Traditional Formula
APPLICATION, SELECTION AND ADMISSION FOR A.A.S. (RN/ADN)
& PRACTICAL NURSING (LPN)

1.0 ADMISSION REQUIREMENTS
1.1 Grade Point Average, High School and College

1.1A Students must be a High school graduate or have GED certificate (see 1.2 GED requirements). High school or college transcript (must be official, no photo copies), as applicable, must indicate a minimum GPA of "C+" (2.5 on a 4.0 scale) for all work attempted. Practical Nurse applicants must have a GPA of "C" (2.0 on a 4.0 scale).

1.1B The latest cumulative GPA earned, high school, IVCC, or other college, will be utilized for this purpose. When determining most recent cumulative GPA and a student is attending more than one institution concurrently, the institution with more credits earned (over the minimum) will be used. If the number of credits is equal, the IVCC GPA will take precedence over any other college. GPA’s will not be combined. If a student transfers credit from another college or university, grades may be calculated in IVCC GPA.

College GPA will take precedence over high school GPA in those cases where the applicant has completed 8 or more semester hours. If less than 8 hours have been earned, the high school GPA will be used. For the practical nurse applicant who has completed 6 or more college credit hours, these hours will take precedence over high school GPA.

1.1C High school students who do not meet the minimum GPA must successfully complete 8 semester hours of prescribed courses including a laboratory science course, with a minimum GPA of 2.5 before reapplying for admission. Practical nurse applicants must successfully complete 6 semester hours of prescribed courses with a minimum GPA of 2.0 before reapplying for admission.

1.1D All Pre Nursing and Nursing classes must be completed with a grade of “C” or better.

1.2 GED Requirements
1.2A Applicants who hold the General Educational Development certificate (high school equivalency) must have an average of 500 on their GED with a total of 2500. If the GED exam was taken prior to 2003 a 50 average and total of 250 will be standard.

1.2B Applicants who do not meet the minimum GED score requirement must successfully complete 8 semester hours of prescribed courses, including a laboratory science course, with a minimum GPA of 2.5 before reapplying for admission. Practical Nurse applicants must successfully complete 6 hours of prescribed courses with a minimum GPA of 2.0 before reapplying.
1.3 Laboratory Science Requirements (ADN)

To be eligible to apply the student must have:

1.3A At least two years of high school lab science **OR** two semesters of college lab science are required, preferably Biology.

1.3B **Lab courses** in Biology, Chemistry, Physics, Anatomy and Physiology, Microbiology, and IVCC's CHM 1000, THM 1206, THM 1216 and BIO 1200 will meet the requirements for admission.

1.3C Only courses in which grades of "C" (2.0 on 4.0 scale) or better were earned will be counted for this purpose.

1.3D Students who have completed the lab science course(s) **before** Spring 2005 (seven years from the time of evaluation for Fall 2012 admissions) must successfully complete one semester of a lab course, with a grade of "C" or better. After this has been completed, the older courses may be counted toward eligibility for admission.

1.3E Only those courses completed at the time of evaluation will be counted, i.e. no courses in progress are counted.

1.3F Eligible lab courses will count as follows: the most recently completed course, high school or college, will be assigned a value of one (1.0) point. After one point has been accumulated, each additional semester of an eligible course will be assigned a value of .5 for a college course, and .25 for a high school course.

1.4 Laboratory Science Requirements (Practical Nurse)

To be eligible to apply a student must have:

1.4A At least one year of high school lab science **OR** one semester of college lab science are required, preferably Biology.

1.4B **Lab courses** in Biology, Chemistry, Physics, Anatomy and Physiology, Microbiology, General Zoology and IVCC's CHM 1000, THM 1206, THM 1216 and BIO 1200 will meet the requirements for admission.

1.4C Only courses in which grades of "C" or better were earned will be counted for this purpose.

1.4D Students who have completed the lab science course(s) **before** Spring 2005 (seven years from the time of evaluation for Fall 2012 admissions) must successfully complete one semester of a lab course, with a grade of "C" or better. After this has been completed, the older courses may be counted toward eligibility for admission.
1.4E Only those courses completed at the time of evaluation will be counted, i.e. no courses in progress are counted.

1.4F Eligible lab courses will count as follows: the most recently completed course, high school or college, will be assigned a value of one (1.0) point. After one point has been accumulated, each additional semester of an eligible course will be assigned a value of .5 for a college course, and .25 for a high school course.

1.5 Course Time Limitations

1.5A BIO 1007, BIO 1008, BIO 1200, BIO 1009, ALH 1200, ALH 1002, and ALH 1000 as applicable, must have been completed by Spring 2005 or after (seven years from the time of evaluation for Fall 2012 admissions). Older courses must be repeated by the semester they are listed in the nursing program outline/guide sheet.

1.5B Students who have completed these courses before Spring 2005 (seven years from the time of evaluation for Fall 2012 admissions), with a grade of "C" or above, are required to do one of the following:
   a) take a proficiency examination where offered
   b) repeat the course for credit
   Students must achieve a “C” or higher on all proficiency examinations or a grade of "C" or better in all classes taken for credit.

1.5C Students will not be allowed to audit any pre-nursing or nursing courses. If courses are outdated, they must be taken for credit.

1.6 Certification as a Nurse Assistant

1.6A Students must present proof of current certification as a nurse aide in Illinois or any state that reciprocates with Illinois.

1.6B Student must work a minimum of 1020 hours in the last three years as a CNA, unless the CNA certificate has been earned within the past three years. This must be verified in documents turned into the Admissions Office from an employer(s). These hours must verify performance of 21 basic CNA skills. In situations where 21 basic CNA skills are not evident, a job description or further documentation may be required.

1.6C Students may be conditionally accepted into the Nursing Program if they are enrolled in a CNA Program, which will be completed by the end of the Spring semester immediately preceding the Fall semester of entry into nursing. (For example, if you have been accepted into the Nursing program for Fall 2012 you must complete a CNA training program by the end of the Spring semester of 2012).

1.6D The CNA credit hours will not apply toward hours earned in nursing in the admission formula.

1.7 SFC 1000 Strategies for College

1.7A SFC 1000, Strategies for College, with a grade of “C” or better, is a requirement for admission to the ADN & PN Nursing Programs.
1.7B Newly admitted nursing students will be exempt from SFC 1000 (Strategies for College), if they have completed 30 or more college credits within the last five years with a GPA of no less than 2.5 by the end of the fall semester preceding admission to the program.

Students being readmitted to the Nursing Program may be required to take SFC 1000 as part of a remediation plan prior to returning to the program.

1.7C Students may be conditionally accepted into the nursing program if they are enrolled in a SFC 1000 course, which will be completed by the end of the Spring semester immediately preceding the Fall semester of entry into nursing. (For example, if you have been accepted into the Nursing program for Fall 2012 you must complete SCF 1000 by the end of the Spring semester of 2012).

1.7D The SFC credit hours will not apply towards hours earned in nursing in the nursing formula.

1.8 Placement Testing and Remediation
1.8A Students planning to enter the nursing program must take the required college placement tests in Reading, English (grammar, writing) and Mathematics. Transfer students presenting acceptable evidence or prior testing or completion of acceptable course work may not be required to take placement tests.

Any developmental English, Reading or Mathematics course required must be completed by the end of the fall semester preceding admission to the program. (EX: If applied for the Fall 2012 nursing program – you will be evaluated in February of 2012. You therefore have to have your remediation done by December 2011). Students needing remediation in Mathematics must successfully complete MTH 0900.

1.8B If the student is transferring from another institution and taken ENG Comp I (ENG 1001) with a grade of “C” or better, he/she does not have to take English and Reading placement tests.

1.8C Once accepted into the Nursing Program, students will be required to take the A2 Admissions or formerly called “Nursing Inventories”. Information for this testing will be sent to student after they are admitted to the Nursing Program. In order to assist the success of the student, identified weakness must be remedied by deadlines set by the nursing department.

1.9 Selection Formula
1.9A Admission is competitive and selective. Students who have the minimum requirements for admission are not guaranteed admission. Counseling can assist with selecting the courses that will improve chances for being accepted into desired nursing program. Questions on the admissions processes can be directed to Mark Grzybowski at mark_grzybowski@ivcc.edu.

1.9B Applicants are ranked according to point totals, top to bottom, utilizing an objective formula approved by the Nursing Department.

1.9C Applicants meeting at least minimum requirements are ranked from the top applicant (most points accumulated) down.
1.9D A predetermined number of students will be admitted at the end of February. The remaining qualified applicants on the “stand by list” will be admitted if openings arise.

1.9E Stand-by lists do not carry over from year-to-year; applicants not able to be admitted in a given year must re-apply for the following year, and must compete with all the other applicants for admission that year. It is advisable that these students see a counselor for strategic course planning.

*The standby list will be merged in May following the scoring of students using the new formula.

1.10 Residency

1.10A Preference is given to those applicants who are legal residents of IVCC district #513. Residency is defined as living in Illinois Valley Community College School District for 30 days prior to submitting your Letter of Intent. Proof of residency must be provided at the time of filing the Letter of Intent.

1.10B Students should be able to provide one or more of the following as proof of residency:

- Voter registration in District 513
- Evidence of tax, utility or rent receipts in District 513
- Driver’s license and/or vehicle registration showing an address in District 513
- Other documents which can help verify residency in District 513

A student who resides with his or her parents or guardian in Community College District 513 is a resident student.

1.10C IVCC currently has dual admissions agreements with Illinois Central College and Sauk Valley Community College for students attending or paying taxes to Midland School District, Fieldcrest School District, Henry-Senachwine School District, and Bureau Valley School District. This agreement allows students to attend either community college at in-district tuition rates. Students will be coded as out-of-district and may be asked to prove residency with the Cashier to receive the in-district rate.

Important note: This does not imply residency for the purpose of admissions into limited admissions programs such as nursing. Students who reside out of the district and within these dual admissions areas are still considered out-of-district for the nursing program and will be admitted only after all qualified in-district applicants have been admitted.

1.10D If student works full time (30 hours or more per week) at an in district health care provider, they will be considered district residents. Students must provide written documentation from the employer and must maintain this employment until the start of the nursing program.

1.10E Students are required to maintain residency throughout the program. In situations where the Nursing Department or Admissions Office has reason to believe that a person has moved out of the district or falsified residency, enrollment in the nursing program may be subject to review and possible dismissal from the program.
1.10F In such instances, non-residents will be considered for admission only after all qualified and eligible district residents have been offered admission. This will apply in all cases of non-residents, regardless of qualifications or ranking.

2.0 APPLICATION PROCEDURE

2.0 Letter of Intent (August Admission)

2.0A New students, those who have never before attended IVCC, must file the New Student Enrollment Form (Application For Admission) and Letter of Intent; All applicants must file the Letter of Intent in the Admissions Office between September 1 and December 1 prior to the fall semester they expect to enroll in the first Nursing course (NUR prefix).

2.0B Applications for Admission and Letter of Intent Forms are date-stamped as received in the Admissions Office. The date a student’s Letter of Intent is submitted will be used to determine admission if a tie should occur.

2.0C No Letter of Intent Form or New Student Enrollment Form (Application) will be accepted outside of the parameters specified in 2.0A.

2.0D A Letter of Intent can be submitted for one or both programs—students will be asked to indicate a preference. A student who is admitted into the LPN program can only pursue the LPN. A student who is admitted into the RN program can only pursue the RN.

2.1 Pre-Evaluation Notification

2.1A After December 1, status letters will be sent to all applicants advising them as to what materials (if any) are needed to complete the admission file.

2.1B Applicants will be given until the second Friday the college is open in January (January 13, 2012 for Fall 2012 admission) to submit any and all required materials.

2.1C All supporting materials applicable to an applicant’s situation are required, to include:

- Application for Admission (New Student Enrollment Form and Letter of Intent)
- High School Transcript (official copy)* (also required of those who did not graduate)
- GED Score Report (official copy)
- Transcripts from all colleges attended (official)*
- Indication of courses in progress (high school seniors)
- Proof of CNA Certification (unless currently registered in a CNA program - you need verification of registration. The CNA course must be completed by the end of the Spring Semester, immediately preceding the Fall Semester for which you are admitted).

*no faxes or photocopies will be accepted

2.1D If a student applies for ADN (RN) program and is not admitted or is on standby list, they cannot appeal to be considered for PN program.

2.2 Monitoring of Registration, Accepted Students
2.2A Accepted students, who remain unregistered for Nursing courses (NUR prefixes) as registration progresses, may receive a letter inquiring as to their intentions in regards to the program.

2.2B Accepted students receiving such a letter will be given until a prescribed date to register, after which it will be assumed that the student has decided to no longer pursue the program.

3.0 TRANSFER STUDENTS FROM OTHER COLLEGES/SCHOOLS

3.0A Form for admission to the PN or AD Nursing Program must be submitted to the Director of Nursing.

3.0B Official transcripts from all previously attended colleges/schools must be sent to the Admissions Office.

3.0C Nursing credits will be evaluated on a course-by-course basis. Please submit course syllabi from previous nursing program. This is the original syllabi not just catalog description.

3.0D All other credits are subject to Illinois Valley Community College transfer policy.

3.0E Students who have not been enrolled in a nursing program for more than two years must enroll in all of IVCC’s nursing courses. No transfer credit will be granted.

3.0F A letter of reference from your previous nursing program director must be submitted to the Director of Nursing or the Assistant Director of Nursing of IVCC before admission to IVCC’s nursing program.

3.0G To graduate from IVCC, the student has to have at least one fourth of the total credits from IVCC. (10 CH for LPN, 17 CH for RN)

3.0H A student may not transfer to IVCC’s Nursing Program after two (2) academic failures/withdrawals or after 1 clinical failure associated with patient safety infringements in their previous nursing program.

4.0 ADVANCED PLACEMENT CRITERIA for Licensed Practical Nurse

4.0A Licensed Practical Nurse must submit the Advance Placement Request Form to the Nursing Office (A214) for admission to the Associate Degree Nursing Program by October of the year prior to intended admission. (Example: submit the Form to the Director of Nursing by October 15, 2011, if you wish to enter the program in August 2012).

4.1 Qualifications necessary to come into the Associate Degree Nursing Program as Advanced Placement.

4.1A Must be a graduate of a state approved Practical Nurse Program with at least one year of work experience as a LPN and Licensed in the state of Illinois as a Licensed Practical Nurse.
4.1B Transcripts from Practical Nursing School if other than IVCC must be sent to IVCC Admissions and Records Office.

4.1C Meet the required minimum cumulative GPA of 2.5 for admission to the second year of the ADN Nursing Program. When there are more qualified applicants than space available, applicants will be ranked according to GPA. Cumulative GPA is taken from the spring semester prior to the fall entry. In cases where a student has graduated with Associates, GPA of previous nursing and required courses. (ENG 1001, ENG 1002, ALH 1000, ALH 1002, PSY 1000, SOC 1000, BIO 1007, BIO 1008, BIO 1009) will be used in calculating GPA cumulative.

4.1D LPN’s requesting Advance Placement Must have all the prerequisites completed by the end of Spring Semester prior to fall entry.

4.1E Graduates of IVCC’s Practical Nurse Program who meet the in-district qualifications will have the highest priority and in-district, not IVCC graduates would have next priority. Out of district students are eligible for admission, but have the lowest priority.

4.1F Completion of required college testing, program testing and required courses, if needed.

4.1G Prior to entering the second year Nursing courses, all students must have met the following requirements within the appropriate time frame: ALH 1000; ALH 1002; BIO 1007 & BIO 1008; BIO 1009; PSY 1000; ENG 1001; and NUR 1230; and NUR 1210 if applicable. All of these courses must be completed with a grade of “C” or better. All required course work must be completed by the end of the Spring Semester prior to the Fall Semester Entry date.

4.1H Course Time Limitations

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<tr>
<th>Course</th>
<th>Description</th>
<th>Time Limit</th>
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<tbody>
<tr>
<td>ALH 1002</td>
<td>Human Growth &amp; Development</td>
<td>7 years</td>
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<tr>
<td>BIO 1007, 1008</td>
<td>Anatomy &amp; Physiology</td>
<td>7 years</td>
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<tr>
<td>BIO 1009</td>
<td>Microbiology</td>
<td>7 years</td>
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<tr>
<td>ALH 1000</td>
<td>Introduction to Nutrition</td>
<td>7 years</td>
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<tr>
<td>NUR 1210</td>
<td>Mental Health Nursing</td>
<td>3 years</td>
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<tr>
<td>NUR 1230</td>
<td>Introduction to Registered Nursing</td>
<td>3 years</td>
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<td>ANY</td>
<td>For the Practical Nurse</td>
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4.1I To be considered for admission ALL the necessary course work (5.2F) needs to be completed by the end of the Spring Semester prior to Fall Semester entry.

4.1J LPN work experience of 1020 hours within past two (2) years.

4.1K Students may not go directly from PN route to (RN) ADN. They must follow the Advance Placement Guidelines.
4.2 After admission to the Associate Degree Nursing Program, the following must be completed:

4.2A Licensed Practical Nurses will submit a copy of current Illinois LPN license

4.2B Letter of recommendation from LPN’s immediate supervisor. This letter needs to be on official letterhead. If NCLEX–PN eligible, - a copy of transcripts with program completion date and a letter from the Director of Nursing must be submitted

4.2C Must complete the Mid- Curriculum exam with a score of 800. This exam is at the expense of the student. If a score of 800 is not achieved, the student must complete remediation in the designated weak areas utilizing a prescribed plan that will be given to the student.

4.2D Successful completion of a nursing bridge course, NUR 1230 with a “C” or above, (if applicable) prior to entering the first nursing course. If more than 3 years have elapsed since LPN graduation, or the student is not an IVCC graduate, this course must be taken. The format of NUR 1230 is 8(eight) weeks in length and must be successfully completed by the end of the Spring Semester prior to Fall entry.

4.2E The applicant must present a current CPR card (CPR for the Professional Rescuer or Healthcare Provider) prior to admission to the first Nursing course with a clinical component. This card must be renewed annually in July or August and should not expire in any nursing 8-week session.

4.3 Articulation of previous nursing course credits

4.3A Nursing credits will be evaluated on a course-by-course basis. Please submit course syllabi from previous nursing program. This is the original syllabi not just catalog description.

5.0 CAREER LADDER STUDENTS/ADVANCED PLACEMENT

5.0A Any student admitted to the Practical Nurse Program is not guaranteed admission to the Associate Degree Nursing Program.

5.0B All students must meet all admission criteria for the ADN Program.

5.0C Admission is based on space available. Employed licensed practical nurses will take priority over new graduates for admission. In-district students will have priority.

5.0D If there are more applicants than openings, applicants will be ranked by GPA.

5.0E Notification of admission for ADN program will be completed by June 15 for fall admission.