Associate Degree Nursing
RN Program

Traditional Option

Information Guidelines
2015-2016

Application Deadline for Traditional Option: March 31, 2016

Last Revised 7-10-2015
Arkansas Northeastern College  
Associate Degree Nursing (RN) Program - Traditional Option  
Information Guidelines  
2015-2016

The Nursing Program at Arkansas Northeastern College (ANC) is a two year associate degree program that prepares students to become registered nurses. The program consists of general education courses and nursing courses combined with client care in clinical settings to include hospitals and other health care facilities in the service area. The nursing courses integrate application of the nursing process, communication skills, nutrition, pharmacology, and drug administration in the care of clients. Legal and ethical responsibilities along with current trends in nursing and health care are integrated throughout the curriculum. Upon successful completion of the nursing program, students graduate with the Associate in Applied Science Degree and contingent on meeting application criteria are eligible to take the National Council of Licensure Examinations for Registered Nursing (NCLEX-RN) for licensure.

ANC Associate Degree Nursing Program is approved by the Arkansas State Board of Nursing and currently selects one class beginning in the the Fall Semester each year.

Admission Criteria
Admission to the Arkansas Northeastern College ADN program is a selective process. In order to be considered for admission, students must meet the following minimum criteria:
1. Complete ANC application for admission and submit to Registrar’s Office by no March 31.
2. Submit official transcripts from any college(s) previously attended to the Registrar’s Office and unofficial copies to the Nursing Office on the Main campus by the March 31 deadline for application. Updated transcripts must be submitted at the end of the spring semester with any required prerequisite courses. Transcripts must include the prerequisite courses as outlined.
3. Submit required Immunization records to Registrar’s Office and copy to Nursing Office.
4. Must submit official High School Transcript or GED with scores to the Registrar’s office and unofficial copies to the Nursing Secretary on the Main campus.
5. Have a cumulative 2.0 minimum grade point average for all college course work attempted including transfer work and excluding developmental education courses.
6. Meet with the Nursing and Allied Health Advising Specialist to ensure any required ACT or ASSEST/COMPASS scores meet the minimum skill level.
7. Complete and submit the Nursing (ADN) Application for Admission by March 31.
8. Read and sign Nursing Department Statement of Responsibility and Understanding of Functional Abilities From indicating you have received, read and understand the Information Guidelines for the ADN Program regarding admission policies and requirements along with the Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks. Submit with Nursing Application.
9. Successfully complete prerequisite courses as outlined in the Curriculum Plan. Science classes must be completed within 5 years of admission to the ADN Program.
10. Score a minimum of 100 or greater on the NLN Pre-Admission Exam for Registered Nurse (PAX-RN).
11. Attend all scheduled Pre-Nursing Advising sessions and complete required Advising Check List as verified by the Nursing & AH Advising Specialist.
12. ANC students applying for admission/re-admission into one of ANC’s Nursing or Allied Health Programs or Courses must have a written letter of recommendation from the previous Program Director validating the student’s professional good standing.
13. A student requesting transfer from another college into ANC’s Nursing or Allied Health Programs/Courses is required to meet the ANC Transfer Policies as outlined in the ANC Catalog and ADN Information Guidelines.
It is the student’s responsibility to provide accurate contact information at the time of application and to notify the Nursing Office regarding any changes. Admission criteria must be met and student files updated with all required information for inclusion in the admission/selection process.

Program Selection
The ADN program may have more applicants that meet the minimum requirements for admission than positions available. Admission is competitive; therefore students that meet minimum requirements for admission are ranked according to points awarded in the following areas:

- PAX-RN Score of 100 or greater (refer to page 3, NLN PAX-RN Exam)
- GPA on completed general education courses identified as either a pre-requisite and/or co-requisite course within the Associate Degree Nursing curriculum plan (refer to page 13).
- Number of completed general education courses identified as either a pre-requisite and/or co-requisite course within the Associate Degree Nursing curriculum plan.

ADMISSION REQUIREMENTS

Admissions and Records
Arkansas Northeastern College offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or handicap. Admission inquiries should be addressed to the Admissions Office. This office receives and processes all applications for admission, high school transcripts, and college transcripts, immunization records (two MMR’s), and issues notices of acceptance to qualified applicants. Students may enter at the beginning of the fall, spring, or either of the summer semesters. Students wishing to enter any of the Associate in Applied Science programs should check with the appropriate department in order to be familiar with any special admission requirements. Admission to the College does not ensure admission to any particular program of study.

Refer to ANC Catalog for Admission details. NOTE: As of July 1, 2013, all high schools and colleges must send transcripts electronically.

Advisement and Placement
Students entering Arkansas Northeastern for the purpose of obtaining a certificate or degree are required to submit placement scores before registering. The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program for all degree or technical certificate students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cut-off scores for student placement in college level or preparatory level courses in math, English composition, and reading skills. Students may submit scores from the American College Test (ACT), the Scholastic Aptitude Test (SAT), or the COMPASS.

Students transferring to Arkansas Northeastern are not required to submit test scores for placement if they have successfully completed a college level course in English composition, a college level math course, and/or made satisfactory progress in other college level courses. Arkansas Northeastern requires ACT, SAT, or COMPASS scores prior to enrollment in college level math, English composition, and selected occupational courses.

Students without one of these test scores at the time of registration will be required to take the COMPASS evaluation at Arkansas Northeastern College. Students should arrange to take COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the Testing Center. This evaluation, advisement, and placement service is free to the student.

In order to be admitted, prospective students must score an ACT of 11 or above (or the equivalent COMPASS score) in all three areas: Reading, Writing, or Math. Students scoring an ACT of 15 or above (Reading, Writing, and Math) or the equivalent COMPASS score may declare any degree or certificate program. Students scoring between 11 and 14 on the ACT (Reading, Writing, and Math) will have a limited menu of program options.
Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest through the Adult Education Center. 

*Exception: See requirements for admission into the Nursing program.*

**The National League of Nursing (NLN) Pre-Admission Exam for Registered Nursing (PAX-RN)** must be taken prior to the March 31st application deadline. Applicants must obtain a minimal composite score of at least 100 or higher in order to be considered for admission to the ADN program. Students may take the PAX-RN exam twice per application period but no more than once per semester as scheduled in the Fall and Spring prior to the March 31st application deadline. The higher of the two scores will be used for consideration in the selection process. PAX scores are valid for two years following the date of examination.

Students may access the ANC website (www.anc.edu) for PAX test dates and other important information regarding the exam. Instructions for scheduling an appointment at either the Blytheville or the Paragould Campus are available on the website. Students are required to register for the test at least one week in advance. Payment must be received prior to the scheduled test date and a receipt provided the day of testing. The testing fee is $55.00; price is subject to change. If questions, please contact the ANC Testing Center at 870-762-1020 ext. 1161 or access online at: [http://www.anc.edu/testingcenter/index.htm](http://www.anc.edu/testingcenter/index.htm)

Please note: It is recommended that you take the COMPASS, ACT, or ASSET placement test and meet the required scores prior to taking the PAX-RN.

**OTHER ADMISSION and ACADEMIC CONSIDERATIONS AND GUIDELINES**

**ANC Transfer Policy**

Students transferring to Arkansas Northeastern College from another college or university must request that official transcripts of their academic records be sent to the Registrar at the college. All transcripts should be received and evaluated prior to admission. Individual’s transcript records at Arkansas Northeastern will be withheld if transcripts are not received by the Registrar’s Office by the end of the term.

Credit accepted for transfer must have been earned at an accredited college or university with a grade of “C” or better for which Arkansas Northeastern offers equivalent courses. Transfer courses with no Arkansas Northeastern equivalent offerings will be evaluated for possible general elective credit. Transcripts from nonaccredited colleges will, in general, be evaluated on the same basis as that used by the state university of the state in which the transfer college is located.

Transfer students must be in good academic standing at the last institution attended. Entering transfer students should have a cumulative grade point average which falls within Arkansas Northeastern College’s guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission after having remained out of school for one semester. No transfer student will be admitted who is ineligible to return to the transfer institution. Students must be enrolled as certificate or degree candidates at Arkansas Northeastern in order to have transfer credit evaluated and added to their permanent record. Credit is also evaluated based on major.

Grades earned in transfer courses are not considered in calculating students’ grade point averages. The cumulative grade point average at Arkansas Northeastern is computed only on Arkansas Northeastern courses completed. Transfer credit will be recorded showing the equivalent Arkansas Northeastern course title and credit hours. Vocational or technically oriented courses will be accepted when directly related to a particular applied science program at Arkansas Northeastern and will be applicable only toward the appropriate Associate in Applied Science degree.
**Associate Degree Nursing Transfer Policy**

Students requesting transfer to the ANC Nursing program must meet ANC Transfer Policies and Nursing Departmental Guidelines for Admission. Transfer students must be in good academic standing at the last institution attended and if unsuccessful in a prior nursing program, students must demonstrate proof of eligibility for re-admission. Admission is limited to those who can be properly accommodated by the Nursing faculty and clinical facilities. Credit for transfer must have been earned at an accredited college or university with a grade of “C” or better for which ANC offers equivalent courses. Transfer students may be required to repeat or enroll in courses to meet the ANC Associate Degree Nursing Curriculum Plan.

Grades earned in transfer courses are not considered in calculating students’ grade point averages. The cumulative grade point average at ANC is computed only on ANC courses completed. ANC Nursing Department may require nursing courses accepted for transfer, be validated by completion of standardized competency exams. Nursing courses will not be considered for transfer if they have not been completed within two years of transfer to ANC. Two consecutive semesters must be successfully completed at ANC to meet eligibility for graduation and application requirements for the NCLEX-RN.

**Letter of Good Standing Policy**

The ADN program requires a letter of good standing from the transfer program. Applicants seeking transfer into one of ANC’s Nursing or Allied Health Programs/Courses from another college must request a letter of good standing from the dean/director of that program. To be considered in good standing, the applicant must be eligible for re-entry into the previous college’s Nursing or Allied Health program. The letter of good standing must be mailed directly from the Dean/Director of the previous program attended to the ANC Director of Nursing or Allied Health Program in which the applicant is applying. If the letter of good standing is not received, then the applicant may not be considered for admission.

**Transcripts**

Students transferring from Arkansas Northeastern to another college or university should request that an official transcript of credits earned at ANC be sent to the Registrar’s Office at the institution to which they plan to transfer. “Request for Transcript” forms are provided for this purpose in the Student Services Department and are available on the ANC website (www.anc.edu). No transcript may be released without the written consent of the student. Students with outstanding financial obligations to Arkansas Northeastern may not have transcripts released.

**Mandatory Remediation of Deficiencies in Basic Skills**

Arkansas Northeastern College complies with Section 19, Act 1052 of 1987, approved by the State Legislature, and requires remediation in areas profiled as deficient. The college employs a comprehensive assessment and placement program to assist each individual in realizing his or her potential and success as a student. Certificate and degree-seeking students must take the assessments; the college, furthermore, encourages all entering students to take the assessments. Assessments, in compliance with legislative mandate, are based upon any of the following: ACT or COMPASS. In order to be admitted to ANC, a student must score an ACT of 11 or above (or the equivalent COMPASS score) in all three areas: Math, Reading, and Writing. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest. Students scoring 11 to 14 on the ACT or equivalent COMPASS in any one area will have a limited menu of options.

A student who meets admission requirements, but is deficient in any area (mathematics, writing, or reading) must enroll in and successfully complete the appropriate developmental course(s) during the first semester of enrollment. Students who require remediation must have the approval of their advisor in order to enroll in any college level course prior to completing developmental course work.
**Academic & Career Enrichment**
All first-time, full-time, degree-seeking freshmen are required to complete a two credit hour course in Academic and Career Enrichment (ACE). The course is designed to offer students the opportunity to examine their present level of personal development and their unique learning styles as is applicable to college and life experiences. In the ACE Class, students will be assisted in examining and clarifying personal, academic and career goals. Student orientations are given/held during the first two weeks of class by the Admissions staff.

**Conviction of a Crime**
Any student who has been convicted of a crime prior to entering the Nursing Program and/or during the program must report this conviction to the Program Director immediately. Failure to report the crime may result in immediate suspension and/or dismissal from the nursing program. Students convicted of a crime will be responsible for submitting copies of all court documents related to the conviction(s) to the Arkansas State Board of Nursing who will determine their eligibility to take the NCLEX-RN exam.

Refer to Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks on pages 6 –9.

**BACKGROUND VERIFICATION POLICY**

**Policy Statement:** Arkansas Northeastern College Associate Degree Nursing Program require students selected for admission into the Associate Degree Nursing Program to complete a criminal background investigation by a third party vendor prior to beginning of clinicals each year in the Fall semester.

All background verification information and results will be treated confidentially but will be accessible to the Associate Degree Nursing Director, the Dean of Nursing, Allied Health & HPER and clinical agencies as warranted. All adverse or negative outcomes on the background verification checks will require permission from the clinical affiliate before a student is scheduled at that agency for a clinical rotation. This requires each clinical affiliate to independently determine if an adverse or negative outcome on the criminal background verification check will prohibit a student nurse from being assigned in their facility.

Students will be responsible for all fees associated with any components of the background verification process. Students must authorize the background check verification by completing the background authorization form provided by the vendor.

Students found to be ineligible to complete clinical rotations due to an adverse or a negative outcome from the criminal background check will not be able to meet clinical and program objectives and therefore dismissal from the program will be necessary.

The background investigation completed through a third party vendor will include the following components:

- Arkansas Statewide Criminal
- 7 Year U.S. County Criminal Records (Outside of Arkansas)
- Residency History
- Social Security Trace
- National Record Indicator with Sex Offender Registry
- Nationwide Healthcare Fraud & Abuse Scan
- Arkansas Child Abuse Clearance
- Missouri Family Care & Safety Registry
- Maiden Names & Aliases
DRUG SCREENING POLICY

Policy Statement: Arkansas Northeastern College Associate Degree Nursing Program (ADNP) requires students to complete Drug Screening conducted by a third party vendor at designated drug testing facilities. Students are responsible for fees associated with the drug screening and failure to meet the deadline for drug screening may result in failure to continue in the nursing program.

Use of alcohol or illegal drugs, or misuse of prescription drugs is strictly prohibited in the classroom, clinical or laboratory setting. References to the College’s Alcohol and Drug Policy along with the policies on Student Conduct and Disciplinary Sanctions and Student’s Rights and Responsibilities are found in the link to the ANC Student Handbook below:
http://www.anc.edu/docs/anc_handbook.pdf

Drug testing will be completed for selected First Level students upon enrollment into the ADNP. Second Level students must complete the drug screening prior to the beginning of clinical rotations during the third semester of the program OR if a returning student, at the time of readmission into the program.

Students with a positive drug screen may be denied the opportunity to participate in the clinical component of the nursing course. Students ineligible to complete clinical rotations due to a positive drug screen will not meet clinical and program objectives and therefore will be withdrawn from all Nursing courses by the Director of Associate Degree Nursing.

CRIMINAL BACKGROUND CHECKS

Students accepted into the Associate Nursing Program must complete a state and federal background check in the early Spring Semester prior to graduation. Associated costs will be the responsibility of the student. Background checks must be cleared by appropriate agencies prior to graduates being provided a test date for the NCLEX-RN. Fingerprintst and criminal background application to the Arkansas State Police is required.

Please be informed that persons convicted of certain crimes may not be eligible to take the NCLEX – RN at the completion of the program. Refer to the Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks outlined below.

If students have questions or concerns they should contact the Director of Associate Degree Nursing or ADN Coordinators or ADN faculty advisor/instructor. Students may contact the Arkansas State Board of Nursing in Little Rock, Arkansas at www.arsbn.org

Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING
§17-87-312 Criminal Background Checks

(a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
(e) Except as provided in subdivision (l) (1) of this section, no person shall be eligible to receive or hold a
license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

(1) Capital murder as prohibited in § 5-10-101;
(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(3) Manslaughter as prohibited in § 5-10-104;
(4) Negligent homicide as prohibited in § 5-10-105;
(5) Kidnapping as prohibited in § 5-11-102;
(6) False imprisonment in the first degree as prohibited in § 5-11-103;
(7) Permanent detention or restraint as prohibited in § 5-11-106;
(8) Robbery as prohibited in § 5-12-102;
(9) Aggravated robbery as prohibited in § 5-12-103;
(10) Battery in the first degree as prohibited in § 5-13-201;
(11) Aggravated assault as prohibited in § 5-13-204;
(12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
(13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
(14) Rape as prohibited in §§ 5-14-103;
(15) Sexual indecency with a child as prohibited in § 5-14-110;
(16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124–5-14-127;
(17) Incest as prohibited in § 5-26-202;
(18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
(19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
(20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203;
(21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
(22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
(23) Felony adult abuse as prohibited in § 5-28-103;
(24) Theft of property as prohibited in § 5-36-103;
(25) Theft by receiving as prohibited in § 5-36-106;
(26) Arson as prohibited in § 5-38-301;
(27) Burglary as prohibited in § 5-39-201;
(28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
(29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
(30) Stalking as prohibited in § 5-71-229;
(31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;
(32) Computer child pornography as prohibited in § 5-27-603; and
(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

(f) (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
(B) The permit shall be valid for no more than six (6) months.
(2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g) (1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board
upon the request of:
(A) An affected applicant for licensure; or
(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
(A) The age at which the crime was committed;
(B) The circumstances surrounding the crime;
(C) The length of time since the crime;
(D) Subsequent work history;
(E) Employment references;
(F) Character references; and
(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:
(A) The affected applicant for licensure, or his authorized representative; or
(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in Subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
(A) Capital murder as prohibited in § 5-10-101;
(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(C) Kidnapping as prohibited in § 5-11-102;
(D) Rape as prohibited in § 5-14-103;
(E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree prohibited in § 5-14-125;
(F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-204;
(G) Incest as prohibited in § 5-26-202;
(H) Arson as prohibited in § 5-38-301;
(I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
(J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

NOTE: A copy of this subchapter 3 related to Criminal Background Checks will be signed at a scheduled orientation and placed in the student’s file.

CLINICAL REQUIREMENTS

Functional Ability
Nursing is a practice discipline, with cognitive, sensory, affective and psychomotor performance requirements. The knowledge and skills and abilities to safely and effectively practice nursing are varied and complex. The National Council of State Boards of Nursing has defined functional abilities that a nurse must possess to
practice safely and effectively (pages 10 – 12.)

The functional abilities are the non-academic requirements of the program, and they comprise physical, emotional and professional demands of a nurse. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and have a documented disability, you will need to determine if a reasonable accommodation can be provided. To request an accommodation, you will need to contact Arkansas Northeastern College’s Student Services office and present documentation of your disability.

Students are required to read and sign understanding of the established Functional Abilities.

Health Statement
Students are required to complete all Health Statement documents provided during orientation and submit by the first day of Class. The requested health data and history information is keep confidential and will be used only as an aid in providing necessary health care if an emergency were to arise or to determine if medical clearance is necessary prior to entering the program. Students who are pregnant or who have an altered health status must update their health data and have written approval from their physician to enter or continue in clinical rotations. Students must meet all stated clinical outcomes and objectives along with meeting all attendance requirements.

Health Insurance
Arkansas Northeastern College does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics or hospitals at the student’s expense. All students are encouraged to carry their own health and accident insurance throughout the program.

Immunization Requirements for all Enrollees at Arkansas Colleges and Universities
Arkansas State Law, Act 141 of 1987, requires college students born after 1/1/57 to provide proof of immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Two MMR immunizations are required. Exemptions shall be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by e-mail only at www.immunization.section@arkansas.gov after July 1, each year.

ADN Requirements: Students admitted to the nursing program must have a tetanus or tetanus booster if it has been greater than 10 years since their last booster. As a condition of admission and continuing enrollment in the ADN program, all students are required to provide at the beginning of each academic year documentation of a negative tuberculin (TB) skin test or in the event of a positive TB skin test, a negative chest x-ray within the past three years; OR provide evidence of no TB disease per negative result of interferon-gamma release assays (IGRAs) blood tests (T-SPOT or QuantiFERON).

Students entering the ADN Program must realize the potential for exposure to the Hepatitis B virus. Faculty recommends appropriate documentation of a completed series of Hepatitis B immunizations or consent to and be in the process of receiving the series of the 3 injections prior to any contact with patients. If a student refuses or has reason to believe that the vaccine is contraindicated for him/her, the student must sign a declination form acknowledging the risk of Hepatitis B infection in a healthcare setting. Students are required to have an annual seasonal influenza vaccine and it is recommended students who have not had the chicken pox receive the Varicella Vaccine.

ACADEMIC PROGRESSION

The ADN Program is competency based in skills and theory. In order to continue in any nursing course, a student must have satisfactory clinical performance and achieve an overall average of 80% on the unit tests and final exam. Any student not maintaining a "C" or better in Nursing and support courses will not be allowed
to progress to the next semester of Nursing. Probation and suspension will occur based on College policies. Students will be required to complete standardized test throughout the nursing curriculum. Acceptable scores on such tests are required to progress through the nursing curriculum. In the last semester of nursing curriculum, students will be required to make an acceptable score on a comprehensive exam in order to graduate and apply for the National Council Licensure Exam (NCLEX).

Because the Nursing courses utilize the content of the physical and behavioral sciences, the course of study for Nursing will be according to prescribed sequence. The student may take the supporting courses before applying to the Nursing Program. Completion of support courses does not guarantee admission to the Nursing Program.

Many courses have prerequisites or co-requisites that call for a prescribed sequence. A grade of "C" or better is required in each support course and for each of the Nursing Courses. It is required for the Anatomy & Physiology lecture component and the lab component be completed at the same college/university. All science courses (Anatomy & Physiology I/Lab, Anatomy & Physiology II/Lab, Microbiology/Lab) must be completed within five years from the time of acceptance into the Nursing Program or be repeated unless otherwise approved by the Director of Associate Degree Nursing.

**Academic Standards**

**Curriculum Plan**

The curriculum plan for the Associate in Applied Science Degree in Nursing is comprised of both nursing and general education. The general education courses further compliment and support the study of Nursing. The Nursing Curriculum plan or course of study is approved by the Arkansas State of Nursing and the Accreditation Commission for Education in Nursing and must be taken in the order as outlined in the plan (Refer to page 13.)

**Support Courses**

The nursing courses utilize the content of the physical and behavioral sciences. The student may complete supporting general course work before applying to the nursing program. Completion of support courses does not guarantee admission to the nursing program. Many courses have prerequisites or co-requisites that call for a prescribed sequence. (Refer to ANC catalog for course descriptions). A grade of “C” or better is required in each support course and for each of the nursing courses.

**Nursing Courses**

The order for completing Nursing courses will be according to prescribed sequence in the ADN Curriculum Plan (refer to page 14). Each student must receive a performance rating of satisfactory in the nursing clinical laboratory experience and a grade of “C” or better in the theory area of each nursing course. If the student receives an A, B, or C grade in theory portion of the course and an unsatisfactory grade in the clinical portion of the course, the course will result in a non-passing grade. If the student receives less than a “C” grade in the theory portion of the course, the course will result in a non-passing grade. An overall minimum grade point average (GPA) of 2.0 (on a 4.0 scale) is required for college graduation (excluding developmental course work).

**Functional Ability Categories, Descriptions and Representative Activities and Attributes**

**Gross Motor Skills** sufficient to provide the full range of safe and effective nursing care activities.
- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g. IV poles)
- Reach below waist (e.g. plug electrical appliances into wall outlets)

**Fine Motor Skills** sufficient to perform manual psychomotor skills integral to patient care.
- Pick up objects with hands
• Grasp small objects with hands (e.g. IV tubing, pencil)
• Write with a pen or pencil
• Key /type (e.g. use a computer)
• Pinch/pickup or otherwise work with fingers (e.g. manipulate a syringe; withdraw medications from ampules, vials, etc.)
• Twist (e.g. turn objects/knobs using hands)
• Squeeze with fingers (e.g. eye dropper)

**Physical Endurance and Stamina** sufficient to perform client care activities for entire length of work role.
• Stand (e.g. at client side during surgical or therapeutic procedure)
• Sustain repetitive movements (e.g. cardiopulmonary resuscitation (CPR))
• Lift 25 pounds (e.g. pick up a child or transfer a patient)
• Move light objects weighing up to 10 pounds (e.g. IV poles)
• Move heavy objects weighing form 11 to 50 pounds
• Defend self against combative client
• Carry equipment and/or supplies
• Use upper body movements (e.g. CPR, physically restrain a client)
• Squeeze with hands (e.g. operate a fire extinguisher)

**Mobility** including physical abilities sufficient to move from place to place and maneuver to perform nursing activities.
• Twist
• Bend
• Stoop/Squat
• Move quickly (e.g. respond to an emergency)
• Climb (e.g. ladders/stools/stairs)
• Walk

**Hearing/Auditory** ability sufficient for physical monitoring and assessment of client health care needs.
• Hear normal speaking level sounds (e.g. person-to-person report)
• Hear faint voices
• Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)
• Hear in situations when not able to see lips (e.g. when masks are worn)
• Hear auditory alarms (e.g. monitors, fire alarms, call bells)

**Visual** ability sufficient for accurate observation and performance of nursing care.
• See objects up to 2 inches away (e.g. information on a computer screen, skin conditions)
• See objects up to 20 feet away (e.g. patient room)
• See objects more than 20 feet away (e.g. patient at the end of the hall)
• Use peripheral vision
• Distinguish color (e.g. color codes on supplies, charts, bed)
• Distinguish color intensity (e.g. flushed skin, skin paleness)

**Tactile** ability sufficient for physical monitoring and assessment of health care needs.
• Feel vibrations (e.g. palpate pulses)
• Detect temperature (e.g. skin, solutions)
• Feel differences in surface characteristics (e.g. skin turgor, rashes)
• Detect environmental temperature (e.g. check for drafts)

**Smell/Olfactory** ability sufficient to detect environmental and client odors.
• Detect odors from client (e.g. foul smelling discharge, alcohol breath, etc.)
• Detect smoke
• Detect gases or noxious smells

**Reading** ability sufficient to comprehend the written word at the minimum of a tenth grade level.
• Read and understand English written documents (policies, protocols)

**Arithmetic** ability sufficient to do computations at a minimum of eight grade level. *Counting:* the ct of enumerating or determining the number of items in a group. *Measuring:* the act or process of ascertaining the extent, dimensions or quantity of something. *Computing:* the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.
• Read and understand columns of writing (e.g. flow sheets, charts)
• Read digital displays
• Read graphic printouts (e.g. EKG)
• Calibrate equipment
• Convert numbers to and/or from the Metric System
• Read graphs (e.g. vital sign sheets)
• Tell time
• Measure time (e.g. count duration of contractions, etc.)
• Count rate (e.g. drops/minute, pulse)
• Use measuring tools (e.g. thermometer)
• Read measurement marks (e.g. measurement tapes, scales, etc.)
• Add, subtract, multiply and/or divide whole numbers
• Compute fractions (e.g. medication dosages)
• Use a calculator
• Write numbers in records

**Emotional Stability** sufficient to assume responsibility and accountability for actions.
• Establish therapeutic boundaries/relationships and communicate in a supportive, constructive manner
• Provide a client with emotional support
• Adapt to changing environment/stress
• Deal with the unexpected (e.g. patient doing bad, crisis)
• Focus attention on task
• Monitor own emotions and be able to keep emotional control
• Perform multiple responsibilities concurrently
• Handle strong emotions (e.g. grief)

**Analytical and Reasoning Skills** sufficient to perform deductive/inductive reasoning for nursing decisions.
• Transfer knowledge from one situation to another
• Process information
• Evaluate outcome
• Problem solve
• Prioritize tasks
• Use long-term memory
• Use short-term memory

**Critical Thinking** ability sufficient to exercise sound nursing judgment.
• Identify cause-effect relationships
• Plan/control activities for others
• Synthesize knowledge and skills
• Sequence information

**Interpersonal Skills** sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
• Negotiate interpersonal conflict
• Respect difference in patients
• Establish positive rapport with patients
• Establish positive rapport with co-workers/peers
• Interact with other effectively

**Communication Skills** sufficient to speak, comprehend and write in English at a level that meets the need for accurate, clear and effective communication.
• Teach (e.g. patient/family about health care)
• Explain procedures
• Give clear oral reports (e.g. report on patient’s condition to others)
• Interact with others (e.g. health care workers)
• Speak effectively on the telephone
• Influence people and their actions
• Direct activities of others by providing clear written and oral instructions to others
• Convey information through writing (e.g. progress notes)

**If the applicant’s native language is other than English, an official transcript of the score for the Test of English Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey 08540, to the Registrar’s Office at Arkansas Northeastern College. This test may be taken at various test centers throughout the world, but it is the applicant’s responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date which will assure the results are reported to ANC by the required deadlines. ANC requires a minimum score of 500 on the TOEFL.**
Arkansas Northeastern College  
Associate Degree Nursing  
Curriculum Plan 2015-2017  
Traditional Option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*MA 14023</td>
<td>Mathematical Applications for Allied Health</td>
<td></td>
</tr>
<tr>
<td>or MA 14043</td>
<td>or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*BI 24003/BI 24011</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>PY 23003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EN 12003</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

**Fall Semester-Year One**
- NU 16008 | Fundamentals of Nursing (16 weeks) | 8 |
- *BI 24023/BI 24031 | Anatomy & Physiology II with Lab | 4 |
- CS 11033 | Computer Fundamentals              | 3 |
| **Total Credits**                                                | 15           |

**Spring Semester-Year One**
- NU 16045 | Medical Surgical Nursing (8 weeks) | 5 |
- NU 16014 | Psychiatric Nursing (8 weeks)      | 4 |
- PY 23023 | Developmental Psychology           | 3 |
- EN 12013 | English Composition II             | 3 |
| **Total Credits**                                                | 15           |

**Fall Semester-Year Two**
- NU 26034 | Maternal Nursing (8 weeks)          | 4 |
- NU 26004 | Pediatric Nursing (8 weeks)         | 4 |
- BI24043/BI24051 | Microbiology with Lab | 4 |
| **Total Credits**                                                | 12           |

**Spring Semester-Year Two**
- NU 26035 | Advanced Medical Surgical Nursing I (8 weeks) | 5 |
- NU 26045 | Advanced Medical Surgical Nursing II (8 weeks) | 5 |
- NU 26022 | Nursing Leadership & NCLEX Review (16 weeks) | 2 |
| **Total Credits**                                                | 12           |

Curriculum Summary:
- General Education Requirements: 30 credit hours
- Nursing Requirements: 37 credit hours
- Total Degree Requirements: 67 credit hours

<table>
<thead>
<tr>
<th>Minimum Admission Scores Required</th>
<th>Math</th>
<th>English</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>15</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>COMPASS (A)</td>
<td>18</td>
<td>80</td>
<td>83</td>
</tr>
<tr>
<td>(P)</td>
<td>27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Math requirement must be completed prior to or with Anatomy and Physiology (A & P) I with Lab. A & P I with lab must be completed prior to A & P II with Lab. A & P I & II lecture courses must be completed at the same college as the corresponding A & P lab courses. Science classes must be completed within 5 years of admission to the ADN Program.

General education courses must be completed prior to or in the semester scheduled. Nursing Courses must be completed in the semester scheduled.

All nursing courses (with the exception of Nursing Leadership) include a clinical component. Clinical days are Tuesdays, Thursdays, and/or Fridays depending on the course and site availability and are reflected on the individual course clinical schedules. Clinical locations and times vary with each nursing course.
# Associate Degree Nursing Program Cost 2015-2016

## Tuition Per Credit Hour

<table>
<thead>
<tr>
<th>Category</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi County Residents</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>Out of County Residents*</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Bootheel &amp; Tennessee Border</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Out of State Residents</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td>$125.00</td>
<td></td>
</tr>
</tbody>
</table>

## Estimated Tuition: In County Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses ($65 per credit hour x 30)</td>
<td>$1,950.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Nursing Courses ($65 per credit hour x 37)</td>
<td>$2,405.00</td>
<td>$2,775.00</td>
</tr>
<tr>
<td>Technical Fee ($10.00 per credit hour x 67)</td>
<td>$670.00</td>
<td>$670.00</td>
</tr>
<tr>
<td>Registration Fee ($25.00/semester x 4)</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,125.00</strong></td>
<td><strong>$5,795.00</strong></td>
</tr>
</tbody>
</table>

## Nursing Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Course Fees - (7 courses x 4 semesters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year (1 Course x $275, 2 Courses x $113)</td>
<td>$501.00</td>
<td>$501.00</td>
</tr>
<tr>
<td>Second Year (5 courses x $113)</td>
<td>$565.00</td>
<td>$565.00</td>
</tr>
<tr>
<td>HESI Testing Fee</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Professional Liability Insurance @ $25.00/year x 2 years</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Compressed Video Fees (Paragould) 7 courses @ $46.00/course*</td>
<td>$0.00</td>
<td>$322.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,161.00</strong></td>
<td><strong>$1,483.00</strong></td>
</tr>
</tbody>
</table>

## Other Nursing Program Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Screening</td>
<td>$85.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Student Tracking (Immunization/CPR)</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Student Nurse Club Membership</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Required Textbooks</td>
<td>$1,100.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Nursing Skills Pack</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Uniforms, Shoes &amp; Accessories</td>
<td>$285.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Hepatitis B Immunization/TB Skin Test/Flu Vaccine</td>
<td>$160.00</td>
<td>$160.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,935.00</strong></td>
<td><strong>$1,935.00</strong></td>
</tr>
</tbody>
</table>

## Program Completion Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR State Board of Nursing Fees</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Temporary Permit (optional)</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>ANC Graduation Fee</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>NCLEX-RN Exam</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Nursing Pin/Guard, Lamp, Cap</td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Graduation Picture</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>AR State Police &amp; Criminal Background Check</td>
<td>$38.00</td>
<td>$38.00</td>
</tr>
<tr>
<td>NCLEX-RN Review Course</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$858.00</strong></td>
<td><strong>$858.00</strong></td>
</tr>
</tbody>
</table>

## Total Program Projected Cost:

<table>
<thead>
<tr>
<th>Description</th>
<th>Main Campus</th>
<th>Paragould</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Program Projected Cost:</strong></td>
<td><strong>$9,079.00</strong></td>
<td><strong>$10,071.00</strong></td>
</tr>
</tbody>
</table>

*Costs are estimated at the time of document completion but are subject to change.*
Please complete and mail to:
Arkansas Northeastern College
ATTN: Nursing Department
P.O. Box 1109
Blytheville, AR 72316-1109

Name:
__________________________________________
(Last) (First) (Middle) (Maiden/Other)

Mailing Address:
__________________________________________
(Street Number/P.O. Box) (City) (State) (ZIP) (County)

Physical Address (if different than Mailing Address):
__________________________________________
(Street Number) (City) (State) (ZIP) (County)

Contact Phone Numbers: Primary ___________________________ Secondary ___________________________

Date of Birth: ___________________________ Social Security Number: _______ - _______ - _______

E-mail address: ___________________________

Completion of this information is optional for statistical purpose and does not affect admission status.

Age: _______ Marital Status: Single ___ Married ___ Gender: Male ___ Female ___

Do you consider yourself Hispanic or Latino? Yes ___ No ___ Check all that apply:
□ American Indian/Alaskan Native
□ Asian/Pacific Islander
□ Black/African American
□ Native Hawaiian/Pacific Islander
□ White
□ Other (specify) _______

Have you ever been convicted of a crime? No ___ Yes ___ (If yes, include an attached explanation.)

Planning to enter: Fall of 20____ Campus Preference (check one): Blytheville __________ Paragould __________

High School Attended: ___________________________ Graduation Date: _____________
(Name) (City) (State)

Colleges, Universities, or other schools attended (including ANC):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Hours Attended</th>
<th>Degree (Type)</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unofficial Transcripts attached: Yes ___ No ___ Requested _____

Ever held a license in any healthcare profession? Yes ___ No ___ If yes, type: ___________________________

Ever been enrolled in any Nursing/Allied Health program at ANC? Yes ___ No ___

If yes, name of program ___________________________ Dates attended ___________________________

I acknowledge that all information provided is true and that misrepresenting the truth can lead to permanent dismissal from ANC’s Associate Degree Nursing program. I understand that if I have been convicted of a crime, I will need permission from the Arkansas State Board of Nursing to write the NCLEX-RN.

__________________________________________
Print Name (legible, please)

__________________________________________
Signature

__________________________________________
Date
Statement of Responsibility & Understanding

Please complete and mail with Application:
Arkansas Northeastern College
ATTN: Nursing Department
P. O. Box 1109
Blytheville, AR 72316-1109

Statement of Responsibility:
The following statements of responsibility indicate your understanding of the requirements necessary for evaluation of your file for possible admission into the ANC Associate Degree Nursing Program. Please sign and return to the Nursing Secretary.

I have received and read the Information Guidelines for the Traditional Option of the Associate Degree Nursing Program from Arkansas Northeastern College regarding admission policies and requirements along with the Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks. I understand that it is my responsibility to ensure that all admission criteria and policies are met along with having clear understanding of the ASBN Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks.

I accept the responsibility to validate that all copies of my transcripts and test scores are received by the Nursing Secretary (including those on file in other ANC offices). I will inform the Nursing Secretary of courses in which I am currently enrolled each semester. I also accept the responsibility to have all transcripts from other colleges submitted and evaluated by the ANC Registrar.

I understand that my Application for Admission in the Associate Degree Nursing Program will not be filed or considered unless my signature is on this form.

___________________________________________
Print Name

___________________________________________
Signature (legible please)  Date

Understanding of Functional Categories:
I have read and understand the Functional Ability Categories, Descriptions, and Representative Activities and Attributes.

I understand that nursing is a discipline with cognitive, sensory, affective, and psychomotor performance requirements. I understand that, if necessary and if I meet certain documentation requirements of a disability, I must contact ANC Student Services at (870) 762-1020 to request accommodations.

________________________________________
Print Student Name

________________________________________
Signature (legible please)  Date
Please complete and mail:
Arkansas Northeastern College
ATTN: Associate Degree Nursing Director
P. O. Box 1109
Blytheville, AR  72316-1109

_____ Exception to course sequence
_____ Request for Course substitution: Student must provide copy of College transcript with name and date course was completed, full course description from College Catalog. Copy of Course Syllabi recommended.
_____ Extension of application deadline
_____ Missing or incomplete immunizations by application deadline
_____ Other requests/exception; please specify ___________________________

Explanation of Waiver Request (must be completed, attach additional documentation as needed or requested):
___________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

This form is provided only for applicants who anticipate that one or more of the minimum requirements for admission into the Associate Degree Nursing program may not be fulfilled by the application deadline. This form will be reviewed by the nursing faculty along with your application. Completion of this form does not guarantee approval of the request.

Print Name: _____________________________________        Signature: ________________________________
Contact Number: _________________________________        Date: ___________________________________
Email address: ________________________________________________

FOR NURSING OFFICE USE ONLY; DO NOT WRITE BELOW THIS LINE

Review Date: _______________________________       ☐ Approved       ☐ Disapproved
Comments: ___________________________________________________________________________________

__________________________________________ Date: ____________
Associate Degree Nursing Director:

__________________________________________ Date: ____________
Dean, Nursing, Allied Health & HPER:

Student Notified of Determination: __________________________________________________________________________