

Policy Name: Nursing Admission  
Policy Number: ACA 2.01  
Title of Policy Owner: Dean of Academic Affairs  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 8/1/2020  
Version: 1.0  
Policy Status: Approved

I. Policy

Nursing Admission

II. Purpose

This policy describes the admission requirements for prospective students to be admitted to Bon Secours Memorial College of Nursing (BSMCON).

III. Scope

This policy applies to all prospective students seeking admission to BSMCON.

IV. Definitions

None

V. Policy Details

**Policy Statement:**

To be eligible for admission to the College of Nursing in any published year, the application and all required materials must be received by the published deadlines.

Admission to the Pre-Licensure BSN program occurs twice a year, in the fall and spring semesters. The Office of Admissions submits all completed Pre-Licensure applications to the Admission and Progression Committee for decision and approval.

Admission to the Post-Licensure RN to BSN program occurs three times a year, in the fall, spring, and summer semesters. The Office of Admissions submits all completed post-licensure applications to the Admission and Progression Committee for decision and approval.

All students must adhere to the College Admission Policy (ADM 3.11).

Admission into the College of Nursing is competitive. An applicant who meets all requirements is not guaranteed acceptance to the program.

### **Pre-Licensure BSN Program Admission Requirements**

- All students must attest to possessing the following Essential Skills and Competencies for Distance Education courses:
  - Basic computer skills including, but not limited to:
    - Ability to communicate following rules of netiquette;
    - Ability to conduct web searches;
    - Ability to download/upload files;
    - Ability to communicate and collaborate asynchronously
  - Basic reading and writing skills
  - Time management and goal setting skills dedicated to prioritizing course work
  - Ability to learn from text and multimedia
  - Problem solving skills
  - Willingness to seek support
- Graduation from an accredited high school with a 2.0 GPA or higher or General Educational Development (GED) certificate.
- Achievement of a cumulative grade point average of 2.5 or greater in all college courses attempted.
- Provision of official transcripts from high school, high school diploma or GED program certificate and all post-secondary schools/colleges/universities attended.
- Notice to the College of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.

Completion of 46 general education credits toward the BSN degree (refer to policy ADM 2.07).

For transfer credit guidelines refer to policy ADM 3.10.

- Completion of the Test of Essential Academic Skills (TEAS) or SAT or ACT. No SAT, ACT, or TEAS are required if the applicant already has received a Bachelor's or Master's degree or plans to complete a degree prior to admission start date.
- Two letters of reference are required according to specific guidelines from the Office of Admissions. Any applicant who has previously enrolled in or is currently enrolled in a nursing program is required to provide a letter from the director of the program verifying academic standing and clinical competence.
- Essay(s) are required according to specific guidelines.

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**Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:**

- Attend “New Student Orientation”, complete the Online Readiness Module, and Curriculum Planning session.
- Submit clinical compliance requirements as stated in policy ACA 1.03.

**Post-Licensure RN-BSN Program Admission Requirements**

- All students must attest to possessing the following Essential Skills and Competencies for Distance Education:
  - Basic computer skills including, but not limited to:
    - Ability to communicate following rules of netiquette;
    - Ability to conduct web searches;
    - Ability to download/upload files;
    - Ability to communicate and collaborate asynchronously
  - Basic reading and writing skills
  - Time management and goal setting skills dedicated to prioritizing course work
  - Ability to learn from text and multimedia
  - Problem solving skills
  - Willingness to seek support
- Graduation from an accredited college or university; either diploma or associate’s degree.
- Provision of official transcripts from high school, high school diploma or GED program certificate and all post-secondary schools/colleges/universities attended.
- Achievement of a cumulative grade point average of 2.0 or greater in the general education course requirement.
- Valid unrestricted license to practice registered nursing in the U.S.
- Unlike the Pre-Licensure BSN requirement of having a minimum of 46 required general education credits completed prior to admission; the Post-Licensure RN-BSN program requires a minimum of 40 of the 46 required general education credits completed prior to admission (refer to policy ADM 2.07). If fewer than 46 credits are completed prior to admission, the student must take the remaining credits of general education at BSMCON. Any exceptions to general education credits as outlined by the Cluster Model (refer to policy ADM 2.07) are at the discretion of the Program Chair and Dean of Academic Affairs.

For transfer credit guidelines refer to policy ADM 3.10.

**Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:**

- Participate in a Curriculum Planning session and complete New Student Online Orientation and Online Readiness modules.
- Submit clinical compliance requirements as stated in policy ACA 1.03.

## VI. Attachments

None

## VII. Related Policies

ACA 1.03 Clinical Compliance Requirements  
ACA 3.03 General Education Requirements  
ADM 3.10 Transfer Credits  
ADM 3.11 College Admissions/Readmissions

## VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## IX. Version Control

Version	Date	Description	Prepared by
1.0	5/11/2020	Revision and new template	Dean of Academic Affairs