

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Admission to Allied Health and Nursing Programs****EFFECTIVE DATE: July 1, 2000; February 10, 2014**

Southwest Tennessee Community College offers courses and programs in the allied 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 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 Allied Health Programs**A. Minimum Criteria for Eligibility**

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

1. Be granted degree admission status at Southwest Tennessee Community College.
2. Submit an Application for Special Admission and all required credentials by the deadline date-published in the College Catalog and on its 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 one is applying prior to the beginning of the term for which admission is being sought and meet minimum GPA standards for the program for which one is applying.
5. Complete all prerequisite testing required for the program to which one is applying.
6. Provide evidence of physical and/or emotional ability to carry out the essential requirements of the program and evidence of freedom from communicable diseases and from drug and alcohol addiction by the deadline date published in the College Catalog and on its website .

B. Procedures for Admission

1. Admission to Allied Health programs is granted based on criteria established by each specific program.
2. Students 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 these dates will be considered only if space is available in the class.

4. A specific program may have established certain minimum prerequisite requirements that the student must meet in order to be considered for admission.
5. The Office of Admissions and Records receives and processes each Special Application for Admission.
6. The Office of Admissions and Records calculates the earned Admission Index of each eligible applicant and ranks all applicants accordingly.
7. To ensure an equable and fair process, programs use an Admission Index which 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.
8. The Admissions Committee of each program reviews and certifies the eligibility of all applicants.
9. The Admissions Committee of each program shall consider the highest-ranking students up to the maximum number admissible as admitted to the next official class. All other students shall remain as alternates until the published last date to enroll for the term in which the class is scheduled to begin.
10. The Office of Admissions and Records shall notify in writing each applicant of their admission status.
11. Each admitted applicant must formally accept admission in writing by the specified date.
12. If an admitted applicant declines admission or fails to notify the program of acceptance by the designated date, the student'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 his/her 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.

D. Admission Criteria Applicable to Individual Allied Health Programs

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

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

II. 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. Minimum Criteria for Eligibility

1. Be granted degree admission status at Southwest Tennessee Community College.
2. Submit an “Application for Special Admission” for the Nursing Program and all required credentials by the deadline date published in the College Catalog and the website (www.southwest.tn.edu/nursing).
3. Submit official transcript(s) of all college work attempted by the deadline date published in the College 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 student 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 5 years of separation from the other nursing program.

B. Additional Criteria for Nursing

1. 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.)
2. 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.
3. Be eligible to enroll in English Composition I and Probability and Statistics.
4. Have taken 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 time, the most recent exam score will be evaluated for admission consideration.
5. A letter describing the candidate’s desire to enter the Nursing program must accompany the application.

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

C. 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 telephone.
3. Selected applicants must formally accept 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. The applicant must accept or decline the admission, in writing, by the deadline specified. Applicants denied admission will be notified in writing by the admissions office and the reason for the denial will be stated in the letter.
5. All admissions to the nursing program are conditional pending receipt of the above documentation. Failure to provide documentation as requested will result in forfeiture of admission status.
6. All selected applicants must attend a mandatory new nursing student orientation. Failure to attend the orientation will result in forfeiture of admission status.
7. 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.

D. Admission Index Selection Criteria

Variable	Weight
College-level GPA ¹	x1
A & P I GPA	x4
A & P II GPA	x4
Microbiology GPA	x4
Pre-Admission Exam Score	10%

¹ High School GPA may be substituted if no college courses have been taken.

Science courses must have been completed within 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.

E. Additional Criteria for the LPN Mobility Track

1. Have satisfied all the requirements listed previously in A and B, except applicants for the LPN Mobility Track do not need a preadmission examination score.
2. Have completed within the previous 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.
4. Submit evidence of current CPR certification.
5. Applicants can be admitted to the LPN mobility track only once.

F. Readmission to the Nursing Program for Southwest Nursing Students

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

1. Have been separated from the nursing program for 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 5 years.
3. Applicants will be ranked with the current generic applicant pool.
4. Provide a letter stating the reasons for previous academic failure and what adjustments have been made to help assure success on this attempt.
5. After being ranked within the applicant pool, if selected for admission, the student will take a series of placement tests to determine placement within the nursing program. All students will start placement testing with the Foundations of Nursing theory course. Students will progress in course sequence until the point of previous academic dismissal or until the student fails to attain the required score on a particular placement exam. To successfully complete a placement test for a particular nursing course the student must attain a score of at least 850 (or its equivalent) on each test attempted.
6. Students will be placed in the nursing program according to the last successful placement test score.
7. Former Southwest Nursing Students who have been out of the nursing program for more than 2 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.