



ADMISSIONS AND TRANSFER POLICY GUIDE

**University of Southern Nevada
COLLEGE OF NURSING
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Introduction

The Admissions and Transfer Policy Handbook is a guide to the policies governing the admissions process and the acceptance of transfer credit by the University of Southern Nevada – College of Nursing. It is intended as a specific reference guide to be used by prospective students planning to attend the Bachelor of Science in Nursing (BSN) program at the University of Southern Nevada. This handbook is not a contract or a guarantee of admission into the University of Southern Nevada.

It provides additional information regarding transfer credit and supplements the University of Southern Nevada College Catalog by giving specialized and detailed information. Although this handbook is a supplement to the catalog, some catalog information is duplicated where necessary for clarity. Students should refer to the catalog for the most up-to-date statements on university policies.

Policies and course information published in the University of Southern Nevada – College of Nursing Admissions and Transfer Policy Handbook are subject to change. This handbook is effective for students applying for the admission during the 2007 and subsequent classes.

Licensure, Accreditation and Approvals

The University of Southern Nevada is licensed to operate a Doctorate of Pharmacy, Master in Business Administration and Bachelors of Science in Nursing program in the State of Nevada by Nevada Commission on Postsecondary Education, Las Vegas NV 89104; Website www.cpe.state.nv.us.

The University of Southern Nevada has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E. Suite 100 Redmond, WA 98052, website www.nwccu.org.

The College of Nursing was granted Candidate Status by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006; Website www.nlnac.org.

Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which

indicates that the institution has achieved initial recognition and is progressing toward accreditation

The College of Nursing was granted provisional approval in April 2005 by the Nevada State Board of Nursing. The program will remain on provisional approval until one or more nursing classes have graduated with at least an 80% passing rate on the NCLEX. This is the policy of the Nevada State Board of Nursing.

Non-Discrimination Policy

The College of Nursing seeks to admit a diverse student population with demonstrated academic competency and commitment to the profession of Nursing.

The University of Southern Nevada (USN) is an equal opportunity educational institution in all of its activities. USN, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 403 of the Rehabilitation Act of 1973, and Sections 102 and 302 of the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, religion, handicap or sexual orientation in any of its policies, procedures, or practices. In compliance with the Age Discrimination in Employment Act of 1967, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, USN does not discriminate on the basis of age, ethnic origin, marital status, sexual orientation, or because an individual is a disabled veteran or veteran of the Vietnam Era, or because of a medical condition in any of its policies, procedures, or practices. Within the limits of the law, USN does not discriminate on the basis of citizenship. This non-discrimination policy covers admission, access, and service in the University programs and activities, and application for and treatment in University employment.

Questions regarding this handbook or coursework equivalencies may be directed to:

**USN – College of Nursing
Admissions and Enrollment Office
11 Sunset Way
Henderson, NV 89014
Phone: (702) 968-2075
bsnadmissions@usn.edu**

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Chapter I – Minimum Admission Requirements

Admissions Application

To be considered for admission for the Bachelor of Science in Nursing program, an applicant must submit:

- A completed application
- Application fee of \$100.00 (non-refundable). Please make cashier checks or money orders payable to the “University of Southern Nevada”
- Official academic transcripts from all institutions attended must be mailed directly from the institution.
Transcripts issued to students will not be accepted.

Applications are available for download at www.usn.edu.

Applicants may also request an application via email to bsnadmissions@usn.edu or writing to the following address:

University of Southern Nevada -
College of Nursing
Admissions and Enrollment Office
11 Sunset Way
Henderson, NV 89104

Admission Policies

- a) Applicants may not disregard any part of their college-level educational history. An applicant who fails to report all institutions attended will forfeit his/her eligibility for admission to the College of Nursing or will be dismissed. All credentials and documents submitted for admission to the College of Nursing become the property of the College and will not be returned or released.
- b) Completion of all prerequisites must be documented in the form of an official transcript and must be received by the College of Nursing Admissions Office prior to the start of classes, unless the Dean has granted a waiver or has been offered a condition of enrollment from the Dean. All requests are the responsibility of the student and must be approved prior to the start of classes.
- c) Clinical Requirements must be met prior to attendance in the clinical rotation. A list of clinical requirements can be found in Chapter IV of this handbook.

International Students / Non-U.S. Coursework

The University accepts qualified international students. International students should apply at least one year in advance of proposed entry to allow enough time to complete all United States immigration requirements for study in the United States. USN follows Immigration and Naturalization Service (INS) rules and regulations on the issuance of Form I-20. Please contact the

University Registrar's Office for more information at:

University of Southern Nevada
Registrar's Office
11 Sunset Way
Henderson, NV 89014
Email: registrar@usn.edu

Applicants who have completed any of the core prerequisites for their selected degree program from a country other than the U.S. must submit transcript evaluations from one of the following:

World Education Services (WES)
P.O. Box 745, Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311

Josef Silny & Associates (JSA)
P.O. Box 248233
Coral Gables, FL 33124
(305) 666-0233

If another Education Evaluation service was used, please contact the College of Nursing Admissions and Enrollment Office at 702-968-2075 or bsnadmissions@usn.edu.

Applicants submitting coursework from non-English speaking foreign schools who have not earned a "B" or better in the English Composition and Speech prerequisites must achieve a score of at least 550 on the paper based or 213 on the computer based Test of English as a Foreign Language (TOEFL) and must submit these scores with their applications. Only original documents will be accepted.

Please use the University of Southern Nevada TOEFL code 446.3 when requesting this educational testing service.

NOTE: Failure to submit all required materials to the College of Nursing within the specified time frame, may result in the application being delayed or denied.

Requirements

The admissions committee will consider each applicant individually in relationship to the entire applicant pool. All applicants will be considered using the same criteria. The College of Nursing reserves the right to limit the number of students admitted based upon faculty and clinical resources. Minimum admission requirements for the nursing program are:

- A cumulative GPA of 2.75 or above in prerequisite coursework.
- Completed a *minimum* of 54 semester credit hours or its equivalent of specified prerequisite coursework prior to the start of the program unless granted a waiver.
- Interview with the Admissions Committee, if granted.

Prerequisites

All prerequisite coursework must be College Course Credit completed with a "C" or better grade. Courses may not be used to satisfy more than one prerequisite.

A minimum of 54 semester / 81 quarter credit hours of the following courses must be completed to fulfill the core nursing requirements for entry into the College of Nursing BSN program, except where noted:

Introduction to / General Biology (Must include a lab) - 4 semester / 6 quarter credits

A survey of and/or introduction to biological principles including biochemistry, cell structure and function, genetics, physiology, evolution, ecology and other basic characteristics of living systems common to the study of all living organisms with particular emphasis on the human species.

***Chemistry Part I and II –
8 semester / 12 quarter credits***

Year-long series of Chemistry. Courses in General, Introductory and Organic Chemistry may be used to satisfy this requirement.

***Human Anatomy and Physiology Part I and II-
8 semester / 12 quarter credits***

Human anatomy and physiology. A year-long study of the structure and function of the human organism, from the molecular to the gross level.

***General Microbiology (Must include lab) –
4 semester / 6 quarter credits***

Fundamental concepts of the structure and physiology of non-disease and disease producing microorganisms with particular attention to bacteria. Includes culturing, staining, counting and identifying microorganisms

***English Composition I and II –
6 semester / 9 quarter credits***

College level composition courses designed to strengthen skills, with particular attention to audience, purpose and context for writing. English Composition courses must be completed at a U.S. institution. International Students may take English Composition for International Students to satisfy this requirement.

***Speech or equivalent course in Communication –
3 semester / 4 quarter credits***

Theory and practice in spoken communication, including prepared and speaking experience. Courses in Interpersonal, Group, Cultural, and Public Speech or Communications may be used to satisfy this requirement.

***General/Introduction to Psychology –
3 semester / 4 quarter credits***

General psychology principles of human behavior.

***General/Introduction to Sociology –
3 semester / 4 quarter credits***

General sociological principles underlying the culture, society, human groups, and social change.

Statistics –

3 semester / 4 quarter credits

Practice with statistical methods especially useful in the presentation and interpretation of data. Statistic courses from the disciplines of Psychology, Sociology, Health, and Math may be used to satisfy this requirement.

***College Algebra or higher –
3 semester / 4 quarter credits***

A course in College Algebra must include equations and inequalities, systems of linear equations.

Elementary and Intermediate Algebra or other remedial math coursework will NOT be accepted to fulfill this requirement.

Courses in higher mathematics, above and beyond the College Algebra level (as deemed in the individual institutions) including pre-calculus and calculus are accepted to fulfill this requirement.

***Humanities –
6 semester / 9 quarter credits***

Two (2) courses within the following disciplines:

- **Literature**
- **History**
- **Philosophy**
- **Fine Arts**
- **Economics**
- **Foreign Language**

***Elective –
3 semester / 4 quarter credits***

A course from any discipline that has not satisfied any other prerequisite requirement.

***U.S. and Nevada Constitution –
3 semester / 4 quarter credits***

Origins and history of the constitutions of the U.S. and State of Nevada. *The U.S and Nevada Constitution requirement may be taken in the first year of the program.*

Students who show documentation of a course in U.S. Constitution (*survey of the United States national government or origin of the United States Constitution*) completed at an out-of-state institution may be eligible to take a Nevada Constitution (1 credit only) course.



Chapter II - Transfer of College Course Credit

Transfer of Nursing Credits

Students seeking to transfer nursing credits from an NLNAC or CCNE accredited BSN program must submit photocopies of all nursing course syllabi for which they desire transfer credit approval.

The College of Nursing Academic Affairs Committee will review the transfer course content for comparability with USN's nursing courses and determine if advanced placement in the BSN curriculum is appropriate.

The Committee will make a recommendation to the Dean of the College of Nursing, who will determine whether the student's previous coursework is adequate to meet specific course requirements for transfer credit.

Acceptance of General Transfer Credit

Transfer of credits from any regionally accredited college or university will be accepted under the following policies:

- a. The course must be directed toward an academic rather than an occupational/technical program. Courses which are normally vocational or remedial are not accepted for transfer.

- b. Only listed prerequisite requirements will be transferred and counted towards the Bachelors of Science in Nursing (BSN) degree.
- c. Only courses completed with a grade of "C" (2.0/4.0 scale) will be accepted as transferable.

Work from unaccredited institutions may be accepted insofar as the College of Nursing judges it applicable to a baccalaureate program.

Transfer Credit and Grades

The number of semester or quarter credit hours earned must equal or exceed the required number of credits outlined in the minimum admission requirements. In some cases, courses may require further information in order to be accepted to satisfy prerequisite requirements. In determining whether or not a course may be transferred as a prerequisite requirement, the course description and/or course syllabus may be requested by the Admissions and Enrollment Office.

To determine minimum admission requirements, the cumulative grade point average will be calculated using the prerequisites listed for the College of Nursing when documented by receipt of an official transcript from all institutions attended.

Repeated Courses

When a course is retaken, the second attempt or the highest grade earned will be utilized for transfer credit and/or grade point average calculation.

Courses will be identified as a repeated course only if they fall into the following categories:

- a. *The same course (by title or number, or both) has been taken more than once at the same institution.*
- b. *Two courses taken at two different institutions that are identical.*

The responsibility for providing documents to validate that the courses are either the same or different rests with the student.

Upon receipt of all documentation, the College of Nursing Dean shall make the decision to whether or not the courses presented are the same or are different.

Credit-By-Examination

Proficiency credit awarded through Credit-by-Examination will be considered for transfer.

The following Credit-by-Examination will be accepted with documentation in the form of an official transcript from the crediting organization:

- a. Advanced Placement (AP)
- b. College-Level Examination Program (CLEP)
- c. DANTES subject Standardized Tests (DSST)
- d. International Baccalaureate (IB) examinations.

Students may have AP, CLEP, DANTES, and IB examination scores evaluated by USN for the awarding of proficiency credit by submitting official score reports to the Admissions and Enrollment Office.



Chapter III - Admissions and Selection Process

Application Deadline

The College of Nursing will accept applications until the class is full or August 1, whichever comes first. However, priority consideration will be given to applications received on or prior to April 1. The Admissions Office will begin processing and evaluating applications beginning January 2nd.

Receipt of Application

The College of Nursing Admissions and Enrollment Office will notify an applicant via e-mail upon receipt of an application. Applications will be reviewed in the order received.

NOTE: We will accept applications with coursework in progress. However, all prerequisites must be completed and documented by an official transcript prior to the start of classes unless granted a waiver. It is the applicant's responsibility to provide the Admissions and Enrollment Office with updated transcripts as courses are completed.

Academic Achievement Score

The Admissions and Enrollment Office reviews an applicant's official transcript(s) to determine his/her academic achievement

score. The academic achievement score is determined by evaluating the applicant's prerequisite coursework and grade point average (maximum 60 points can be earned). An applicant who has completed all prerequisite requirements will be granted an interview with the Admissions Committee.

Note: If a student has more than 4 courses in progress and/or is not currently enrolled in outstanding courses, the Admissions and Enrollment Office, at their discretion, may request that the student provide additional documentation of completed coursework prior to granting the applicant an interview.

Example: If an applicant is in the process of completing 3 courses in the Spring with plans to take 2 additional courses in the Summer to meet prerequisite requirements, the applicant may be asked to provide additional documentation of Spring grades and/or a copy of Summer registration before being granted an interview.

Interview

If granted, the Admissions and Enrollment Office will contact the applicant via email or telephone to schedule an interview date and time. Therefore, it is essential that the Admissions and Enrollment Office be contacted if there are any changes in contact information. It is expected that interviews will begin in February.

Interview Score

The interview panel consists of three Nursing Faculty members and may consist of a student representative. The student candidate is scored according to the following components (maximum 48 points can be earned):

- Communication (verbal and written)
- Leadership
- Motivation

- Team-Skills
- Problem-Solving Skills
- Professionalism
- Compassion
- Overall Impression

During the interview, the student candidate will be asked to provide a writing sample on a subject or question that the Admissions Committee provides. The student candidate will be scored on grammar, content and format.

Selection Process

After the interview, the Admissions Committee will determine the admission status of the applicant. The College of Nursing Admissions and Enrollment Office will notify the applicant of his/her admission status.

Offer of Admission

Offers of admission will be made on a rolling basis until the class is filled. A student will receive notice from the Admissions and Enrollment Office two to three weeks after an interview has been completed regarding his/her status of admission. If offered admission, a student must return a signed acceptance form along with a seating deposit by the deadline specified in the letter.

Upon receipt of a signed Acceptance Agreement and seating deposit, the Admissions and Enrollment Office will send the student an Admissions Packet to complete. Likewise, an Enrollment Packet will be sent to the student after receipt of a completed Admissions Packet.

Admission to the College of Nursing is contingent upon the Admissions and Enrollment Office receiving official transcripts documenting successful completion of all prerequisites, and meeting minimum

admission requirements by August 1st, unless a waiver has been granted.

Waivers

A waiver may be granted by the Dean of the College of Nursing on a case by case basis in relationship to the entire applicant pool. A course waiver allows a student to take a prerequisite course while enrolled in the program. Course waivers will not be granted for science and statistics prerequisite requirements.

Applicants who are attempting to request a waiver for a general education course (one course) must submit their request in writing to bsnadmissions@usn.edu or by fax to 702-968-2097. Only requests by applicants who have submitted a complete application will be considered.

Transferable Coursework and Advising

An appointment with the Admissions and Enrollment Office must be made to schedule an Advising session. Advising sessions are for the preliminary review of coursework and to determine equivalent coursework to satisfy prerequisite requirements.

Students must bring a completed prerequisite worksheet (Appendix A), unofficial/official transcript(s) and course descriptions of coursework in question to the session. This information can also be emailed/faxed to the Admissions and Enrollment Office for review at bsnadmissions@usn.edu, or 702-968-2097.



Chapter IV – Clinical Requirements

Clinical Rotations

Students enrolled in the College of Nursing are required to participate in clinical rotations as part of the curriculum. To participate in clinical rotations at area health-related facilities, all enrolled students must complete and document specific requirements. Failure to provide the following requirements will result in an inability to attend clinical rotations.

Additional questions and information regarding clinical requirements and rotations can be directed to the College of Nursing Admissions and Enrollment Office at (702) 968-2075 or bsnadmissions@usn.edu.

Physical Exam

A completed physical examination form with a statement of satisfactory physical condition to meet clinical and college requirements.

The physical exam must be signed by a licensed health care provider i.e. physician, nurse practitioner, or physician assistant, and performed within 6 months prior to entry and annually thereafter. If a change in health status occurs after admission into the nursing program, students must notify the Dean of the College of Nursing. A change in health status is defined as, but not limited to surgery, hospitalization, pregnancy, or contagious or severe illness.

Tuberculin/Mantoux Skin Test

A yearly two-step TB/Mantoux tuberculin skin test must be performed prior to entry and annually thereafter. For persons who are positive reactors or who have been inoculated, an annual chest X-ray report, confirmed by a health care provider, is required.

Health Insurance

On admission, students must show proof of health insurance or purchase the university's provided student insurance. Students must maintain health insurance for the duration of the program.

Immunizations

A copy of completed immunization record or documentation that contains the following must be received prior to clinical rotations:

Hepatitis B Vaccine – at least 4 weeks prior to entry, at minimum at least one injection, unless waived.

MMR – (Measles, Mumps, and Rubella) – need evidence of either documented receipt of the MMR vaccine or positive serological testing showing immunity.

Td (Diphtheria/Tetanus) – Tetanus immunization must be documented within the last 10 years.

Varicella (Chickenpox) – Must have a documented immunization record or positive antibody titer.

Certifications

The training for the following certifications will be provided by the College of Nursing:

CPR – Provider Basic Life Support (BLCS) through the American Heart Association

A copy of current CPR card. CPR certification must remain current for the duration of the program.

Annual Infection Control (OSHA) and Hazardous Materials Training

Annual training is generally completed in the orientation for the first clinical rotation. Students are required to attend Blood Borne Pathogens, Fire Prevention and Control, and Evacuation procedure classes. Students are required to use universal precautions during clinical rotations, to include use of protective equipment, such as gloves, gowns, face shields, masks, and eye protection, as required by hospital or university policy.

HIPAA

All nursing students must complete the College of Nursing and clinical agencies' training on the Health Insurance Portability and Accountability Act (HIPAA), commonly known as the privacy act. The privacy act is critical in protecting confidentiality.

HIV-Hepatitis Risk Exposure

The federal government requires that students in a clinical health care major complete the HIV-Hepatitis Risk Exposure training and questionnaire during their enrollment.

Criminal Background Check

A criminal background check must be conducted prior to clinical rotations. Information on ordering a background check will be sent to the students upon confirmation of enrollment.

A student who has a positive criminal history should contact the Board of Nursing prior to admission to determine the impact of future licensure.

Drug Screen

A nine-panel drug screen will be conducted to test for cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, and methadone. Information on drug screen testing sites and forms will be issued by the Clinical Coordinator prior to clinical rotations.

Appendix A - PREREQUISITE WORKSHEET

This worksheet is to help determine which prerequisites you have fulfilled and those which you have remaining to meet the prerequisite coursework for the Bachelor of Science in Nursing Program. The following are instructions for completing this guide. Please read them carefully.

1. If your credits are on the quarter system, convert them to semester credits. The formula for this is: quarter credits divided by 1.5 = semester credits. *Example: 4 Quarter Credit Hours = 3 Semester Credit Hours; 6 Quarter Credit Hours = 4 Semester Credit Hours; If you are on a Quarter Credit Hour System, you may need to take Part I, II and III of some courses to gain the required number of Semester Hour Credits.*
2. If you have not yet completed one or more of the prerequisites, list the course(s) you intend to take and the term the course(s) will be completed in the "To Be Completed" column.
3. If accepted, you must have completed both the required courses and the required number of **semester hours** before the start of the program.
4. All courses listed on the worksheet must be completed with a grade of "C" or higher. Courses are to be taken on a graded basis; pass/fail courses or credit/no credit courses are not acceptable for prerequisite courses.
5. The number of points received is the number of semester hours multiplied by the grade point received for a class. (A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0) *Example: You receive an "A" which is worth 4 grade points, in a 3 semester credit hours class; You would multiply the number of points received (4) by the number of credit hours (3) which would give you a Points value of 12.*
6. A single course may not be used to satisfy more than one prerequisite area.
7. Your GPA is calculated by using the following formula (total #of points divided by total # of semester hours)

CHEMISTRY (8 semester hours) - Must be complete year long series of chemistry (General, Introductory, or Organic - Part I and Part II. If you are on the quarter credit hours system, you may also need to take Part III if Part I and II do not satisfy a total of 12 quarter credit hours. Must include labs.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

BIOLOGY (4 semester hours) - Introduction or General Biology course. If you are on the quarter credit hours system, you may also need to take Part II if Part I does not satisfy a total of 6 quarter credit hours. Must include lab(s).

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

HUMAN ANATOMY & PHYSIOLOGY (8 semester hours) - Must be complete year long series of anatomy and physiology or a Human Anatomy course AND a Human physiology course. If you are on the quarter credit hours system, you may also need to take Part III if Part I and II do not satisfy a total of 12 quarter credit hours. Must include labs.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

MICROBIOLOGY (4 semester hours) - Introduction or General Microbiology. If you are on the quarter credit hours system, you may also need to take Part II if Part I does not satisfy a total of 6 quarter credit hours. Must include lab(s).

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

COLLEGE ALGEBRA OR HIGHER (3 semester hours)

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

STATISTICS (3 semester hours) - Must be a statistics course taken in one of the following disciplines: psychology, sociology, statistics, mathematics or health sciences.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

PSYCHOLOGY (3 semester hours) - Must be an Introductory or General Course in Psychology

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

SOCIOLOGY (3 semester hours) - Must be an Introductory or General Course in Sociology

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

HUMANITIES (6 Semester hours) - Must be from the following disciplines: English literature, history, philosophy, fine arts, foreign language or economics

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

ENGLISH (6 semester hours) - Must be college composition courses taken from an English or Writing department. Courses must be taken at an English-speaking University or College.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

SPEECH (3 semester hours) - Must be a speech or communications course or equivalent.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

ELECTIVE (3 semester hours)

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

U.S. and NEVADA CONSTITUTION REQUIREMENT (3 semester hours) - If not yet taken, course may be taken within the first year of the program. If you are from out-of-state, and have taken a U.S. Government or Political Science course that included the U.S. Constitution, include the course information here. You can find a course description in the Institution's Catalog that you've attended. You will also be required to take a Nevada Constitution course (1 credit) if you have already completed a course that satisfies the U.S. Constitution Requirement.

Dept. & No.	Course Title	Semester Hours	Grade	Points	Date Completed	To Be Completed	Institution

Cumulative GPA _____ = _____ total # of points / _____ total # of semester hours