I. DATE FOR ONLINE APPLICATION SUBMISSION

<table>
<thead>
<tr>
<th>The Department of Nurse Education will accept applications for all on-campus Tracks between February 1\textsuperscript{st} and April 1\textsuperscript{st}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of applications for the Fall 2013 Semester</td>
</tr>
<tr>
<td>RN—Campus only</td>
</tr>
<tr>
<td>LVN—Campus only</td>
</tr>
<tr>
<td>LVN to RN Track (Bridge/Transition)—Campus Only</td>
</tr>
</tbody>
</table>

II. POLICY AND PROCEDURE FOR GENERAL ADMISSION INTO THE NURSING PROGRAM

A. GENERAL APPLICATION GUIDELINES

It is the responsibility of the applicant to follow and meet all criteria required for admission and by the set date guidelines for new or renewal of applications. Criteria that guide applicant evaluation for admission are:

1. Application and current admission to Del Mar College. For more information and application follow this link: [http://www.delmar.edu/Becoming_a_Student.aspx](http://www.delmar.edu/Becoming_a_Student.aspx)

   Students who are beginning college for the first time should visit our Student Enrollment Center for assistance.
   For more information follow this link: http

2. Successful completion of pre-requisite courses with a grade of “C” or above verified from an official transcripts at the DMC Registrar’s Office either from DMC course work or acceptable transfer credits from another accredited institution. All general education courses must be taken prior to or concurrently with the semester as assigned in the Nurse Education Degree Plan. (see degree plans at [http://dmc122011.delmar.edu/rn/pros.html](http://dmc122011.delmar.edu/rn/pros.html)

3. A minimum of a 2.5 GPA calculated from the specified program general education courses found on the nurse education degree plan is required to be considered for admission into the Program. The Program GPA (PGPA) is calculated using the general education courses on the nurse education degree plans.

4. The Reading, English, and Math (REM) assessment levels must be at a level 3 as determined by Del Mar College assessment criteria. Assessment information is available at [http://www.delmar.edu/Assessment_Requirements.aspx](http://www.delmar.edu/Assessment_Requirements.aspx)
Successful completion and clearance of a Criminal Background Check is required for enrollment into program courses. Students will be given specific instructions on how to obtain a criminal background check once admitted to the program.

Applicants must be able to answer "No" to the following questions in order to receive a clear Criminal Background Check from the Texas Board of Nursing. Review of applicants with eligibility issues can take three (3) to six (6) month to complete. Please see a Nurse Education Advisor for assistance or visit the Texas Board of Nursing website at http://www.bon.texas.gov/

• For any criminal offense, including those pending appeal, have you:
  A. been convicted of a misdemeanor?
  B. been convicted of a felony?
  C. pled nolo contendere, no contest, or guilty?
  D. received deferred adjudication?
  E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  F. been sentenced to serve jail or prison time? court-ordered confinement?
  G. been granted pre-trial diversion?
  H. been arrested or have any pending criminal charges?
  I. been cited or charged with any violation of the law?
  J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

Previous Coursework Evaluation

The transferability of previous coursework completed at colleges or universities other than Del Mar College must be evaluated by the DNE three to six months prior to application deadline. Transcripts and accompanying course descriptions will first be evaluated by the DNE and if necessary by other respective college faculty for a course discipline other than nursing. Once all courses have been reviewed, and Educational Plan will be prepared for the student. The evaluations can usually be completed within 10-14 working days. Evaluation of coursework may take up to 30 days for review if submitted during the busy periods of registration and end of the semester when faculty may be unavailable.

Applicants are required to take the HESI A² standardized assessment exam. The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. The test must be completed prior to the admission deadline for the semester that admission is requested. The test is offered through the Department of Nurse Education and administered in the Health Science Computer Lab (HS2 room 102) located on the Del Mar College West Campus. The DNE will offer appointments to take the HESI A² Exam only during each application period. The cost of the test is approximately $35.00 (subject to change) paid at the business office prior to the testing.

Applicants must earn a minimum score of 75 or higher on the following sections of the HESI A² test: Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology. HESI A² scores are considered in the points award ranking process. Scores on the math and anatomy/physiology sections are considered separately. Scores on the Reading Comprehension, Grammar, and Vocabulary/General Knowledge are combined and the average score (referred to as the “English” score in the sample ranking table below) is considered for points. The Learning Styles and Personality Profile sections of the HESI A² are also required but not used in the calculation of admission points. To determine the number of points from the
HESI A² sub-score see below:

<table>
<thead>
<tr>
<th>HESI A² Sub-scores</th>
<th>HESI A² Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 95</td>
<td>3</td>
</tr>
<tr>
<td>94 – 84</td>
<td>2</td>
</tr>
<tr>
<td>83 – 75</td>
<td>1</td>
</tr>
</tbody>
</table>

The following is an example of points awarded for a sample applicant’s HESI A² scores:

<table>
<thead>
<tr>
<th>HESI A²</th>
<th>Section Score</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>94</td>
<td>2</td>
</tr>
<tr>
<td>Anatomy/Physiology</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>Grammar</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Vocabulary/General Knowledge</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>87.23</td>
<td>267.23 ÷ 3 = 89.08 (&quot;English&quot; score)</td>
</tr>
</tbody>
</table>

Other Important HESI A² Information

- Test scores for required sections valid for one year from the date of testing.
- Students must take all sections of the HESI for each admission period or use valid test scores that are one year from the date of testing.
- Student can repeat the Test only if they score under 75% on a required test section. The sections to be repeated will be taken at the same time.
- The highest score earned (above the required minimum score of 75) on each section of the HESI A² will be used to calculate points in the ranking process.
- HESI A² study guides may be available at libraries, book stores and on-line. See website below for online purchase of study guide.
- Contact the office of Peer Tutoring West Campus 361-698-1893 or East Campus Student Success Center 361-698-2259. Peer Tutors are available to assist students with review prior to exam and for remediation on unsuccessful sections.

To calculate the points used for ranking purposes:

- The Program Grade Point Average (PGPA) of the Nurse Education degree plan general education courses is multiplied by the number of Nurse Education degree plan courses completed.
- The number of points earned from the score of the HESI A² scores are added together.
- These two numbers will be added together and used to rank the applications from highest score to lowest score.

6. After the total points are determined for each applicant, the applications will be placed in descending rank order according to points earned (i.e. from most points earned to least points earned). Each application is reviewed for meeting all criteria for admission and completeness. The application with the most points is evaluated first and continuing until all available class openings are filled. The selection process for admission is continued until classes are filled. The number of applicants accepted will be determined by the Director of the Department of Nurse Education. A list of alternate applicants for admission is developed using the same ranking system from the remaining applicants. Alternates will be notified of acceptance into a class should space become available prior to the start of class.

8. Each applicant accepted or not accepted into the class or placed on an alternate list is notified
by letter sent through the U.S. Post Office. Spring semester students are notified by mid December. Fall semester students are notified by mid June. This letter is sent to the address of record submitted to the Nursing CAS. The Department of Nurse Education is not responsible for misdirected or undeliverable mail. Applicants are responsible for notifying the Department of Nurse Education of changes of address via the Nursing CAS.

Note: Courses taken during the admission period of fall or spring semesters are NOT counted towards the admission points earned for placement in the applications’ rank.

Note: HPRS 1106 Medical Terminology and HPRS 1204 Basic Health Professional Skills must be completed within two years of the date of admission into the DNE Program. If these courses are taken more than two years before acceptance into the DNE program, the applicant is required to retake the courses.

Note: BIOL 2402 Anatomy & Physiology II must be completed within five years of the date of admission into the DNE Program.

B. ELIGIBILITY FOR LICENSURE

Admission to and completion of the academic program for nursing does not guarantee eligibility for licensure as a registered nurse (RN) or licensure as a licensed vocational nurse (LVN). The Texas Board of Nursing (BON) determines licensure eligibility for those seeking licensure in Texas. A student who is interested in being admitted or has been admitted to the Del Mar College Department of Nurse Education Program may request a Declaratory Order Petition packet from the Texas Board of Nursing, 333 Guadalupe, Suite 3-460, Austin, Texas 78701-3944; phone number: (512) 305-7400; and website: www.BON.state.tx.us. The BON provides individuals the opportunity to petition the Board to address concerns about eligibility or ineligibility for licensure in accordance with Article 301.257 of the Nursing Practice Act (See Licensure Eligibility Notification Form and Disciplinary Proceedings in Appendix K). Applicants must resolve legal issues regarding the eligibility to take the NCLEX-RN or NCLEX-PN prior to starting class.

III. LICENSED VOCATIONAL NURSE (LVN) ENTRY OPTIONS:

LVNs have three options for entry into the Nursing Program:

A. Bridge Track Option: The State Board of Nursing and the National League for Nursing have granted approval for the Policy and Procedure for Bridge Track RNSG 1327/1263 (4 credits) for qualified LVNs. The RNSG 1327/1263 represents an accelerated track through the first two levels of the RN program and is designed for Bridge students to complete two semesters work in one semester. The Bridge Course will validate the theory and skill competencies of the LVN and will incorporate the content of the first and second nursing semesters. Information explaining the Policy and Procedure for the Admission through the Bridge Course is described in Section IV.

B. Generic Program Option: LVNs also have the option of completing the program in the regular two-year track. (See General Admissions Policy and Procedure)

C. Del Mar College MEEP VN graduates who within the previous two years were licensed and have completed all program pre- and co-requisite courses do not require application to the Bridge Track. Those graduates will submit a letter requesting entry to the program for completion of RN track based on space available.

IV. BRIDGE TRACK OPTION POLICY AND PROCEDURE
The Bridge Transitional Track Option is for LVNs who meet specified criteria. The courses are:

- RNSG 1327 Transition LVN-RN
- RNSG 1263 Clinical
- RNSG 1300 Assessment

Criteria for the selection of candidates for admission into the Bridge Track for the Associate Degree Nursing Program include:

A. Current licensure as a Licensed Vocational Nurse in the State of Texas

B. Completion of admissions criteria for generic student as outlined in section VI.

C. Graduation/Experience.

1. If the LVN graduation is within the last five years, then 2000 hours of the last three years as LVN in a skilled care facility. *

2. If LVN graduation is beyond 5 years, then 2000 hours of experience in last three years as an LVN in a skilled care facility* with current employment in the last 6 months as an LVN in a skilled care facility. *

3. Del Mar College VN graduates after spring 2008 with current LVN license are not required to complete the 2000 hour experience requirement.

* Skilled Care Facility: hospital unit or geriatric unit as so designated by Medicare.

D. Completion of program academics:

- Human Anatomy/Physiology I & II: Biology 2401 & 2402 (8 credits)
- General Psychology: PSYC 2301 (3 credits)
- Basic Chemistry: CHEM 1406 (4 credits)
- Lifespan Growth & Development: PSYC 2314 (3 credits)
- Microbiology & Clinical Pathology: BIOL 2420 (4 credits)
- Composition I & II: English 1301 & 1302 (6 credits)
- Introduction to Ethics: PHIL 2306 (3 credits)
- Medical Terminology: HPRS 1106 (1 credits)
- Basic Health Professions Skills HPRS 1204 (2 credits)
- Speech elective SPCH 1311, SPCH 1315 OR SPCH 1321 (3 credits)
- Pharmacology RNSG 1201 (2 credits)

E. Current CPR course completion card from American Heart Association Health Care Provider OR American Red Cross Professional Rescuer

F. Program required HESI A² Exam (turn in score to Nurse Education Department office).

G. Completed "Petition to Record Credit" form for HPRS 1106/1204, based on LVN work and paid fee at Business Office.

H. Other data may be considered as necessary.

V. Nursing e-Learning (Unavailable at this time)
Nursing e-Learning offers the programs RN track in an online format. A student seeking admission to this track must complete all thirteen general education courses prior to enrolling. Students desiring e-Learning follow the policy and procedure described in Guidelines for Application Submission and Policy and Procedure for General Admission into the Nursing Program. Currently the e-learning track is not being offered at this time.

VI. ADMISSION BY TRANSFER POLICY AND PROCEDURE

To transfer courses from another institution, the applicant must submit proof that previous nursing courses reflect the equivalent of the nursing courses at Del Mar College. Therefore, to be considered for transfer, all of the required criteria and information precedes consideration for academic or nursing course transfer. Applicants applying for admission by transfer of credit into the nursing program must follow the Policy and Procedures for Transfer of Nursing Credit and provide the following:

A. Completed all requirements as previously listed for General Admission (See General Admission Policy and Procedure)

B. Provided official transcripts of all course work completed at all colleges attended to the Registrar's Office, with another copy to the on-line application site.

C. Provided acceptable PGPA for all course work taken at another accredited institution.

D. Completed all necessary course work as listed in the Degree Plan from an accredited institution.

E. Completed all nursing course work with a course and clinical grade of a C or above from an NLN-AC accredited institution with a minimum NCLEX-RN pass rate of 80%.

F. Supplied course syllabus with criteria and course objectives that describes credit hours, lecture hours, and clinical hours; curriculum level, course content, and textbook; course grading system and clinical grading system of all previously taken nursing courses that the transferee desires to transfer to DMC for nursing credit for review by the Program Director.

G. Provided personal recommendations from clinical instructor of nursing school attended indicating successful clinical and course completion.

H. Provided skills check-list and Clinical Evaluation Record in nursing courses the transferee desires to transfer to DMC Nursing Program.

I. Accepted into the program through the Admission Committee at desired point if a vacancy is available.

J. Paid all necessary fees.

K. Considered need for determination of eligibility for licensure in Texas. See Nurse Practice Act Licensure Eligibility Notification Form at http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf

L. Clear background check through Texas BON.

VII. RESTRICTIONS FOR ADMISSION BY TRANSFER INCLUDE:

A. Non-availability of a vacancy in the desired course.
B. An incomplete admission package.

VIII. Application to Nursing Program
A. Please click on the following link to complete the application to the nursing program:

Nursing CAS: Admission Application

Click here to view NursingCAS Applicant Checklist

Student is responsible for meeting NursingCAS requirements before application is verified and reviewed by the program. Our program does not require References or a Personal Statement as indicated in the online NursingCAS application. The DNE will only review applications that have been verified by the application deadline. Do not forward transcripts to the DNE for verification. Communicate all questions regarding the application process to NursingCAS.

B. Submit HESI Score Report to the DMC DNE (required only of students who do not take test at Del Mar College)

Del Mar College
Department of Nurse Education
101 Baldwin Blvd.
Corpus Christi, TX 78404

IX. REQUIREMENTS FOLLOWING ADMISSION FOR ALL STUDENTS ADMITTED TO THE NURSING PROGRAM

A. The following must be submitted to the office by deadline dates indicated on Admission Letter. The documents can be located at http://dmc122011.delmar.edu/rn/documents.html

- Acceptance Form with signature.
- Admission Policies and Procedures verification form with signature
- Del Mar College Department of Nurse Education Contract of Agreement
- Licensure Eligibility Notification Form

B. After admission and prior to the start of classes, each student must have had completed and mailed to the DNE:

1. A standard departmental physical examination to provide evidence of good physical and mental health. Failure to reveal prior or present physical or emotional illness will place a student as subject to dismissal. While information will be held in confidence there are certain circumstances that, for the student's protection as well as others, make health information disclosure a necessity.

   - tuberculin skin test*. All students are required to have a yearly skin test. If the skin test is positive, the student is required to have one chest x-ray that determines No active disease then a yearly medical evaluation that determines absence of tuberculosis disease signs and symptoms.

   - Proof of Hepatitis B series of 3 immunizations completed

   - Proof of MMR immunization or positive titer.

   - Proof of current DT immunization.

   - Proof of varicella immunization, positive titer, or history of disease.
• Proof of Flu vaccine

• Other immunizations as required.

C. Current CPR course completion card from American Heart Association Health Care Provider OR American Red Cross Professional Rescuer. The CPR card expiration date must fall beyond the last day of clinical for the semester.

D. Verification of completion and clearance of the BON DPS/FBI Criminal Background Check.

It is the responsibility of the applicant to meet the requirements and deadlines. If the deadlines for acceptance or requirements are not met, the applicant’s space in the class is forfeited.

X. POLICY FOR REQUIRED DRUG TESTING AND CRIMINAL BACKGROUND CHECK

Criminal background checks have been introduced into hospital and school affiliation agreements in keeping with the Joint Commission. Individual institutions have been given the responsibility for mandating this clearance for students. Therefore, in keeping with this policy, all admitted nursing students will be required to undergo a background check for security clearance prior to enrollment in the nursing program.

A. POLICY FOR REQUIRED DRUG TESTING AND CRIMINAL BACKGROUND CHECK

Drug testing and criminal background checking of nursing students is required by the facilities which are the sites for the clinical learning experience of nursing students. These facilities require drug testing and criminal background checking of each student, prior to the time the student would have contact with the facility's patients or employees. The rationale for the drug testing and criminal background checking is due to diligence and competency assessment of students whose assignments bring them in contact with patients or employees. Before a nursing student can be placed by the nursing program at a facility for his/her clinical experience, the student must have certain acceptable results on both a drug test and a criminal background checking.

B. SELECTION OF COMPANY TO PERFORM DRUG TESTING AND CRIMINAL BACKGROUND CHECK

The Department of Nurse Education (DNE) will notify students of the company designated to perform the drug testing and criminal background check. The department will not accept drug test and criminal background check results from any company other than the one designated by the Nurse Education Department. For example, the program will not accept a drug test/criminal background check which a student has independently obtained from the company outside the procedure provided in this policy.

The company selected is independent and separate from Del Mar College. It is not and shall not be considered a partner, joint-venture, employee, or agent of Del Mar College.

The student is required to pay the cost at the time of the drug testing/criminal background check.

C. DRUG TEST

1. Students Required to Drug Test/Timing of Drug Test

Nursing program students enrolled in clinical coursework for the first time or a student who
has had a break in enrollment in clinical courses are required to complete the drug test at the
time designated prior to the first clinical day in the facility no more than 30 days prior. A
break in enrollment is defined as non-enrollment for one full semester, or more in clinical
coursework.

2. Drug Test Procedure/Requirements

Each student is required to sign any and all consents/releases, including consent to the drug
test and permission for the results of the drug test to be provided to the DNE. It is a violation
of this policy for a student to adulterate or attempt to adulterate a specimen, to engage in any
deceptive behavior during or in connection with the testing process, or take any other action
which would falsify test results or tend to make test results inaccurate.

If the drug test result is positive, the student may contact the Medical Review Officer ["MRO"]
affiliated with the testing company, at an additional cost to the student.

A positive drug screen for a student is defined under this policy to be one reported as such by
the testing company selected. Generally, this refers to the testing company indicating the
student tested outside the acceptable range set by the testing company, and with the MRO
not determining the test result should be a negative. A negative test for a student is defined
under this policy as a test result which is not a positive test result.

3. Reporting of Drug Test Results to DNE

The testing company will communicate the drug test results to the DNE. It is the policy of Del
Mar College to maintain the confidentiality of these drug test results to the extent required by
law.

4. Consequences

Where a positive drug screen occurs, the following will occur:

The student will be immediately suspended for a minimum of one year (12 continuous months
from the date of the beginning of the suspension) from the program;

The positive drug screen will be shared by the DNE with the Vice-President of Student
Services for further action, including but not limited to referral for a drug abuse education
program, referral to counseling, and/or referral to a drug treatment program.

Any nursing student with a positive drug screen is encouraged to seek treatment. Del Mar
College encourages impaired students to seek assistance voluntarily and assume
responsibility for their personal and professional conduct.

A student who has on one occasion had a positive drug screen under this policy, and who
desires to reapply to Del Mar College, may reapply only for a school semester beginning after
the period of suspension (one year minimum). The student will, in addition to meeting all other
requirements for similarly situated applicants, be required to provide documentation of
successful treatment and to consent to and undergo a retest, through a testing company
selected by Del Mar College. This re-testing is at the student's expense. The decision on
whether to re-admit to the student is not guaranteed, and will be made on a case-by-case
basis.

5. Estimated Cost of Drug Test: Approximately $75.00. The cost of the drug screen is the
student's responsibility.

6. Suspicious Testing
Additionally, a student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test. In this situation, the student is required to sign the consent and complete an immediate drug test.

D. CRIMINAL BACKGROUND CHECK

1. Reporting of Criminal Background Check

The Texas Board of Nursing conducts the criminal background check and will communicate the criminal background check results to the Director of the DNE. It is the policy of Del Mar College and the DNE to maintain the confidentiality of these criminal background check results to the extent required by law.

2. Consequences

Where a student fails the criminal background check, the student will be required to obtain from the Texas Board of Nursing (www.BON.state.tx.us) a Declaratory Order or similar decision stating the individual is eligible for initial licensure or licensure renewal. A clearance from the Texas Board of Nursing is required prior to the enrollment to program courses.

E. CRIMINAL CONVICTIONS OCCURRING DURING THE PROGRAM

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the DNE within three days of the conviction. The student will be referred to the Vice President of Student Services and suspended from the Program until the student obtains from the Texas Board of Nursing a Declaratory Order stating the individual is eligible to test for initial licensure upon completion of an accredited program. Estimated Cost of the Criminal Background Check: Approximately $140.00. The cost of the criminal background check is the student's responsibility.