

Limited-Entry Academic Programs Policy and Procedures

This policy becomes effective June 20, 2009, for the admission to all Limited-Entry Health Programs and supersedes all previous policies.

TERMS:

- A. Program Prerequisites: The courses and/or documents established by the respective program as requirements for admission to the program. The program prerequisite courses will be used to calculate the G.P.A. for selection into the program, and a letter grade of A, A-, B+, B, B-, C+ or C must be assigned to these courses. **A letter grade of C- in a program prerequisite is not acceptable.** Courses transferred in with a grade of TR on the DARs report is not accepted without a copy of the transcript from the associated college. Program prerequisite courses cannot be challenged, waived and do not qualify for CLEP credit. Proof of completion of all program prerequisites must be in the Limited-Entry Office by the Application Deadline.
- B. College Science Grades: Grades earned in science courses either at CSN or at other institutions. In order for grades from other institutions to be considered, they must have been evaluated by the CSN Office of the Registrar and appear in DARs or SIS. **Science courses may be no older than seven (7) years at time of program entry.**
- C. Application Deadline: Date determined by the appropriate Program Chair/Director for which the Limited-Entry Office must receive the Limited-Entry application packet, including the program completion checklist with all supporting documents. Nothing will be accepted after this date without the written approval of the respective Program Director.
- D. Application to multiple limited entry programs: During each application cycle, students can apply to more than one limited entry program for which the student is qualified.
- E. Acceptance to multiple limited entry programs: If a student is qualified and offered a position into more than one limited entry program during a selection cycle, the student can accept a position in only ONE program, with the exception of Medical Coding and Health Information Technology. Once the student accepts a position in a limited entry program all other applications become null and void and will not be processed. Upon completion of a program a student is free to apply to another program.
- F. Co-Enrollment: Co-enrollment in limited entry programs is prohibited, with the exception of Medical Coding and Health Information Technology.
- G. Application Packet: A complete packet consisting of all of the following:
 1. A completed Limited-Entry Application form with current date, address, telephone number.
 2. A completed program completion checklist.
 3. Proof of completion of all program requirements as listed on the advisement sheet and program completion checklist.
 4. Results of appropriate aptitude testing, if applicable.
 5. CSN transcript including all final grades for prerequisite courses, if applicable.
 6. CSN formal evaluation of transcripts from other colleges, if applicable, including UNLV and NSC. Contact the Office of the Registrar for the procedures. This process may take 10 weeks. BIOSCI and BIOELEC are not accepted as equivalents for BIOL 189, 223, 224 or 251.
 7. Unofficial copies of all college transcripts submitted to CSN for evaluation.
 8. All other program specific documentation listed on the advisement sheet and Program Completion Checklist.

Prerequisite courses may be repeated twice. If a prerequisite course has been taken 3 or more times, the highest of the first three attempts and/or withdrawals and/or audits that appear in SIS and/or DARs will be used for G.P.A. computation. This rule does not apply to science courses older than seven years. *Prior to July 1, 2007 withdrawals will not be counted towards the three attempts.*

PROCESS:

- A. The Application and program packet checklists are available on-line at www.csn.edu/health/. The application must be received in the Limited-Entry office by the Application deadline. Applications received AFTER the Application deadline will not be accepted for selection unless there are an insufficient number of qualified applicants. A separate application is required for each program.
- B. Current programs prerequisites, minimum acceptable grades, and deadline dates are posted on the advisement sheets available at the Health Programs Advisement office or online at www.csn.edu/health/.
- C. CSN may modify prerequisites with a minimum of one year's notice. Actual program courses are subject to revision and will not impact program admission. Program Directors may modify prerequisite requirements if they deem necessary to fill available positions. An applicant who has not completed program requirements must submit a memo with the application from the Program Director advising the Limited-Entry Office to accept the application packet. The memo must specifically address each requirement not met. The student will become part of the applicant pool and be considered if there is space available after all qualified applicants have been considered.
- D. After the initial processing of the files, an admissions committee will review all completed files to ensure accuracy and will make the final selection of the class and an alternate list. Ties will be decided by computer random selection.
- E. Each applicant meeting the Application Deadline will be notified in writing of the results of the selection process.
- F. If an applicant is not admitted to a program, the current application is considered closed. **No waiting lists will be maintained.**
- G. Each applicant who is offered a position in a program must:
 1. Accept or decline the position in writing on or before the date specified in the letter of notification. In the event that the Accept/Decline Form is not received by the Limited-Entry Office by the specified time, the position may be offered to an alternate. This will continue until all positions have been filled.
 2. Complete registration at least one week prior to the first day of program classes or the position may be offered to an alternate.
 3. Attend orientations/events scheduled by the respective program prior to the beginning of the first day of the program classes or the position may be offered to an alternate. Must be on-time.

Patricia R. Castro

Patricia R Castro, Dean of Health Sciences 6/20/09

Student Signature

Date