Bethel University
College of Health Sciences

Nursing Student Admission
NAD-101

Title: Nursing Student Admission		Number: NAD-101
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1 PURPOSE

The purpose of this policy is to define the Bethel University nursing program admission process.

2 SCOPE

This policy applies to all students applying for admission to the Bethel University nursing program.

3 PROCEDURE

3.1 Responsibility
The Department of Nursing (DON) Director, Chairperson and members of the Admissions and Retention Committee, and the DON administrative assistant are responsible for the implementation of this policy. It is incumbent on those responsible for implementing the nursing program's admission process to ensure that it is non-discriminatory and is applied consistently and equitably to all applicants.

3.2 Consideration for Admission Requirements
To be considered for admission to the Bethel University nursing program, applicants must have:

1. Been accepted for admission to or be currently enrolled in Bethel University.

2. Submitted the Application for Admission (NF-320) to the DON by March 1st of the year in which the applicant desires fall admission.

3. Paid an application fee of $25.00 to the Bethel Business Office.

4. Submitted copies of all official college transcripts (other than Bethel University's) to the DON by March 1st of the year in which the applicant desires fall admission.

5. Verified that the DON has received all required documents.

6. Completed the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) examination (administered in January & February of each year).

7. Earned a cumulative GPA of 2.75 or above for all college-level courses.

8. Completed the following pre-requisite core courses with a grade of C or higher.

   - COE 102
   - ENG 101 & ENG 111
   - BIO 111/111L
   - BIO 211/211L
   - BIO 201/201L & BIO 202/202L
   - CHE 111/111L
   - MTH 111 or 112
   - MTH 202
   - PSY 211
   - HEA 211
   - REL 111, 112, or 113 (6 hrs.)
   - SOC 111
   - HSC 200 level (6 hrs.)
   - Fine Arts Elective (6 hrs.)

9. Completed all but 9 credit hours of the required core courses listed in requirement number 8 prior to enrollment in the nursing program. The 9 credit hours that may be completed after enrollment in the nursing program must be selected from the following courses:

   - REL 111
   - REL 112
   - REL 113
   - Fine Arts Elective

3.3 Ranking

After eligibility for admission to the nursing program has been determined, a ranking system totaling 100 possible points will be employed to identify the applicants who are most likely to succeed in the nursing program. The ranking system will be based on the following:

1. Ranking criteria will be applied equally to all students seeking admission to the Bethel University nursing program.

2. Applicants will be admitted in descending order (highest to lowest) of ranking based on total point accumulation until all available slots are filled.

3. Ranking points will be allocated as follows:

a) College GPA	25 points total
3.75 – 4.00	25 points
3.50 – 3.74	20 points
3.25 – 3.49	15 points
3.00 – 3.24	10 points
2.75 – 2.99	5 points

b) TEAS Adjusted Individual Total Score   40 points total

96 - 100	40 points
91 - 95	35 points
86 - 90	30 points
81 - 85	25 points
76 - 80	20 points
71 - 75	15 points
66 - 70	10 points
59 - 65	5 points
0 – 58	0 points

c) TEAS Adjusted Individual Reading Score   20 points total

91 - 100	20 points
91 - 95	18 points
86 - 90	16 points
81 - 85	14 points
76 - 80	12 points
71 - 75	10 points
66 - 70	5 points
59- 65	2 points
0 - 58	0 points

d) Non-withdrawal from or non-repeat of any prerequisite courses: 15 points total

e) Points deducted for each withdrawal or required repeat of course.

No repeats or withdrawals	15 points
Each withdrawal of one course or each withdrawal from all courses in a semester	- 1 point
Each repeated course for D or F grade	- 1 point

3.4 Admission Procedure
The DON will follow the following procedure to determine which applicants will be admitted to the nursing program in the coming fall.

1. The administrative assistant and/or department director will create a file for each applicant prior to March 15th to include:

    a. Application for Admission (NF-320)

    b. Copies of all official college transcripts

    c. Copy of Admission Criteria Evaluation Checklist (NF-328)

    d. Other documents as appropriate including student's advisee file

2. The DON and Admissions and Retention Committee will meet after March 15th to evaluate all students applying for admission to the program per sections 3.1, 3.2, and 3.3 of this policy.

3. The Admission Criteria Evaluation Checklist (NF-328), which reflects the admission criteria outlined in sections 3.2 and 3.3, will be utilized to identify students to be admitted to the nursing program.

4. After evaluation, the Admission and Retention Committee will divide applicants into the following categories:

    a. Admitted to the nursing program with no further requirements

    b. Admitted to the nursing program contingent on completion of all pre-requisite courses (applicant will be provided with a copy of Nursing Program Contingency Admission Requirements [NF-327] identifying specific requirements)

    c. Non-admission to the nursing program because of failure to meet admission requirements (applicant will be provided with a copy of Nursing Program Contingency Admission Requirements [NF-327] identifying specific requirements not met)

5. The Chairperson of the Admissions and Retention Committee will submit a list of all students applying for admission and the status of their applications to the DON Director.

6. The Director will notify all applicants of their nursing program admission status by letter and request that the Accept-Decline be returned by a certain date to reserve the applicant's admission slot (NF-326).

7. The Director will create an information packet reflecting the most current orientation information for the Department of Nursing. The administrative assistant will forward the information packet to each applicant accepting admission (return of NF-326) to the nursing program.

4 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107).

5 ASSOCIATED FORMS

NF-320, Application for Admission

NF-326, Accept-Decline Admission Letter

NF-327, Nursing Program Admission Contingency Requirements

NF-328, Admission Criteria Evaluation Checklist

END OF POLICY