

Policies and Procedures for Admission, Transfer and Progression

General Admission Criteria

In the event that a student is unable to fulfill the following **admission and progression standards** with or without reasonable accommodation, the student will not be admitted into or allowed to progress through the program.

The nursing program is a very rigorous mental, emotional, and physical program that places specific requirements and demands on the students enrolled. One objective of the School of Nursing is to prepare graduates to enter a variety of employment settings, and these settings require a broad array of mental and physical demands. **The following “Core Performance Standards for Admission and Progression of Nursing Students” must be met by all students admitted to, and progressing through the School of Nursing.**

The standards listed below define the cognitive, psychomotor and affective abilities that are necessary to the completion of this program and to safely perform as a competent nurse.

A. Core Performance Standards for Admission and Progression of Nursing Students

Cognitive Learning Abilities

The student must demonstrate cognitive abilities necessary and sufficient for the provision of safe and effective nursing care. Examples of required cognitive abilities are listed below. This list is not all-inclusive. The student must demonstrate the ability to:

1. Receive and interpret information in the cognitive, psychomotor and affective domains of learning. The student must be able to remember information, reproduce it, and use it to solve problems, evaluate work and develop new ways of processing and categorizing information as stated in course objectives.
 2. Perform physical assessments of clients and make sound, responsible, evidence-based decisions related to nursing action within given time constraints.
 3. Appropriately and effectively synthesize data from various persons, charts, reports and medical histories and observe the status of the client to intentionally recommend or maintain interventions.
 4. Resolve practical problems and address a variety of variables in conditions where there is limited standardization.
 5. Differentiate and prioritize nursing care among multiple clients and situations simultaneously.
 6. Accurately assess clients using monitors and equipment (including cardiac monitors, electronic infusion devices, suction devices, glucometers, etc.).
 7. Apply the scientific process and methods of measurement (including calculation, analysis, reasoning, and synthesis).
 8. Interpret instructions that come from a variety of sources, and in varying communication patterns such as oral, written and diagrammed.
 9. Use critical thinking and clinical reasoning skills to make decisions in a timely manner.
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10. Learn large volumes of complex and technically detailed information to engage in clinical problem-solving.
11. Record examination and diagnostic results accurately, clearly, and communicate them efficiently and effectively to the client and other healthcare team members.

Psychomotor Abilities

The student must demonstrate psychomotor abilities necessary and sufficient for the provision of safe and effective nursing care. Examples of required psychomotor abilities are listed below. This list is not all-inclusive.

Gross and Fine Motor Abilities

The student must demonstrate the ability to:

1. Sit and stand in an upright posture for extended periods of time.
2. Physically maneuver in laboratory and clinical settings, respond to emergency calls in a rapid manner.
3. Position and assist clients in and out of bed/chair (requires lifting over 25 lbs).
4. Maintain an object in a steady position for an extended period of time.
5. Competently perform cardiopulmonary resuscitation (C.P.R.) using guidelines issued by the American Heart Association.
6. Pull/push/roll/lift objects to be closer or farther away (may require lifting over 25 lbs.).
7. Use universal precautions with all patients and maintain sterile techniques when required.
8. Write legibly and complete necessary documentation in laboratory and clinical settings in a timely manner and consistent with the acceptable norms of the setting.
9. Legibly complete written assignments and tests.
10. Effectively record communications in written form in charts, reports, and correspondence.
11. Secure a firm grasp on equipment and related objects as necessary in the provision of care.
12. Operate a variety of equipment that may require different actions by the nurse (such as push-button telephone and a computer keyboard).
13. Effectively perform movements that require precision such as venipuncture, catheterization, IV fluid administration, injections, and medication administration.
14. Accurately obtain assessment data from clients via palpation, auscultation and percussion.
15. Properly manipulate equipment such as a stethoscope, blood pressure cuff, and thermometer; insert urethral catheters, IV catheters, nasogastric tubes, and other equipment as needed.

Visual Acuity Ability

The student must demonstrate the ability to:

1. Perform precise movements.
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2. Identify color changes and coding systems per agency protocols.
3. Identify and read small markings and inscriptions such as found on medications, syringes, thermometers, IV bags, sphygmomanometers, computer and bedside screens and monitors.
4. Peripherally perceive clinically significant visual spaces.

Hearing/Auditory Ability

The student must demonstrate the ability to:

1. Interpret verbal communication used in lectures, instructions, narratives, questions and answers.
2. Auscultate and percuss for body sounds such as heart, lung and bowel sounds.
3. Respond to a variety of machine alarms and sounds in a timely manner.
4. Effectively work in an environment that is frequently noisy and distracting.
5. Respond to cries for help.
6. Respond to verbal commands in an emergency situation.

Communication Ability

The student must demonstrate the ability to:

1. Effectively communicate with clients and others within the healthcare environment verbally and in written format.
2. Communicate spontaneously with others to ask questions, explain procedures and conditions and teach safely within a reasonable time frame.
3. Perceive non-verbal communication and describe important changes in the client/situation.
4. Develop professional relationships with clients, families, groups and other healthcare team members.

Self-Care Ability

The student must demonstrate the ability to:

1. Organize and coordinate transportation and living accommodations for off-campus clinical assignments to ensure timely reporting to the clinical areas and classrooms/labs.
2. Evaluate and maintain general good holistic health and self-care.

Affective Learning Abilities

The student must demonstrate affective learning abilities necessary and sufficient for the provision of safe and effective nursing care. Examples of required affective learning abilities are listed below. This list is not all-inclusive.

The student must demonstrate the ability to:

1. Tolerate physically, emotionally and intellectually demanding academic and clinical workloads in nursing within set time constraints.
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2. Demonstrate composure of affective behaviors (verbal, physical, emotional) to ensure holistic safety of the client in compliance with ethical standards of the American Nurses Association.
3. Adapt to rapidly and constantly changing environments, demonstrate flexibility, and function in uncertain situations.
4. Acknowledge and respect individual values and options to foster working relationships with clients, peers, faculty, and healthcare team members.

*The previous list of *Core Performance Standards for Admission and Progression of Nursing Students* and the behavior examples listed under each item are not all inclusive.

B. BSN – Traditional Track Admission Criteria

A student is only considered for full admission **AFTER** the student has been accepted to the University and has submitted a completed application packet to the School of Nursing. Admission for nursing occurs for the fall semester only. There are no spring admissions to the nursing major. Students may enter as pre-nursing in the spring semester, but will not be considered for full admission until the regular application process for fall admission occurs. Students will be admitted to the BSN traditional track from three student groups: first time freshmen, current Lee students, and transfer students.

1. Admission: First Time Freshmen

Admission space may be limited and beginning freshman students are highly encouraged to apply to the nursing major prior to the posted Priority Admission Deadline. The SON reserves the right to close admissions prior to classes beginning in the fall semester.

Beginning freshman nursing majors will initially be admitted into the pre-nursing category. The student must then submit an application packet to the School of Nursing for full acceptance consideration into the nursing major. Students not initially accepted into the nursing major for full admission, will remain in the pre-nursing category until the next application cycle. At that time, the student will be considered for full acceptance into the nursing major. If the student is not accepted at that point, the student may be required to change out of pre-nursing to another major. Admission is based on space, the competitiveness of the applicant pool, and the factors included below.

Factors influencing freshman admission decisions for the nursing major include:

- High school and college courses completed
 - Cumulative GPA
 - Essay
 - Academic recommendations
 - ACT or SAT scores
 - Applicable experiences
 - *Math and English placements for Lee University Math & English courses
 - TOEFL online score of 90 or higher (as applicable)
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- The ATI Test of Essential Academic Skills (ATI TEAS) entrance exam score is not required, but may be taken and submitted as part of the application packet and could strengthen the student's application. If taken, the ATI TEAS test must include Reading, Math, Science, English and Language Usage (See ATI TEAS website for test dates and locations).

* Students must place at the level of MATH-099 or higher and ENGL-105 or higher*

Students placing at a lower level for either Math or English may enter into the pre-nursing category, but their application for full admission to the nursing program will not be considered initially and these students are not eligible to enroll in nursing courses as a freshman. Students in this situation should expect delay in graduation if fully admitted to the nursing major upon future application to the School of Nursing. These students must work closely with the nursing adviser to determine their optimal timing for application to the School of Nursing.

Entering Freshmen receive one of two admission decisions for the fall semester:

- 1) **Full Acceptance:** A student receiving "Full Acceptance" for admission into the School of Nursing may remain in the major provided progression requirements are maintained. (See *Progression & Dismissal Policies*.)
- 2) **Pre-Nursing:** This category is reserved for freshmen not receiving "Full Acceptance" into the nursing major during the initial application cycle for the student's first fall semester at Lee. This category allows the student to be advised by the School of Nursing and to follow the nursing major plan of study for the first academic year. At the end of the first year in pre-nursing, the applicant will be reconsidered for Full Acceptance, but **should be aware that meeting requirements at the minimum does not guarantee Full Acceptance. The admission process is very competitive and clinical space may be limited. Students are highly encouraged to demonstrate course grades of B or higher in order to submit competitive applications for admission consideration.**

Students in the pre-nursing category who are not accepted for Full Acceptance at the end of the first academic year, may be required to select another major and exit the pre-nursing category.

Freshman Pre-Nursing Students: Application Reconsideration at End of Freshman Year

Students must achieve an overall minimum GPA of 2.50 at the end of the first academic year to be reconsidered for Full Acceptance to the School of Nursing. If an overall GPA of 2.50 or higher is not achieved by the end of the first academic year, the student must choose another major and exit the pre-nursing category.

The School of Nursing required prerequisite courses are listed below, under *Progression & Dismissal Policies*. Students may only retake one required prerequisite course one time, for a total of two attempts. If a student fails more than one

required prerequisite course, the student **will not** be reconsidered for freshman Full Acceptance at the end of the first academic year, and may be required to exit the pre-nursing category. If a student fails the second attempt of a required prerequisite course, the student **will not** be reconsidered for freshman Full Acceptance at the end of the first academic year and may be required to exit the pre-nursing category.

Students must pass all nursing courses in the first academic year with a grade of “C” or higher to be eligible for freshman application reconsideration at the end of the first academic year. Students receiving a “D” or “F” according to School of Nursing Grading Policy may be required to choose another major and exit the pre-nursing category.

Freshman students failing required prerequisites and/or not achieving a grade of “C” or better in nursing courses may later reapply to the transfer cohort and plan of study. It is recommended that they work closely with the SON Enrollment & Advising Specialist to determine readiness for reapplication.

2. Admission: Current Lee and Transfer Students

All transfer students and current Lee students seeking application to the School of Nursing may apply to the School of Nursing for the fall semester only. Students must apply for admission during designated application periods. Transfer and change of major students may enroll in the pre-nursing category before seeking acceptance into the School of Nursing.

Admission space may be limited and students are highly encouraged to apply to the School of Nursing prior to the posted Priority Admission Deadline. The SON reserves the right to close admissions prior to classes beginning in the fall semester. Transfer students entering Lee University in the spring semester who wish to apply to the School of Nursing for the fall semester should apply by the Priority Admission Deadline, and may select the pre-nursing category.

Factors influencing current and transfer student admission decisions for the nursing major include:

- College courses completed
 - Cumulative GPA (minimum 2.75)
 - Essay
 - Academic recommendations
 - ACT or SAT scores
 - Applicable experiences
 - TOEFL online score of 90 or higher (as applicable)
 - The ATI Test of Essential Academic Skills (ATI TEAS) entrance exam score is not required, but may be taken and submitted as part of the application packet and could strengthen the student’s application. If taken, the ATI TEAS test must include Reading, Math, Science, English and Language Usage (See ATI TEAS website for test dates and locations).
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- The following courses are required for all nursing majors and the student must complete these courses with a grade of “C” or better. These courses should be completed prior to admission to the nursing major. In some cases, one or more may be taken in the first semester of the transfer plan of study, with adviser approval. **Please be aware that if any required prerequisite courses must be taken in the first semester of the transfer plan of study, full admission status will be delayed until the end of the first semester, when the student has demonstrated successful achievement of the required course at a grade of “C” or better. If a student is not successful in achieving grades of “C” or better on required prerequisite courses, the student will not receive full admission status and must reapply at a subsequent time.**

ENGL-110	Rhetoric & Research
MATH-161	Introduction to Statistics
PSYC-200	Understanding Human Behavior
PSYC-260	Lifespan Development

The following courses are not accepted if taken online without proctored exams and lab experiences.

HSCI-292	Introduction to Human Anatomy & Physiology I
HSCI-293	Introduction to Human Anatomy & Physiology II
HSCI-250*	Microbiology
CHEM-101*	Introduction to General/Organic/Biochemistry

*Students may take HSCI-250 **OR** CHEM-101 with SON permission during first semester. Students may transfer course equivalencies for chemistry. (Typically requires two chemistry courses for equivalence.) Or students may take CHEM-101 at Lee during the first semester of nursing courses if HSCI-250 has already been completed.

(Note: Students may be required to prove competency for transferred courses. Science courses older than 5 years will not be accepted for transfer; students may petition the School of Nursing Admission, Retention, and Graduation Committee to request acceptance of science courses older than 5 years.)

Students should be aware that failing a required Lee University course while on the transfer plan of study may affect the plan of study and delay time to graduation.

(See Progression & Dismissal Policies.)

C. Progression & Dismissal Policies: All Nursing Students with Full Admission Status

1. Nursing Course Grades & Course Withdrawals (Students with Full Admission or Pre-Nursing Status)

Nursing Courses: A grade of “C” or better is required in all nursing courses (per School of Nursing Grading Policy). Students will be dismissed from the major when the student

receives a grade of less than “C” in any two nursing courses or twice for the same nursing course.

Students may repeat only one nursing course. The student will be dismissed from the nursing major and the School of Nursing if the student earns below a 74%/"C" grade (per School of Nursing Grading Policy for final course grades) in any nursing course that is being repeated. If the failed (“D” or “F”) nursing course was a course with a lab (CLS courses and health assessment) or clinical component, the student may not progress to any other nursing courses that also have lab/clinical components without successfully repeating the failed course with a 74%/"C" grade or higher.

Students may only withdraw from one nursing course during their time as a nursing student. A student may appeal to the SON Admission, Retention, and Graduation Committee if there are extenuating circumstances. Repeating of courses that students withdraw from for any reason is contingent upon course offerings and space availability in the course. Students should be aware that withdrawing from nursing courses will delay time to graduation. (See *Progression & Dismissal Policies*.)

2. Students with Full Admission Status

- Students must maintain an overall college GPA of 2.50 or higher. Students who do not maintain a minimum GPA of 2.50 will be placed on probation for one semester. If the required GPA is not met at the end of the first semester on probation, the student will be dismissed from the School of Nursing.
- Students seeking to change the cohort to which they belong, must seek approval from the SON Admission, Retention, and Graduation Committee. Requests to change cohorts is not automatic and is contingent upon several factors, including enrollment/seat availability.
- Students must meet health and safety compliance requirements prior to enrolling in and beginning nursing courses that have clinical/practicum hours. These include drug testing, criminal background check, physical examination, immunizations, CPR, proof of insurance, and completed clinical placement requirements. The SON will notify students of the appropriate time period in which these requirements should be completed.
- Students in the major must maintain consecutive fall-spring enrollment in nursing courses. If a student does not maintain consecutive enrollment for whatever reason, the student must appeal to the Admission, Retention, and Graduation Committee for approval to re-enter nursing courses after an interruption in the nursing sequence. **
- Students are highly encouraged to obtain course grades of A or B.
- The School of Nursing required prerequisites are the courses listed below. The prerequisite courses are required for all nursing majors and the student must complete these courses with a grade of “C” or better.

** There are additional requirements for students approved to re-enter nursing courses. Students not maintaining consecutive fall-spring enrollment in CLS lab courses and courses with a clinical component must demonstrate continued competency in select

skills (including math/med. calculation) identified by the Chair of the SON. Competencies must be done prior to re-entry to SON courses. If competencies are not successfully achieved, the student will not be allowed to enter new courses and may be required to repeat/audit courses in which the skills were originally taught.

Students may only retake one required prerequisite course for a second time. If a student receives a "D" or "F" in more than one required prerequisite course, the student will be dismissed from the School of Nursing. If a student receives a "D" or "F" a second time in the same required prerequisite course, the student will be dismissed from the School of Nursing. Fully admitted nursing students who are dismissed due to failing required prerequisites ("D" or "F") and/or failing ("D" or "F") required nursing courses may later reapply to the transfer cohort and plan of study. It is recommended that they work closely with the SON Enrollment & Advising Specialist to determine readiness for reapplication.

ENGL-110	Rhetoric & Research
MATH-161	Introduction to Statistics
PSYC-200	Understanding Human Behavior
PSYC-260	Lifespan Development

The following courses are not accepted if taken online without proctored exams and lab experiences.

CHEM-101	Introduction to General/Organic/Biochemistry
HSCI-292	Introduction to Human Anatomy & Physiology I
HSCI-293	Introduction to Human Anatomy & Physiology II
HSCI-250	Microbiology

3. Other Violations

Students may be dismissed from the nursing major for Critical Clinical Incidents. See policy in this Handbook related to Critical Clinical Incidents.

There are specific program requirements related to standardized Assessments and progression and retention in the nursing major.

4. Readmission to the Nursing Major

It is recognized that there may be unusual and/or unpredictable circumstances that lead to a student withdrawing or being dismissed from the nursing program. Students who do not continue in the nursing sequence or major for any reason may petition to the SON Admissions, Retention, & Graduation (ARG) Committee for readmission into the major after a minimum of one year post-dismissal.

If the student has withdrawn or been dismissed from the university, the student must be readmitted prior to petitioning the SON for readmission. Readmission is not guaranteed and may not be granted depending upon the circumstances for withdrawal/dismissal. Readmissions are also subject to space availability.

STEP 1: The student petitions the SON ARG Committee

Written petitions for readmission should contain the following:

1. A clear statement of what is being requested.
2. An explanation of the circumstances leading to withdrawal or dismissal.
3. A list of things done to increase likelihood of success upon re-entry.

The SON ARG Committee will review the application for readmission and all history related to students' previous enrollment in the nursing major. The Committee then determines whether to deny readmission or move the student to Step 2. If the student is denied readmission at this point, the student cannot seek readmission for a minimum of three years from date of this denial letter.

STEP 2: Standardized Assessments

Students must pass all Standardized Assessments appropriate to the level of re-entry and at the required percentage determined by the SON in the most recent/current academic year. The Chair of the SON will provide the student with titles of required Standardized Assessments and required percentage score, as well as dates for Assessments.

Students are required to pre-pay (Dean's Suite) for required Standardized Assessments. Students in the readmission process may only attempt each required Assessment one time. If a student achieves the required percentage on the assessment, the student moves to step 3 of the re-entry process. Should a student be unsuccessful in achieving the required percentage determined by the SON, the student will be denied re-entry into the nursing program. Students at this point may not reapply to the nursing program for a minimum of three years from date of this denial letter.

STEP 3: Competency

Students must demonstrate continued competency in select skills (including math/med. calculation) identified by the Chair of the SON. Once the opportunity for demonstration of continued competency has occurred, the re-entry request returns to the ARG Committee for final review and approval or denial of readmission. If a student is allowed re-entry, but was not successful with competencies, the student would be required to repeat/audit courses in which the skills were originally taught. If a student is unable to achieve competency after repeating/auditing courses in which the skills were originally taught, the student will be dismissed from the SON and unable to reapply for a minimum of five years from date of dismissal letter.
