



EL PASO COMMUNITY COLLEGE PROCEDURE

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FB-7 **Specialized Admissions
Requirements for Programs
in Health Careers and
Nursing**
(Working Draft Considered
official)

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Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean or Director of the Program

OBJECTIVE: To establish the specialized criteria as procedural guidelines to be followed for students seeking admission to programs in Health Careers and Nursing.

PROCEDURE: In order to enhance the potential for student success, the College established certain specialized admissions criteria and procedures as outlined herein for students seeking admission to identified programs in Health Careers and Nursing. The appropriate Dean in conjunction with the Program Coordinators will be responsible for identifying the specific selection criteria for programs in Health Careers and Nursing. All Health Careers or Nursing programs under specialized admissions must follow the set procedure and process below.

I. Specialized Admission Standards

Program Coordinators, for programs that admit students via the specialized admissions procedure, must determine basic qualifications and ranking standards for students seeking admission to their programs. Final determination of these standards shall be documented and forwarded to the Specialized Admissions ~~staff. Office.~~ The specialized admissions standards will be published. Unofficial ranking reports will be available each day and updated nightly based upon the previous day's student records. Program Coordinators, in conjunction with the appropriate Dean, will establish the official ranking date(s), planned class size and maximum ranking credit hours for their programs. If the standards must be revised after publication the changes must be approved by the Program Coordinator and Dean.

Programs that are not complying with the standards of the specialized admissions procedure will be reviewed by the Specialized Admissions Committee (See Section V) and may be subject to removal from the specialized admissions process.

A. Ranking Criteria

Program Coordinators and faculty* will establish minimum specific criteria to be utilized in the ranking process. These standards may include but are not limited to the following:

1. Minimum EPCC cumulative GPA
2. Minimum math test score on a specified assessment test.
3. Official High School/GED transcripts required if applicable
4. Minimum reading test score on a specified assessment test.
5. Minimum writing test score on a specified assessment test.
6. Pre-program specific requirements

B. Mandatory Courses

Some programs may have mandatory courses as part of their criteria for eligibility for ranking. Mandatory courses are those courses that an applicant must successfully complete prior to being ranked for the applicant's chosen program. Other than higher level math courses, there are no substitutions for mandatory courses. Programs may set time limits for certain mandatory courses. These course expirations will be published. Any mandatory course that is retaken for ranking purposes should be completed at EPCC.

***Note:** The word "faculty" denotes instructors, counselors and librarians.

C. Program Specific Criteria

Program specific criteria will be established by the Program Coordinators and faculty. Criteria may be considered as pre- and/or post- program admissions requirements. Coordinators or designee will maintain records for these requirements. The Specialized Admissions ~~staff Office~~ will be notified once an applicant has met these requirements. Program-specific requirements may include, but are not limited to the following:

1. Program Orientation
2. Current Immunizations
3. Physical Examination (Must be completed by an American Licensed Physician/Nurse Practitioner/Physician's Assistant)
4. Physical Technical Standards Form
5. CPR Certification
6. First Aid Certification
7. HIPAA Training
8. Community Wide Orientation
9. Hospital Observation
10. Background Clearance - Background checks are required by most programs and must be completed prior to admissions **or** entering clinical. This may be a pre- or post- ranking requirement. The applicant is responsible for the fee associated with obtaining the background check. An applicant who does not clear the background check may be denied entrance into the program.
11. Drug Screening - Drug Screening is required by most programs and must be completed prior to admissions or entering clinical. This may be a pre- or post- ranking requirement. The applicant is responsible for the fee associated with obtaining the Drug Screening. An applicant who does not clear the Drug Screening may be denied entrance into the program.

An applicant for specialized admission programs must meet pre-admissions criteria prior to ranking. Post-specialized admissions requirements must also be met to maintain a seat in the program.

D. Ranking Courses

Ranking courses are those courses that help determine the ranking score based on an established ranking formula. The Program Coordinator and faculty will identify the courses from the degree plan to be used for ranking. Mandatory courses may also be used as ranking courses. (Note: Courses which have approved substitutions should **not** be used as ranking courses as they skew the ranking scores by reducing the value of each ranked course.) Any course that is retaken for ranking purposes should be completed at EPCC.

E. Program Ranking Confirmation

The qualifications and ranking standards will be documented and approved on the **Program Ranking Confirmation Form**. The Program Coordinators, Deans, Manager of Curriculum and Instruction and Executive Director of Admissions and Registrar will approve the criteria. The original, official documents will be retained by the Office of Admissions and Registration with copies to the respective Deans and the Curriculum Office.

II. Specialized Admissions Application Process

A. Application Process

1. An applicant to Health Careers and Nursing majors must first satisfy all requirements for admission to the College as specified in the College Catalog.
2. An applicant seeking ~~admission~~ admissions into Health Careers or Nursing programs must declare a primary major that is not under the specialized admissions process.
3. To initiate the specialized admissions process the applicant must complete a general Health Careers Orientation, submit a Health Careers Specialized Admissions Application and pay a nonrefundable fee.
4. An applicant to Health Careers and Nursing programs may declare up to two (2) secondary Health Careers and/or Nursing majors.
5. The applicant's records will be updated to reflect that the applicant has applied for an approved specialized admission major which will become the secondary major for ranking and tracking purposes only.

6. At the time of program acceptance, the primary major will be changed by the Specialized Admissions staff. The Health Careers major will then become their primary major.
7. Letters verifying the receipt of the Health Careers Application will be sent to the applicant by ~~from~~ the Specialized Admissions staff Office.
8. It is the Program Coordinators' and Deans' responsibility to provide the Specialized Admissions staff Office and the Counseling Department with the most updated **Program Information Guides** when the program requirements and the curriculum are finalized. Program Information Guides will be updated annually.
9. The College will provide General Education counseling/advising/support services to assist the applicant in fulfilling the requirements for admission into identified Health Careers or Nursing Programs. The applicant will be referred to Health Careers or Nursing Counselors for program-specific requirements.

B. Student Responsibility

An applicant to specialized admissions must satisfy minimum standards in order to be eligible for consideration of ranking. The following is required of all specialized admissions applicants:

1. Apply for admissions and be accepted by EPCC as an academic credit student
2. ~~Complete~~ Attend a General Health Careers Orientation
3. Submit a Health Careers Specialized Admissions Application Form
4. Pay the Specialized Admission Application fee
5. Submit all previous College/University Transcripts (official evaluations ~~transliteration~~ of foreign coursework if applicable)
6. Submit Official High School Transcripts or GED scores (if applicable)
7. Meet all course prerequisites
8. Meet any program-specific requirements

III. Selection Process

The selection process consists of satisfying all specialized and program-specific standards. This will create a pool of fully qualified applicants. The fully qualified applicant pool is ranked utilizing the approved ranking formula on the specified date selected by the program. Applicants are offered available seats in rank order (high to low) based on points received from the ranking formula. Applicants will remain in the qualified pool as long as they continue to satisfy all current specialized and program-specific admissions requirements. This includes responding to all official correspondence sent from the College. Applicants have the responsibility to keep all contact information current. Failure of any applicant to keep all information updated will result in major(s) being changed to undeclared and the applicant will be removed from all applicant pools.

A. Assessment

1. Health Careers Programs

An applicant to a Health Careers program will be required to successfully complete a specified assessment test meeting the discipline-specific required scores. All specified competency levels (e.g. reading, math and writing skills) must be met according to the set program-specific requirements. Program-specific requirements are specified in the current Program Information Guide and/or the current EPCC *Catalog*. Individual test scores are only current for two years from the date taken. The highest test scores will be used for ranking. Upon completion of the assessment test, the applicant is required to see a Health Careers Counselor for score retrieval, interpretation and further advising. A non-refundable fee will be charged to the applicant each time the test is administered. An applicant from out of the region will be required to coordinate the test administration through the local college/university testing services and/or El Paso Community College (EPCC) Testing Services.

2. Nursing Programs

An applicant to a Nursing program will be required to successfully complete an assessment test meeting the specific required scores. All specified competency levels (e.g., reading, math, science, and writing skills) must be met according to the program-specific requirements. Program-specific requirements are specified in the current Program Information Guide and/or the current EPCC *Catalog*. Individual test scores are only current for two years from the date taken; however, only the

most recent test scores will be used for ranking. Upon completion of the assessment test, the applicant is required to see a Nursing Counselor for score retrieval, interpretation and further advising. A non-refundable fee will be charged to the applicant each time the test is administered. An applicant from out of the region will be required to coordinate the test administration through the local college/university testing service and/or El Paso Community College Testing Services.

B. Program Requirements

The applicant must satisfy all specialized admissions standards as well as program-specific criteria. The applicant is responsible for ensuring and verifying the correct status of the application file through the Health Careers or Nursing Counselors. The applicant must comply with any changing requirements that may affect eligibility. Meeting all of these requirements does not guarantee acceptance into a program. Any ranked applicant will remain eligible for admission until the last day to enroll for the term or when they forfeit their seat in writing.

C. Ranking

The ranking process includes a ranking formula which may include, but is not limited to, the required assessment test scores and GPA of program-specific "ranking courses". The Program Coordinator, faculty and the Dean may adjust the individual weights of the assessment test based upon the discipline curriculum. Selection of an eligible applicant through the established specialized admissions standards will occur on the official ranking date as set by the Program Coordinator, faculty and Dean. The applicants for each program will be ranked from the highest to the lowest score based on the admissions standards. Note: Once the specialized admissions applicant has satisfied all qualifying standards, the applicant will be placed in the "COMPLETE" pool and **unofficially** positioned according to the ranking formula. The applicant will remain in the unofficial pool until the official ranking date.

If two or more applicants are tied for the last seat in the ranking, priority will be given to 1) the applicant who has completed the most courses from the degree plan. In the event applicants are still tied 2) the highest GPA in the completed degree plan courses will be used. In the event another tie breaker is needed 3) the applicant who has the highest total assessment test ranking score will be used. If another tie breaker is needed 4) the applicant with the highest GPA will be used.

Any ranked applicant who fails to gain admission to a given program will remain in the "INCOMPLETE" pool and will need to requalify for ranking, as long as the applicant maintains current eligibility. The applicant who maintains current eligibility will be ranked in accordance with the program requirements at the time of the next ranking without consideration to previous ranking(s). Selection and/or rank order in one ranking does not establish any right to the equivalent or similar rank order in another ranking. Any program-specific criteria and time-sensitive items must remain current to maintain eligibility.

D. Notification of Ranked Applicants

A letter will be sent to the top-ranked applicants offering a seat to the desired program from the Specialized Admissions ~~staff Office~~. The letter will indicate the program and semester for which the offer of admission is extended. The applicant will be given ten working days from the date of the letter to return the completed Acknowledgment form to the Specialized Admissions ~~staff Office~~. The applicant must return the acceptance form to the Specialized Admissions ~~staff Office~~ in the allotted time frame and indicate whether the applicant accepts or declines the seat. If the applicant does not respond within ~~seven business ten-working~~ days, the applicant will then be returned to the "INCOMPLETE" applicant pool for the next ranking unless accepted to another program.

An applicant who receives acceptance letters for two programs may **only** accept a seat in **one** program. The applicant who inadvertently accepts two seats will be notified that only one seat in one program may be accepted.

An applicant who is offered admission into a Health Careers or Nursing program will not be allowed to defer their entry into the program. The applicant must meet current eligibility requirements (the pre-program specific criteria, mandatory courses and ranking courses as determined by the individual programs) for each ranking.

Once an applicant accepts a seat into a Health Careers or Nursing program, the applicant's primary major will be changed to reflect the effective term and the applicant will be removed from other Health Careers and

Nursing pools. If no response is received prior to the deadline, or if an applicant declines the seat, the applicant will be returned to the "INCOMPLETE" applicant pool and will need to requalify for the next ranking. The declined or vacant seat will then be offered to the next qualified candidate. Program Coordinators may require non-selected ranked applicants to participate in the post-program requirements, to maintain eligibility, in the event that an accepted seat becomes vacant. This process will continue until the class for each program has been filled.

Ranked applicants who are not offered a seat will be notified by the Specialized Admission staff as soon as possible after ranking that the program has been filled. An applicant who is not accepted into a program will remain in the "INCOMPLETE" applicant pool and will be required to meet all future ranking requirements. The applicant whose status is inactive for three years will automatically be removed from the pool and the major will be changed to undeclared by the Specialized Admission staff. The applicant will be notified of this action. at the last known address.

Family Educational Rights and Privacy Act (FERPA) and Health Information Portability and Accountability Act (HIPAA) guidelines will be followed.

E. Program Vacancy

1. If an accepted seat has been vacated the following will occur:
 - a. Seats will be filled in rank order.
 - b. All general and post- specialized admissions criteria must be satisfied.
 - c. Once the semester has started, a vacancy may only be filled as determined by the Program Coordinator and Dean.
2. The qualified list of ranked applicants that have not been offered admittance into the program may be required to meet designated post-admission requirements in the event a seat becomes available.
3. Second Ranking for same-term start date may occur under the following conditions:
 - a. First ranking has taken place and all seats have not been filled and there are no remaining ranked applicants.
 - b. Program Coordinator must notify the appropriate Dean if a second ranking date is required.
 - c. Program Coordinator must notify the appropriate Dean if any criteria adjustments are needed.
 - d. The Dean will officially notify the Executive Director of Admissions and Registrar, and the Manager, Specialized Admissions staff of the second ranking date and any criteria adjustments.
 - e. The Manager, Specialized Admissions staff will update the data accordingly.
 - f. Once the second ranking date occurs and vacant seats are still not filled by fully qualified applicants, vacancies will be addressed by the Program Coordinator and the Dean of Health Careers or Nursing. How the vacant seats are to be filled will be documented to the Executive Director of Admissions and Registrar, and the Manager, Specialized Admissions staff.

IV. Special Circumstances

Programs may have to make adjustments based on special or unforeseen circumstances.

A. Postponement of program start date

1. In the event of student or faculty vacancies a program may be postponed.
2. In the event clinical sites or laboratory facilities are unavailable the program may be postponed.
3. In the event a postponement occurs, the following will be implemented:
 - a. A new program start date may be established (if applicable).
 - b. Based upon the new program start date, a new official ranking date will be established by the Program Coordinator and Dean.
 - c. If the official ranking date has passed, an applicant who was offered and accepted a seat into the program will be informed by the Program Coordinator of the new program start date.

B. Ineligible Students

Certain circumstances may render a student not qualified to enter or reenter a program.

1. Unsafe Practice

- a. A student who has been released from a health or nursing program for unsafe practice may or may not be allowed to re-enter a program.
- b. The student may or may not be allowed to apply or compete in any specialized admissions pool depending on the seriousness of the offense.
- c. The student may also be barred from future enrollment in competitive or non-competitive Health Careers or Nursing programs whether credit or non-credit.
- d. The Program Coordinator and the Dean will make the determination for the above circumstances.
- e. If necessary, the ~~Dean of Students and/or~~ Associate Vice President of Instruction and Student Success, Vice President of Instruction and Workforce Education, ~~and/or~~ Vice President of Student and Enrollment Services, ~~and/or~~ Executive Director Admission & Registrar Admissions will be consulted.

2. Additional Circumstances

- a. Students under disciplinary action may not be permitted to continue pursuit of their program and are ineligible for entry into other Health Careers or Nursing programs.
- b. Students who have previously been unsuccessful or dropped from a program may be ineligible to apply for re-ranking for a set period of time based on program-specific procedures.
- c. Failure to obtain a background clearance and/or drug screening (if applicable) will result in non-admittance or non-progression in a Health Careers ~~care~~ or Nursing program at El Paso Community College.

C. Reentry, Non-Traditional, ~~Transition~~ and Transfers are not ranked as part of the specialized admissions process but must meet specialized admissions criteria with the exception of the Health Careers Orientation. However, the following information may be applicable. If an approved College procedure exists, it supersedes the following guidelines.

1. Students from this category wanting to apply as a new applicant must follow all of the guidelines of the specialized admissions procedure.
2. Non-Traditional, ~~Transition~~ and Transfer students **cannot declare a program-specific major until officially accepted into a program.** Their primary declared major will be a major that does not fall under the specialized admissions process. Once accepted into a program a change of major form will be submitted with the reason for the change to the Specialized Admissions ~~staff.~~ **Office.**
3. Students pursuing Advanced Placement ~~and Transition~~ into the **Nursing** program must follow the program-specific criteria except for ~~completing attending~~ the Health Careers Orientation Session, submitting the Health Careers Orientation Application, and paying the fee. They will need to work directly with the designated program Counselor and Program Coordinator for program entry.
4. Students pursuing reentry or transfer into a **Health Careers Occupations** program must follow the program-specific criteria except for ~~completing attending~~ the Health Careers Orientation Session, submitting the Health Careers Orientation Application, and paying the fee. Reentry and transfer students will need to work directly with the designated program Counselor and Program Coordinator for program entry.

D. Graduates of the EPCC Vocational Nursing Program can gain direct admission into the LVN-to-RN Transitions AAS Program without having to meet specialized admissions requirements, provided they meet the following conditions:

1. Notification of Intent: Students must notify the VN Program Coordinator in writing of their intent to continue into the LVN-to-RN Transitions Program by the specified due date.
2. Start Timing: Graduates must begin the LVN-to-RN Transitions Program in the long semester immediately following their graduation.

- a. VN Summer Cohort: Graduates to start the transition program in the following spring semester.
 - b. VN Fall Cohort: Graduates to start the transition program in the following fall semester or summer semester if available.
3. Licensure Requirement: Graduates must have obtained their LVN or LPN license before starting the LVN-to-RN Transitions Program. This license must remain current while the student is enrolled.
4. Failure to Meet Deadlines: Students who do not notify the program coordinator by the due date or fail to start the program as planned will need to go through the qualification and ranking process to secure a seat in the LVN-to-RN Transitions Program.

V. Specialized Admissions Committee

- A. The Committee is charged with the monitoring of Health Careers and Nursing procedural development and implementation related to the specialized admissions process.
- B. Specialized Admissions Committee voting members will be comprised of the following positions: Dean of Health Careers, Dean of Nursing, Executive Director of Admissions and Registrar, ~~Manager of a~~ Specialized Admissions Representative, three Health Occupation Coordinators, two Nursing Coordinators, and three Health and Nursing Counselors.
- C. The committee chair must be a voting member and will be chosen by the Specialized Admission Committee.
- D. Any modification to the set procedure may necessitate a majority vote from the Specialized Admissions Committee.
- E. Changes in the procedure will require a majority vote from the Specialized Admissions Committee.
- F. Major changes to this procedure will necessitate a transitory period, as determined by the Committee, before being fully implemented.
- G. Representatives from resource areas (Curriculum, Evaluations, Graduations, and Testing etc.) will be invited to the committee meetings in a non-voting capacity.
- H. Other interested persons may attend meetings to provide input in a non-voting capacity.