing as their major should note that some support courses/prerequisite courses must have been completed within a specific time frame unless an exception is granted by the School Chair.

### **ADMISSION TO THE TRADITIONAL BACCALAUREATE NURSING PROGRAM CLINICAL SEQUENCE**

**All students** who desire admission to the traditional pre-licensure clinical nursing sequence should submit an *Application for Admission to Clinical Nursing Sequence* form to Rowlett 223 by **March 31** for Fall admission and **October 31** for Spring admission. Spaces are limited and admission is competitive. Students who desire admission by exception, students seeking admission who have been enrolled in another nursing program, students who have withdrawn/dropped nursing courses, students who drop out of the nursing program for one or more semesters and/or students who have had a deficiency in any previous nursing course, must apply for admission through the Admission/Readmission Committee and be recommended for admission by that committee. If admission is made with the provision that documentation of completion of pre-requisite courses must be available from the Registrar when grades are recorded at the end of the current semester (or end of the summer term for fall enrollment); and the documentation is not received, the student is subject to disenrollment from the nursing classes and loss of his/her spaces in the classes. (See Undergraduate Admissions Categories).

If a student is not admitted and desires to be considered for admission to a subsequent semester, a new application form and updated, required clinical documentation (please refer to the Section "Required Documentation for Clinical/Clinical Agency Placement Requirements" for specific information) must be completed and returned. All students whose applications must be considered by the Baccalaureate Admission/Readmission Committee (transfer nursing students, students desiring consideration by exception, students seeking admission who have previous deficiencies in nursing courses, and students seeking readmission) must submit all required materials by the specified date given on the forms and in the policy. Mailed applications should be sent certified mail to ensure the applications are received by the School of Nursing.

Students who are seeking admission to the Baccalaureate Nursing Program must submit copies of all required documentation (please refer to the Section "Required Documentation for Clinical/Clinical Agency Placement Requirements" for specific information) along with their application to Rowlett 223 by March 31 when making application for fall term and by October 31 when making application for spring semester. **Any exception must be approved by the School Chair. This documentation must be kept up to date each semester of enrollment in the clinical courses and cannot expire at any time during a semester. An application for admission is considered incomplete unless all required documentation has been submitted. Incomplete applications are not reviewed for admission. In addition, students must meet clinical agency placement requirements.**

Additionally, all students entering the clinical nursing sequence must register for Professional Liability Insurance and re-register each August thereafter while enrolled in NSC courses. (See Required Documentation for Clinical section of this handbook).

EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING

**TRADITIONAL UNDERGRADUATE ADMISSION SCALE**

STUDENT NAME: \_\_\_\_\_ EKU ID # \_\_\_\_\_

CURRENT GPA	POINTS POSSIBLE	POINTS EARNED (3.50 GPA = 3.5 POINTS)
	4 points	

*SUPPORT COURSES (Biological/Natural Sciences)	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D or F = -2	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.  (All deficiencies and first passing grade will be counted.)
BIO 307 A&P I	2 points	
BIO 273/MLS 209	2 points	
BIO 308 A&P II	2 points	
CHE 105/105L	2 points	
NFA 201	2 points	

BEGINNING NSC COURSES	POINTS POSSIBLE WITH GRADE OF: A = +2 B = +1 C = 0 D OR F = -4	POINTS EARNED FOR EACH COURSE AND REPEAT OF THE COURSE.  (All deficiencies and first passing grade will be counted.)
NSC 232	2 points	
NSC 242	2 points	
NSC 252	2 points	

DATE: \_\_\_\_\_ TOTAL POINTS EARNED FOR ADMISSION: \_\_\_\_\_

**\*NOTE: Grades for courses taken before student transferred or changed major that would be approved as support courses are included in point scale as deficient and/or as first passing grade.**

#### Calculation of Points:

1. Admission is competitive and will be based on the calculation of points for those students eligible to be considered for admission. For students to be eligible to be considered for admission to the clinical nursing courses, they must meet the minimum requirements, which include: completion of the first three semesters of college work as outlined in the curriculum plan, have submitted a complete School of Nursing application, all prerequisite courses must be completed with a grade of "C"/2.0 or better, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Spaces are limited and the most qualified applicants will be selected for admission.

2. All coursework listed on the Traditional Undergraduate Admission Scale must be **no greater than five years old when application is made by the pre-nursing baccalaureate student for admission to the nursing clinical sequence/baccalaureate nursing major**. Coursework greater than five years old must be repeated for currency unless an exception is approved by the School Chair. A student who wishes to request an exception should, after consulting with the advisor, submit a request in writing to the School Chair with rationale for the exception. If approved, the School Chair will document in the student's file with a copy to the student and advisor.

3. The GPA used is the most current cumulative GPA recorded at the end of the semester in which application is made. If the applicant has a prior Bachelor's degree in another field, the GPA used will be a calculated cumulative GPA of **all** previous coursework including the prior degree.

4. When **application is made for spring term**, the GPA and course grades available after the close of the fall term when grades are available will be used. When **application is made for fall term**, the GPA and course grades available after the close of the spring term when grades are available will be used; **courses completed in the summer term after the close of the spring term will not be included in the point calculation**. The student electing to complete a course in the summer term may compete for admission but will be doing so based on the point calculation at the end of the spring term. If a student is competitive for admission, the admission will be contingent upon documentation being available at the close of the summer term that the course was completed with a grade of "C"/2.0 or greater.

4. Students who hold a Bachelor's degree in another field and who apply for the traditional option will be held to the same competitive point scale for admission as the other applicants.

5. In the event a course has been repeated, the calculations will be made as follows:

a. **every grade attempt** which resulted in a **deficiency** (grade of D or F or equivalent ) will be included in the calculations, unless those grades are shown as officially bankrupted on the transcript.

b. grade attempts which resulted in a passing grade (C,B, or A) will include only the **first attempt which resulted in a passing grade** in the calculation.

An exception will be made if the student had coursework greater than five years old and was required to repeat the coursework for currency. Grades greater than 5 years old will not be included in the calculations. In that instance, every new grade attempt (within the last five years) which resulted in a deficiency will be included in the calculations, and only the first attempt which resulted in a passing grade within the past five years will be included in the calculation. If the student is granted an exception for coursework greater than five years old, all grade attempts on the older coursework will be calculated as described in a and b above.

## ADMISSION TO THE SECOND DEGREE OPTION

To be admitted to Eastern Kentucky University, the EKU application form, required fee, and all official transcripts from institution (s) attended must be submitted to the EKU Office of Admissions. Students with a non-nursing bachelor's degree who apply for admission are admitted as pre-nursing second bachelor's degree majors. Admission as a pre-nursing second bachelor's degree student does not guarantee admission to the BSN Second Degree Option major. International students must have an evaluation completed by JSILNY, WES, or ECE and submitted with the application to document degree completion (contact the EKU Office of Admissions for more details). International students must also submit official TOEFL scores with the School application materials. Admission to the University does **NOT** guarantee admission to the Second Degree Option. To apply for fall admission to the Second Degree Option, a separate School of Nursing application must be submitted to the Office of The School of Nursing no later than **March 1**. The minimal requirements for admission to this option include evidence of completion of a Bachelor's degree in a non-nursing discipline from an accredited college or university with a minimum GPA of 2.5, **submission of transcripts from all colleges or universities attended** (these are separate from the transcripts which must be submitted to the EKU Office of Admissions), JSILNY, WES, or ECE evaluation and TOEFL scores (if required), submission of an essay which includes statement of personal and professional career goals, a resume, and three professional letters of reference. Classes are admitted each fall semester. Admission is competitive and is based on a review of all required materials and the entire academic history, including a review of the essay/statement of personal and professional career goals, grades on science pre-requisite courses, GPA, the resume, and the three professional letters of reference.

If an applicant to the Second Degree Option has been enrolled in another nursing program, the applicant must submit transcripts from the program, the *Applicant From Another Nursing Program Form*, and the *Nursing School Director Reference Form*. If the applicant has had a deficiency in a previous nursing course(s), application must be made through the Admission/Readmission Committee and the applicant must compete with other applicants applying for readmission to the program (please refer to that section of the policy for more specific information).

To be eligible to enter the option, the student must have been officially admitted to the option and must have completed all pre-requisite course work in BIO 307, 273 or MLS 209, BIO 308, NFA 201, and STA 215 with a grade equivalent of 2.0 (C) or greater. Course work in BIO 307, 273 or MLS 209, BIO 308 and NFA 201 must have been completed within the previous five years unless an exception is granted by the School Chair. All admissions are made with the provision that documentation of completion of pre-requisite courses must be available from the Registrar when grades are recorded at the end of the current semester before enrollment in the option (end of the summer term for fall enrollment). Otherwise, the student may lose his/her place in the class. **As review of science pre-requisite grades is part of the competitive admissions process, applicants are strongly encouraged to have science pre-requisite courses completed when the application is submitted. Course work in support courses that is greater than five years old must be approved by the School Chair or repeated for currency.**

In addition to the academic criteria required for admission, the student must meet the standards written into the State of Kentucky Nurse Practice Act (KNPA), which requires each student be of good moral and ethical character, good mental and physical health and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nurse's website, including information for candidates with a history of prior criminal conviction. **In addition, students must meet clinical agency placement requirements.**

Students who are admitted must submit copies of all required documentation (Please see the *Required Documentation for Clinical* section of this handbook) to Rowlett 223 no later than **August 1** if

the student is to enroll in the Second Degree Option course work in the following fall term. A student who does not have the required documentation on file by **August 1** will lose his/her place in the class unless an extension is approved for extenuating circumstances. A student **may not** begin the nursing program without having all documentation on file. **Any exception must be approved by the School Chair.** This documentation must be kept up to date each semester of enrollment in clinical nursing courses.

#### MAKING APPLICATION TO BOTH TRADITIONAL AND SECOND DEGREE OPTION

Students who have a bachelor's degree in another field may apply to either the second degree or the traditional options, or to both to increase the chance of acceptance. However, the second degree students applying to the traditional option will be held to the same admission prerequisite requirements, to the same traditional undergraduate admissions scale and must be competitive in points to be admitted to the traditional option. **Please note that a separate application is required for the traditional option and must be submitted by March 31 for fall admission or October 31 for spring admission.**

#### PROGRESSION IN THE SECOND DEGREE OPTION

To be eligible for progression, students must achieve a grade equivalent of 2.0 (C) or higher in all nursing and supporting courses. Students who are unsuccessful in a nursing course must apply for readmission through the Admission/Readmission Committee. **If a student enrolled in the Second Degree Option is unsuccessful in a nursing course and applies for readmission, the student will be considered for the Traditional Option only.** Please refer to that section of the policy for more specific information on progression and readmission. The HESI Mid-Curricular Examination will be given at the end of NSC 396, and students who score below standard must enroll in NSC 378 (please refer to the *Academic Standards* section).



EASTERN KENTUCKY UNIVERSITY  
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SCHOOL OF NURSING

**2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC**

Student Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Current GPA**

(3.5 GPA = 3.5 points)

Total Possible	Applicant's Score
4.0	

**Support Courses**

(All deficiencies and first passing grade within the past 5 years will be counted.)

Anatomy & Physiology I (BIO 307)  
Anatomy & Physiology II (BIO 308)  
Microbiology (BIO 273/MLS 209)  
Nutrition (NFA 201)

Total Possible	Applicant's Score
A = +2 B = +1 C = 0 D or F = -2	Grade / Points
2.0	/
2.0	/
2.0	/
2.0	/

**Essay/Goal Statement**

Criteria:

- Organization/Grammar
- Goals/Service
- Consistent Values

(Rubric found on back of page)

Total Possible	Applicant's Score										
<table border="1" style="width: 100%;"> <thead> <tr> <th>Score</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12 to 15</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">9 to 11</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">4 to 8</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">0 to 3</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Score	Points	12 to 15	3	9 to 11	2	4 to 8	1	0 to 3	0	Rubric Score / Points
Score	Points										
12 to 15	3										
9 to 11	2										
4 to 8	1										
0 to 3	0										
3.0	/										

**References**

Criteria:

- Appropriate person
- Likelihood of success

Reference #1 \_\_\_\_\_  
Reference #2 \_\_\_\_\_  
Reference #3 \_\_\_\_\_

Total Possible	Applicant's Score						
<table border="1" style="width: 100%;"> <tbody> <tr> <td style="text-align: center;">Superior/Good</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td style="text-align: center;">Average</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">Poor</td> <td style="text-align: center;">-0.5</td> </tr> </tbody> </table>	Superior/Good	0.5	Average	0	Poor	-0.5	
Superior/Good	0.5						
Average	0						
Poor	-0.5						
0.5							
0.5							
0.5							

**Previous Nursing Program Failures**

In last 5 years  
Greater than 5 years

Total Possible	Applicant's Score
D or F = -4	
D or F = -2	

**Total Points (16.5 points total)** \_\_\_\_\_

Evaluator:      Highly Recommend          Recommend          Recommend for Pre-Nursing          Do Not Recommend   

Committee Decision:

Admit          Deny   

Comments:    Stats \_\_\_\_\_    Chem (Y/N) \_\_\_\_\_

Revised 4/11/19

EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING

**2ND DEGREE UNDERGRADUATE ADMISSION SCALE & ESSAY GRADING RUBRIC**

<b>Organization/Writing Style and Grammar</b>	Ideas well organized and logically presented; Without grammatical errors <b>4 - 5</b>	Ideas presented, but does not logically flow; Minor grammatical errors <b>2 - 3</b>	Poorly organized, ideas not well developed; Consistent grammatical errors <b>0 - 1</b>
<b>Goals and Community Service</b>	Strong evidence of goal direction and involvement in community <b>4 - 5</b>	Some evidence of goal direction with limited involvement in community <b>2 - 3</b>	Poor evidence of goal direction and no involvement in community <b>0 - 1</b>
<b>Consistent Values</b> (articulates: caring humanistic view, commitment to nursing profession, honesty and trustworthiness)	Good match between goals and program <b>4 - 5</b>	Adequate match between goals and program <b>2 - 3</b>	Little match between goals and program <b>0 - 1</b>

**Total Points/Score** \_\_\_\_\_

Revised 4/11/19

EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
SCHOOL OF NURSING  
UNDERGRADUATE ADMISSION CATEGORIES

- I. ADMISSION TO TRADITIONAL CLINICAL NURSING SEQUENCE
  - a. Student is competitive for admission.
  - b. Student must plan to complete pre-requisite courses by end of current semester, or by end of summer term for fall enrollment. NOTE: As the point system for competitive admission includes grades for specific pre-requisite support courses, delaying enrollment in one of those courses until summer immediately before anticipated fall admission will make the student less competitive for admission. The points will be calculated and admission decisions for the fall term will be made as soon as grades are available after the close of the spring term. For that reason, students seeking fall admission are strongly encouraged to have all those pre-requisite courses completed by the end of the spring term during which the application is submitted in order to ensure their application is as competitive as possible.
  - c. Student has no deficiencies in any nursing courses (see admission and readmission information).
  - d. Students must meet clinical agency placement requirements.
  - e. Student has submitted a complete *Application for Admission to Clinical Nursing Sequence* form by **March 31** for fall semester admission and by **October 31** for spring semester admission.
  - f. If admission is made with provision that documentation of completion of all pre-requisites be available from the registrar when grades are recorded, it is the **student's responsibility** to verify all transfer credits are received and correspondence course grades are recorded. If documentation of completion of pre-requisite courses is not available by the date stated, the student is subject to disenrollment from the nursing classes and may lose his/her space in the classes. In addition, all required documentation for clinical must be on file by the deadline.
  - g. Student will be notified by letter sent to the student's EKU email address, if admitted to class.
  
- II. ADMISSION BY EXCEPTION
  - a. Students who do not meet the criteria for admission in Category I above, but who have **extraordinary circumstances** they wish to have considered by the Admission/Readmission Committee, may apply in this category.
  - b. Students who wish to apply through the Admission/Readmission Committee must submit the proper form, *Application for Admission – Consideration by Exception* by **March 31** for fall semester admission and by **October 31** for spring semester admission. Students who apply after those dates will be considered only if spaces are available in the class.
  - c. Notification of decision letter will be sent to the student's EKU email address within 10 days following the committee meeting. Students who are denied Admission by Exception are placed back in the applicant pool and compete for admission under the same criteria as applicants in the other categories.
  
- III. ADMITTED TO THE 2<sup>ND</sup> DEGREE OPTION
  - a. Applicant has met all requirements for admission to this option and has been selected for admission by the School of Nursing. All support pre-requisite courses have been completed with a grade equivalent of 2.0 (C) or higher, and all required documentation, forms, and transcripts have been submitted. If the applicant is lacking supporting courses, the admission will be provisional upon completing the specified supporting courses with a grade equivalent of 2.0 (C) or higher before enrolling in the 2<sup>nd</sup> Degree Option course work. Documentation of completion of supporting courses must be available from the Registrar prior to beginning the fall semester in which the student plans to enroll in the 2<sup>nd</sup> Degree Option. If admission is granted, the applicant will be notified by letter sent to the student's EKU email address.

- b. Applicant must have met all admission requirements of Eastern Kentucky University.
- c. Applicant must have no deficiencies in nursing courses (see admission and readmission information).
- d. Applicant must have no deficiencies in supporting pre-requisite courses.
- e. All documentation for clinical must be current and on file by the due dates.
- f. Students must meet clinical agency placement requirements.

#### IV. READMISSION/PROBATION/ADMISSION WITH PREVIOUS NURSING DEFICIENCIES

- a. Students with previous deficiencies in nursing courses must apply in this category through the Admission/Readmission Committee. A deficiency is defined as: 1) nursing theory grade less than passing; 2) unsatisfactory grade in clinical; or 3) withdrawal from a nursing course in which the student was deficient in classroom or clinical performance at the time of withdrawal.
- b. Application must be made to the Admission/Readmission Committee by the following dates:
  - 1. Students seeking admission to the Baccalaureate Nursing program who have had **deficiencies in previous nursing courses** must make application by October 31 for spring semester admission and by March 31 for fall semester admission and be considered by the committee. If the deficiency was from another nursing program, the applicant must submit an *Applicant from Another Nursing Program* form and a *Nursing School Director Reference* form. Transcripts of all previous work must be submitted with the forms. All material must be submitted by the above dates for the student to be considered by the committee. Students seeking admission who have deficiencies in previous nursing courses must compete for spaces with students seeking readmission to EKU's baccalaureate nursing courses and will be considered on that basis.
  - 2. Students with **deficiencies in EKU's baccalaureate nursing courses (NSC)** who wish to be considered for readmission to those courses must make application for readmission no later than 12:00 noon the first Friday following finals for fall or spring readmission. As the date for the committee to meet for spring readmission consideration may fluctuate due to the length of time between the fall and spring term, students should submit the application for readmission as early as possible to ensure the application will be received before the committee meets. The date for the committee meeting will be posted and can also be obtained from the office staff. Students who submit an application after the committee meets will be deferred until the following semester for consideration.
- c. Upon recommendation of the committee, a student with a deficiency can be admitted/readmitted on a **Space Available Basis**. If spaces are not available that semester, the student will **NOT** be guaranteed space in the following semester, but will need to reapply.
- d. Students who are granted admission/readmission in this category are **on probation**. **Students who are granted readmission will complete an individualized Student Success Plan (see page 91) and schedule a meeting with the course faculty within two weeks of the beginning of the semester. Students are required to schedule and attend a minimum of two meetings with course faculty prior to midterm and an additional two meetings with course faculty after midterm. Students are responsible for bringing the completed Student Success Plan to each meeting with course faculty.**
- e. Notification of decision letter will be sent to the student's EKU email address within ten days following the committee meeting.
- f. Readmitted students may not use work from previous semesters.
- g. Students who are denied readmission or admission and who wish to be considered for a future semester must make application again for that semester.

#### V. DENIED ADMISSION

- a. Student is not competitive for admission.
- b. Student has failed to complete a support course and has been denied admission by exception.

- c. Student is an applicant from another program, or student has had a previous deficiency in a nursing course, and has been denied admission.
- d. Student does not meet the clinical agency placement requirements.
- e. Student will be notified by letter sent to the student's EKU email address if not admitted to the class.
- f. Students who are denied admission and who wish to be considered for a future semester must make application again for that semester.

## READMISSION

### **Policies Regarding Progression and Readmission**

**Admission/readmission is not guaranteed to any student for any nursing course.** The following are criteria for progression and readmission:

1. The student is eligible to continue with Eastern Kentucky University.
2. The student demonstrates the ability to complete the curriculum within eight (8) years from the date of entry as a freshman to the University. For students entering later in the curriculum (transfer students, readmitted students or change of major students), curriculum must be completed in twice the number of semesters which the student has to complete the nursing program. For example, if the student entered in the second semester of the sophomore year, the student must complete the program within five (5) years. Second degree students are considered transfer students for the purpose of time limit on completion.
3. The student maintains a minimum GPA of 2.5.
4. The student has not earned less than a "C" or "satisfactory" in two NSC courses.
5. The student has had no absence from the program in excess of one year (two semesters) from the date of departure until the semester for which re-application is made.
6. The student demonstrates the ability to satisfactorily complete the clinical component.
7. There is space in the course to which the student is requesting entrance. Students who are denied readmission due to lack of space available will not be guaranteed space in the following semester, but will need to reapply.
8. The student's academic integrity record may be considered in admission/readmission decisions.
9. The student is eligible for clinical agency placement.

### **Who Must Apply for Readmission**

1. Students who withdraw from/drop a nursing course.
2. Students with a final grade below 2.0 (C) in any nursing course.
3. Students who drop out of the nursing program for one or more semesters.

### **How to Apply for Readmission**

Submit a completed *Application for Readmission* form (or *Applicant from Another Nursing Program* form and *Nursing School Director Reference* form, if that category applies) by the date specified on the form to the School of Nursing administrative assistant in Rowlett 223. If the application is mailed, it should be sent certified mail.

### **When to Apply**

All applications for admission are due by **March 31** for fall admission and by **October 31** for spring admission. Only complete applications will be considered.

The *Application for Readmission* form is due no later than 12:00 noon the first Friday following finals for fall or spring readmission. The dates for the readmission applications are set for a later time in the

academic year to allow students to receive final grades for the semester. However, students are encouraged to submit the completed application documents as early as possible. Only complete applications will be considered. Please refer also to Undergraduate Admission Categories, Section IVb.

### **When the Committee Will Meet**

Meeting time will be posted in the Rowlett Building and information will be available through the School of Nursing administrative assistant.

### **How A Decision Is Made**

1. The committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:
  - Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
  - The number of times the student has repeated other courses.
  - The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
  - Evidence that the student has sought or will seek ways to correct deficient areas.

### **When Decisions Will Be Known**

1. Students will be notified by letter sent to the student's EKU email address within (10) days following the meeting. Letter will be emailed to the student's official EKU Student email address.
2. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation.

### **Student Response to Committee Decisions**

1. All students who are recommended for admission/readmission need to see their advisors regarding any necessary schedule changes.
2. Readmitted students should contact the course faculty for classroom and clinical placement information.
3. Students not admitted/readmitted should consult their advisors regarding their schedules.
4. An appeal of the committee's decision can be made **in writing** in the following sequence:
  - a. First to the Baccalaureate Nursing Admission/Readmission Committee. The student must appear before the committee for this appeal.
  - b. Chairperson, School of Nursing
  - c. Dean/Associate Dean College of Health Sciences
  - d. Admission/Progression Committee, College of Health Sciences

### **Students Granted Readmission**

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. If academic or clinical difficulty arises during the probationary period, the student will be denied readmission. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 2.0 (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.

Students who are granted readmission will complete an individualized Student Success Plan (page 91) and schedule a meeting with the course faculty within two weeks of the beginning of the semester. Students are required to schedule and attend a minimum of two meetings with course faculty prior to midterm and an additional two meetings with course faculty after midterm. Students are responsible for bringing the completed Student Success Plan to each meeting with course faculty.