 <b>STANDARD POLICY AND PROCEDURE FORM</b>	<b>Title:</b> ADMISSION POLICY: LPN TO RN	<b>ID #:</b> SON.100.10 <b>Effective:</b> 5/10/17 <b>Page 1 of 4</b>
	<b>Approved By:</b> Director, School of Nursing	
	<b>Committee Approval:</b> Admissions & Faculty Committee	
<b>Distribution:</b> "T" Drive, Edvance360, Student Handbook, & Hospital Portal		<b>Revised:</b> 10 <sup>th</sup> 9/6/2024 <b>Reviewed:</b> N/A

## I. ADMISSION REQUIREMENTS AND PROCESS

### A. Admission qualifications:


1. All applicants will be considered regardless of race, color, religion, ancestry, ethnicity, gender/transgender status, gender identity, sexual orientation, age, national origin, marital status, disability, pregnancy, parental status, military and/or veteran status, genetic information, or other characteristics protected by the law.
2. Applicants must have achieved high school graduation requirements as delineated by the Ohio Department of Education. Completion of one credit in high school or college science (chemistry preferred) and one credit in high school or college mathematics (algebra preferred) are required.
3. Applicants who have not graduated from high school may be considered for admission by taking the General Educational Development (GED) test. Applicants who meet the high school requirements by taking the GED test must have passing scores in science and mathematics.
4. Accepted applicants must hold a current, valid, unencumbered practical nursing license in the United States and must have completed all practical nursing courses with a "C" or better.
5. Applicants should have at least one-year's employment as a Licensed Practical Nurse (LPN). LPNs with less than one-year's employment will be evaluated for admission on a case-by-case basis.

### B. The applicant's process for completing the application file:

1. Applicants must submit an application either online or in paper form. A non-refundable application fee of \$25.00 must also be submitted.
2. Applicants must have a final, official transcript of their high school records sent to the registrar/bursar at Firelands Regional Medical Center School of Nursing (FRMCSN). This transcript must be sent directly from the high school (via sealed envelope, official email or electronic transcript delivery service) to the FRMCSN registrar/bursar. An official transcript must include a graduation date and be signed by an official representative of the high school.

If FRMCSN has reason to believe that an applicant's high school transcript or GED is not valid the following procedure will be followed to evaluate validity.

- Check the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the school is not

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recognized by NCES, an internet search will be performed to identify existing high school diploma mills. FRMCSN will also reference a known diploma mill list maintained by the registrar/bursar.


- If unable to obtain the required information, FRMCSN will contact the state in which the school is located in an attempt to obtain the appropriate documentation.
- For GED validation, FRMCSN will contact the Department of Education for the state in which the GED was earned.

If FRMCSN is not reasonably certain a high school transcript or GED is valid, the applicant will be declined for admission. The school's decision relative to the validity of a particular high school transcript or GED is final, and not subject to appeal.

3. Applicants must request that official transcripts from all post-secondary educational institutions attended, including final records demonstrating graduation from a school of practical nursing, be sent to the registrar/bursar at FRMCSN.
4. Applicants must submit a Professional Reference Form from their current employer to the registrar/bursar. Applicants who are not currently employed as an LPN will submit three-character references instead utilizing the same form.
5. Applicants must take the Test of Essential Academic Skills (TEAS). Applicants are expected to obtain a "proficient" level or higher on the TEAS. Applicants may take the test up to two times during the same admission cycle at the cost of the applicant. Applicants who do not achieve the "proficient" level will be reviewed on a case-by-case basis. Applicants who are late or unprepared with their ATI username/password or appropriate payment must reschedule the TEAS for a later date. Applicants who miss a TEAS appointment without notifying the school to cancel or repeated rescheduling may have their application closed for the academic year. Applicants with an earned baccalaureate degree from a nationally accredited institution or at least a 3.00 cumulative GPA from the LPN program are exempt from taking the TEAS.
6. Applicants must complete a personal interview.

C. FRMCSN's process after the application file is complete:

1. The Admissions Committee evaluates all parts of an applicant's file utilizing a holistic review process.
2. The Admissions Committee admits transfer students according to the Advanced Standing Policy: LPN to RN.

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3. The registrar/bursar obtains approval from the Firelands Regional Health System Human Resources Department for applicants considered for admission before official acceptance.
4. The registrar/bursar notifies applicants by letter of acceptance or rejection.

D. Steps that must be complete between acceptance and the start of coursework:


1. Pay a non-refundable \$25.00 deposit fee to FRMCSN within thirty days. Failure to submit the deposit fee may result in automatic withdrawal. This fee is applied to FRMCSN tuition costs.
2. Request to become a guest student at Bowling Green State University (BGSU) Firelands College. Applicants who have already completed the college course work associated with the FRMCSN Curriculum Plan for the LPN to RN program will skip this policy requirement. The Admissions Committee will determine the need for guest student status at BGSU Firelands College.
3. Complete a criminal background investigation and a drug screen at their own cost within sixty days of acceptance. Positive results or failure to complete the criminal background investigation and drug screen within the sixty days may result in automatic withdrawal.
4. Attend all mandatory orientation sessions provided by FRMCSN.

## II. STATEMENT ON STUDENT DISABILITIES

Firelands Regional Medical Center School of Nursing, in compliance with Section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual solely by reason of disability. Applicants are considered on an individual basis, and acceptance is dependent upon the applicant's ability to perform essential functions of the nursing role with or without reasonable accommodation. More information is included in the Disability Policy.

## III. INDIVIDUALS WITH MILITARY EXPERIENCE

- A. Applicants with experience in the armed forces of the United States, National Guard, or in a reserve unit may request to have their military education and skills training evaluated for equivalency in the FRMCSN curriculum by the Admissions Committee.
- B. Credit will be awarded for any military education or skills training deemed substantially equivalent to courses in the nursing curriculum.

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#### IV. DEFERMENT OF APPLICATION OR ENROLLMENT

- A. Applicants who do not complete all admission requirements by the close of the admissions process may elect to defer their application file to the next application period. A written request for application deferment must be submitted to the registrar/bursar and may only be requested once. Additional application deferment requests will require submission of a new application and fee.
- B. Accepted students who have not yet started nursing course work may elect to defer enrollment into the first nursing course to the following academic year. A written request for enrollment deferment must be submitted to the registrar/bursar and may only be requested once. Each request will be considered based on space availability. Drug screening and criminal background checks must be repeated. Additional enrollment deferment requests will result in automatic withdrawal and will require submission of a new application and fee.

#### V. READMISSION

- A. Students who have withdrawn from FRMCSN may request readmission.
- B. Students requesting to be readmitted within one year of withdrawal can be readmitted without resubmitting another application. After one year has passed, the student must complete the application process according to Part I of this policy.
- C. Placement in the program will be determined on an individual, space-available basis.
- D. Students who wish to be readmitted to the program must first demonstrate proficiency in the performance of nursing skills and assessment prior to registering for a course. This demonstration will be scheduled through the skills laboratory coordinator.
- E. Students who are readmitted must meet the curriculum requirements effective at the time of readmission.
- F. Following dismissal from FRMCSN, any student requesting readmission to the program will first be evaluated by the Admissions Committee. After a thorough review, the Admissions Committee will submit their recommendations to the Faculty Committee for final consideration.

#### VI. WAIVER

Waiver of any of this policy must be by two-thirds vote of the Admissions Committee members present and voting. The applicant must submit a written request for waiver to the registrar/bursar.

NOTE: Refer to the Advanced Standing Policy, Disability Policy, Academic Policies, and Drug and Alcohol Abuse Prevention Program Policy.