SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Admission to Health and Nursing Programs

EFFECTIVE DATE: July 1, 2000; Revised February 10, 2014; Revised April 16, 2024

Purpose

The purpose of this policy is to establish the admission requirements for Health and Nursing Programs available at Southwest Tennessee Community College ("Southwest" or "the College").

Southwest offers courses and programs in health sciences and nursing, which lead to an Associate of Applied Science degree or Technical Certificate of Credit. These programs are designed to prepare students for licensure, certification, and for immediate employment after graduation. The number of students admitted to each program at any one time is limited and the academic requirements necessary for admission vary with each program. Admission, therefore, is very competitive, and preference is always given to those who exceed the minimum qualifications set forth below.

I.   Provisions Applicable to all Health Programs

A. Minimum Criteria for Eligibility

To be eligible for consideration for admission to a health professions program, the applicant must meet the following minimum requirements in addition to additional program specific criteria.

1. Be granted degree admission status at Southwest.
2. Submit an Application for Special Admission and all required credentials by the deadline date published in the Southwest Catalog and on the College's website.
3. Submit official transcript(s) of all college work attempted and/or completed at colleges other than Southwest by the deadline date published in the College Catalog and on its website.
4. Complete all prerequisite courses as specified for the program to which an applicant is applying prior to the beginning of the term for which admission is being sought and meet minimum Grade Point Average ("GPA") standards for the program for which an applicant is applying.
5. Complete all prerequisite testing required for the program to which an applicant is applying.
6. Provide evidence of physical and emotional ability to carry out the essential requirements of the program by the deadline date published in the College Catalog and on the website.

B. Procedures for Admissions

1. Admission to Health Professions programs is granted based on criteria established by each specific program.
2. Applicants must complete and file an Application for Special Admission to each program for which they wish to be considered.
3. Application deadlines listed are enforced. Applications received after the deadlines will be considered only if space is available in the class.

4. A specific program may have established certain minimum prerequisite requirements that applicants must meet to be considered for admission.
5. To ensure a fair process, programs use an Admission Index that is derived by multiplying the earned score on each of the applicable variables by the assigned weight, and then summing the results. The particular variables applicable to each program are listed under each program heading in Section II below.
6. The Admissions Committee for each program reviews and certifies the eligibility of all applicants.
7. The Admissions Committee for each program shall consider the highest-ranking applicants up to the maximum number admissible as admitted to the next official class. All other applicants shall remain as alternates until the published last date to enroll for the term in which the class is scheduled to begin.
8. The program shall notify in writing each applicant of their admission status.
9. Each admitted applicant must formally accept admission in writing by the specified date.
10. If an admitted applicant declines admission or fails to notify the program of acceptance by the designated date, the applicant's position in the class will become vacant and offered to the highest ranking alternate.

Eligible applicants who fail to gain admission to a given class may reapply for admission to the next official class. Those who do so will be evaluated and ranked in accordance with the above procedures and without consideration to previous evaluation and ranking. Rank in one admissions process does not establish the right to the same or similar rank in another admissions process.

C. Appeal of Admission Index and Ranking

If an applicant does not agree with the Admissions Committee's calculation of the applicant's admission index or assigned rank, the applicant may request a review by the department head and, subsequently, by the division dean. Such appeals must be made in writing within 15 business days of the date on which the notice of the appellant's admission status was mailed or emailed.

II. Admission Criteria Applicable to Individual Health Programs

In addition to the criteria of eligibility stated in Section I.A. above, applicants must also meet the criteria of the specific program to which they are seeking admission. In addition, the Admission Committee uses the Admission Index variables in ranking applicants.

Applicants must submit required health records, including vaccinations, drug screens and background checks as outlined by each program.

Applicants must attend the Health Program orientation.

A student who has incurred academic dismissal from a specific Health program is evaluated and ranked in accordance with the procedure set forth by each specific program.

III.   **Provisions Applicable to the Nursing Program**

The number of students admitted to the Nursing Program at any one time is limited; therefore, admission is very competitive, and preference is given to those who exceed the minimum qualifications. Applicants must meet the following general criteria for consideration:

A. **Criteria for Eligibility**

1. Be granted degree admission status at Southwest.
2. Submit an "Application for Special Admission" for the Nursing Program with all required credentials by the deadline date published in the Southwest Catalog and the website (www.southwest.tn.edu/nursing).
3. Submit to the Office of Admissions official transcript(s) of all college work attempted by the deadline date published in the Southwest Catalog and the website.
4. Applicants who have been enrolled in a nursing program at another accredited institution must provide a letter of good academic standing from the director of the nursing program at that institution stating that the applicant is in good academic standing in that nursing program and is able to continue there.
5.   Applicants who have an academic dismissal from another nursing program are eligible for admission after five (5) years of separation from the other nursing program.
6. Have earned a minimum high school GPA of 3.0 or a minimum GPA of 2.5 on any college courses attempted. (High school GPA will be used for applicants without prior college courses.)
7. Have earned a grade of "C" or higher in any college courses required for the nursing program. Science courses must have been completed within the past five (5) years.
8. Be eligible to enroll in English Composition I and Probability and Statistics.
9. Achieved the benchmark score on the Pre-admission Examination (the test score is accepted for five (5) years*. In the event an applicant takes the Pre-admission Examination more than one (1) time, the most recent exam score will be evaluated for admission consideration.
10. An essay that addresses the prompt provided on the application must accompany the application.

*Applicants are currently required to attain a minimum score of 100 on the current Pre-admission Examination.

B. **Procedures for Admission**

1. The Nursing Admissions Committee shall consider the highest-ranking index scores to the maximum number of qualified applicants as conditionally admitted to the next official class. (See section on Selection Criteria.)
2. Selected applicants will be notified of their admission status by email.
3. Selected applicants must formally accept or decline admission, in writing, by the specified date. The applicant's medical record, along with documentation of measles, varicella, tetanus, annual Flu vaccine and Hepatitis B vaccinations, negative drug screen, and a negative TB skin test or chest x-ray must be submitted to the Department of Nursing prior to nursing orientation.
4. Applicants must submit background checks and drug screening as outlined by the department.
5. Applicants denied admission will be notified in writing and the reason for the denial will be stated therein.
6. All admissions to the Nursing Program are conditional pending receipt of the required documentation. Failure to provide documentation as requested will result in forfeiture of admission status.

7. All selected applicants must attend a mandatory new nursing student orientation. Failure to attend the orientation will result in forfeiture of admission status.
8. If a selected applicant declines admission or fails to accept admission by the designated date, the applicant's position in the class will be forfeited.

C. Admission Index Selection Criteria

Variable	Weight
College-level GPA *	X1
A&P I GPA	X4
A&P II GPA	X4
Microbiology GPA	X4
Pre-Admission Exam Score	10%

*High School GPA may be substituted if no college courses have been taken.

Science courses must have been completed within five (5) years prior to the admission date and prior to the qualifying application deadline date to be included in the index score. In the event an applicant has taken these courses more than once, the most recent grade will be calculated into the index.

D. Additional Criteria for the LPN Mobility or Paramedic Mobility Track

1. Have satisfied all the requirements listed previously in A and B, except applicants for the LPN Mobility Track or the Paramedic Mobility Track do not need a preadmission examination score.
2. Have completed within the previous five (5) years, and prior to the qualifying application deadline date, Anatomy and Physiology I and II and Microbiology, with at least a C grade in each course.
3. Have a current, valid, unencumbered Tennessee or compact state LPN license or a valid unencumbered Tennessee Paramedic License.
4. Submit evidence of current AHA Basic Life Support Provider Level CPR certification.
5. Applicants can be admitted to the LPN or Paramedic Mobility Track only once.

E. Readmission to the Nursing Program for Southwest Nursing Students

Southwest's nursing students desiring readmission to the Nursing Program after academic failure must, at the time of request for readmission:

1. Have been separated from the Nursing Program for two (2) complete semesters from the date of dismissal (the complete summer semester is one semester).
2. Apply for admission to the Nursing Program, meeting all the current criteria for admission as a generic student, including a cumulative GPA of 2.5, and required science courses and Nursing Pre-admission Examination scores within five (5) years.
3. Applicants will be ranked with the current generic applicant pool.
4. After being ranked within the applicant pool, if selected for admission, the applicant will take a series of placement tests to determine placement within the Nursing Program. All applicants will start placement testing with the Foundations of Nursing theory course. Applicants will progress in course sequence until the point of previous academic dismissal or until the applicant fails to attain the required score on a particular placement exam. To successfully complete a placement test for a particular nursing course, the applicant must attain the passing benchmark score on each test attempted.

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5. Applicants will be placed in the Nursing Program according to the last successful placement test score.
6. Former Southwest nursing students who have been out of the Nursing Program for more than 2 (two) complete semesters are not eligible for the placement test option and must apply for admission as a regularly admitted generic student according to the current published criteria.
7. Nursing students in the LPN or Paramedic Mobility track may apply for admission to the generic track.

Responsible
Source of Policy: ____n/a_____   **Administrator:** __VP of Academic Affairs__

Related Policy: _____   **TBR Policy Reference:** __2.03.00.00_____

Date: _____April 16, 2024_____