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	<b>STANDARD POLICY AND PROCEDURE FORM</b>	
<b>Written By:</b> Admissions Committee		<b>Distribution:</b> "T" Drive, Edvance360 & Student Handbook
<b>Approved By (signature &amp; title):</b> Director, School of Nursing Faculty Committee		<b>Revised:</b> 6 <sup>th</sup> 5/5/2021
		<b>Reviewed:</b> N/A

The Admissions Committee of the Faculty Organization is charged with the implementation of this policy.

## I. ADMISSION REQUIREMENTS

- A. Applicants for admission must submit an application either online or in paper form. An application fee of \$25.00 must also be submitted.
- B. 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, military and/or veteran status, genetic information, or other characteristics protected by the law.
- C. Applicants must have achieved high school graduation requirements as delineated by the Ohio Department of Education. Completion of one credit hour in each of the following high school courses is required: Algebra, Biology, and Chemistry.
- D. Applicants who have not graduated from high school may obtain admission by taking the General Educational Development (GED) test. Applicants who meet the high school requirements by taking the GED test must have passed courses in Algebra, Biology, and Chemistry.
- E. Applicants must request that a transcript of their high school records be sent to the Registrar/Bursar at Firelands Regional Medical Center School of Nursing (FRMCSN). Each applicant's high school record will be evaluated individually.
- F. Previous college credit will be evaluated for each individual applicant. Official transcripts from all post-secondary educational institutions attended must be sent to the Registrar/Bursar at FRMCSN.
- G. Applicants must submit at least three character references to the Registrar/Bursar. The references are obtained by the applicants from individuals who know the applicant, such as teachers, clergy, employers, or counselors. A relative or friend may not give a reference. The Evaluation of Applicant's Performance and Potential form must be used for all references.
- H. All applicants must take the Test of Essential Academic Skills (TEAS) during the application process. Applicants with an earned baccalaureate degree from a nationally accredited institution are exempt from this requirement. The TEAS results will be utilized during the review of each applicant. Applicants may take the test up to two times at the cost of the applicant.
- I. A personal interview is required during the application process.



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- J. The Admissions Committee utilizes a holistic review process when evaluating applicants for admission.
- K. Transfer students are admitted according to the Advanced Standing Policy: Regular.
- L. All applicants considered for admission must be approved by the Firelands Regional Health System Human Resources Department before official acceptance.
- M. All applicants are notified by letter of acceptance or rejection.
- N. After notification of acceptance, each applicant must 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 the FRMCSN tuition costs.
- O. After notification of acceptance, the applicant must apply to Bowling Green State University (BGSU) Firelands College and follow their academic requirements. If the applicant does not meet BGSU Firelands College admission requirements, he/she cannot enroll at FRMCSN.
- P. The student is required to complete a criminal background investigation and a drug screen within sixty days at their own cost once accepted into the program. Failure to complete the criminal background investigation and drug screen within the sixty days may result in automatic withdrawal.
- Q. The student is required to attend all mandatory orientation sessions provided by the School of Nursing.
- R. The applicant file must be complete before a student may attend classes.

**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 component, will 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 that 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 that 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 the School of Nursing may request readmission.
- B. Students who wish to be readmitted to the School of Nursing must submit an application 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 the School of Nursing, 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.

NOTE: See also Advanced Standing Policy, Disability Policy, and Academic Policies