Limited Entry Academic Programs Policy and Procedures

This policy becomes effective July 1, 2016, for admission to Limited Entry Health Programs and supersedes all previous policies.

TERMS:

The document entitled "Ralph & Betty Engelstad School of Health Sciences Important Advising Information" is considered part of the Limited Entry Academic Program Policy and Procedures, and applicants will be required to comply with the policies and procedures therein.

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 GPA 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 course is not acceptable. For purposes of calculating a GPA a “P” or “TP” assigned to a course will be considered a “C” unless an official transcript is provided showing a different grade. If the course and grade can be verified as the course transferred to CSN, the grade on the official transcript will be used. Courses transferred in with a designation of TR or LELC on the MyCSN Transfer Credit Summary report are not accepted without a copy of the transcript from the associated college and/or completed substitution/waiver form. The Limited Entry office is not responsible for any evaluation of courses including transfers, course equivalency, and substitution waivers. GPA will be calculated using the number of credits that the course transfers in to the College of Southern Nevada. For example earning a B in BIOL 223 at CSN (4 credits) would equal 12 points towards a cumulative GPA. A BIOL 223 course transferring in to CSN as 2.68 credits with a B would equal 8.04 points towards a cumulative GPA. Prerequisite courses cannot be waived. CLEP credits will be accepted for prerequisite courses and general education courses. The course name and number of credits must appear on the CSN transcript or Transfer Credit Report. If the test is reported only as a P or TP, the course will be processed as a “C.” If score is reported, the following will be used: A score of 20 to 50 will be processed as a grade of C; a score of 51 to 59 will be processed as a B; a score of 60 to 80 will be processed as an A. Proof of completion of all program prerequisites must be in the Limited Entry Office by the Application Deadline.

A. College Science Grades: (Grades earned in science courses either at CSN or at other institutions). In order for grades from institutions other than CSN to be considered, they must have been evaluated by the CSN Office of the Registrar and appear in MyCSN. Science courses may be no older than seven (7) years at the time of the Application Deadline. If a student passed a college transferable physical science course(s) with a grade of “C” or higher more than seven years ago the student may opt to take a proficiency exam instead of retaking the course. If the student passes the NLN (National League for Nursing) proficiency exam the student’s previous course(s) and grades will be accepted for the limited-entry program. Only one attempt at the proficiency exam is permitted per subject area (Anatomy and Physiology, Microbiology, and Pharmacology). Each program is responsible for managing the proficiency exam. The seven-year expiration may be waived by the respective Program Director. A waiver will indicate that the application file will be considered as complete and reviewed first with the other qualified applicants. The seven-year expiration date on physical science classes does not apply to Bachelor degree programs.

B. Application Deadline: Date determined by the Program Director or Department Chair by which the Limited Entry Office must receive the Limited Entry application packet, including the completed program Application Packet Checklist and all supporting documents. Nothing will be accepted after this date without the written approval of the respective Program Director.

C. Application to multiple Limited Entry programs: During each application cycle, students can apply to as many Limited Entry programs for which the student qualifies, provided he/she is not currently enrolled in a Limited Entry program. Only the following exceptions are allowed: Students may apply to the Medical Coding and Health Information Technology Programs during the same selection cycle and may accept positions in both Limited Entry programs. Students in their fourth semester of the Medical Laboratory Technician Program may apply to the Medical Laboratory Scientist program. Students
D. must be in good standing and satisfy all prerequisite and program requirements for the desired program. Approval of the respective Program Director is required.

E. Application to multiple tracks. Students enrolled in either track of the Diagnostic Medical Sonography program will be allowed to apply to the other track provided the student is in good standing in the final semester and has satisfied all prerequisite courses and program requirements for the desired track. Approval of the Program Director of each track is required.

F. Re-application: A student who has voluntarily withdrawn or been subject to administrative withdrawal from a Limited Entry program may be accepted to the same or a different Limited Entry program. Re-application to the same program may result in a point(s) deduction as stated on the selection criteria sheet. The deduction may be 10% of the maximum possible points for the first reapplication, as determined by the Program Director. Applications may be subject to an additional 10% point deduction for each subsequent reapplication. The points to be deducted must appear on the Selection Criteria Sheet for each respective program. Point deductions may be waived by the Program Director for documented medical reasons or other extenuating circumstances submitted with the application packet in writing. Assignment or waiver of point deductions will be done at the time of selection. There may be conditions for re-admission as determined by the Program Director.

G. 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, except as stated below. Once the student accepts a position in a Limited Entry program all other applications become null and void and will not be processed. Upon vacating a seat in a program a student is eligible to apply to another program. (Only the following exceptions are allowed: Students may be co-enrolled in Medical Coding and Health Information Technology; and students enrolled in their fourth semester of the Medical Laboratory Technician Program may apply to the Medical Laboratory Scientist program.

II. Application Packet: The Limited Entry office will only accept complete application packets consisting of all of the following:

1. A completed Limited Entry Application form with current date, name, address, telephone number, program choice, date of health program advisor meeting, and date of Limited Entry application workshop attendance.

2. A completed Application Completion Checklist with all supporting documents.

3. Documented medical and/or extenuating circumstances if reapplying to same program.

4. Proof of completion of all program prerequisites as listed on the advisement sheet, selection criteria sheet and Application Completion Checklist.

5. Results of appropriate pretests, if applicable.

6. CSN transcript, if applicable, including all final grades for prerequisite courses.

7. Unofficial copies of all college transcripts submitted to CSN for evaluation.

8. 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. TR or LELC are not automatically accepted. Student is responsible for insuring MyCSN Transfer Credit Report reflects accurate course(s) and grade(s).

9. Copy of signed Substitution/Waiver form, if applicable, or exception memo from the respective Program Director for incomplete packets. The exception memo is valid for current selection cycle only.

10. All other program specific documentation listed on the advisement sheet and Program Completion Checklist.

I. Incomplete Application packet: Application packets that do not satisfy all program prerequisites will require an exception memo from the Program Director. Application packets will only be accepted ten business days after the posted deadline date without special permission from the Director of Health Programs Advising and Limited Entry Admissions.

If a prerequisite course has been taken 3 or more times, the highest of the first three attempts, including grades, and/or withdrawals and/or audits that appear in MyCSN will be used for GPA computation. The 3 attempt rule may be waived by the
respective Program Director. A waiver will indicate that the application file will be considered as complete and reviewed along with the other qualified applicants. This rule does not apply to science courses older than seven years.

PROCESS:

The Limited Entry Application and Application Completion Checklist are available on-line. The application packet must be received in the Limited-Entry office by the Application Deadline. Applications received AFTER the Application Deadline will not be accepted without a memo from the respective Program Director. Complete applications, submitted on or before the program’s application deadline and applications with signed waivers for the seven-year expiration and or the three attempt rule will be considered first. Late or incomplete applications will only be considered if the program has sufficient space available to accommodate additional students.

A. If there are available positions after all of the complete applications have been accepted, the applications not satisfying program prerequisites will be ranked, and the next highest ranked applicant will be selected into the program. A student who has not successfully completed all sections of the pre-admission exam with the minimum cut-off scores will earn 0 points for selection in the category for the pre-admission exam. If all prerequisite courses have not been completed successfully, with grades identifiable on the CSN transcript at the time of application, 0 points will be awarded for GPA.

B. Current program prerequisites, minimum acceptable grades, and deadline dates are posted on the advisement sheets available at the Health Programs Advisement office or online. Advisement sheets will be available one year prior to the application deadline. If revised advisement sheets are not approved by the Program Director and returned to the Health Programs Advising office a maximum of 15 working days prior to the program’s application deadline, the current advisement sheet will be used until the next selection cycle. Once the advisement sheet is made public, it cannot be altered until the next selection cycle. 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 issue an exception memo for prerequisite requirements if they deem this necessary to fill available positions. The memo must specifically address each prerequisite not met and is valid for only the current selection. A program director may not submit exception memos for all program prerequisites for an applicant. Memos allowing for late applications will be accepted with the application packet. It is the responsibility of the program director to ensure that the conditions listed in the memo are satisfied. If the student does not meet the conditions, the student may be administratively withdrawn and required to reapply or apply for reinstatement during the next enrollment cycle.

C. After the initial processing of the files, a selection 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 a computerized random selection.

D. Each qualified applicant who applies on time will be notified in writing of the results of the selection process.

E. If an applicant is not admitted to a program, the current application is considered closed. No waiting lists will be maintained. Students who reapply must meet current requirements and reproduce all supporting documents. The Limited Entry office does not retain prior applications and supporting documents.

Each applicant who is offered a position in a program must:

Accept or decline the position in writing within 10 days of the date of the acceptance letter. 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.

1. Attend orientations/events at the time 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.

2. For programs with mandatory orientations: Students who sign an Accept/Decline form indicating they are accepting a position in a Limited Entry program and then do not attend the mandatory orientation will be administratively withdrawn by the Dean and will receive a letter to this effect in the mail. Point deduction(s) may be applied if the student reapplies to the same program in a future selection cycle. However, if a student declines in writing prior to the first mandatory orientation, point deduction(s) will not apply.

3. For programs without mandatory orientations: Students who sign an Accept/Decline form indicating they are accepting a position in a Limited Entry program and then do not enroll in program classes will be administratively withdrawn by the Dean and will receive a letter to this effect in the mail. Point deduction(s) may be applied if the student reapplies to the same program in a future selection cycle. However, if a student declines in writing prior to the first day of school, point deduction(s) will not apply.
F. Applicants will have 15 working days from the date of the notification letter to appeal the result of the selection. The appeal will be in written form addressed to the Dean of Health Sciences and must contain a detailed explanation for the appeal. The Dean will respond within 10 working days.

G. Records of the selection will be archived for 5 years starting at the date of the application.

Dr. Josh Hamilton, Dean/Health Sciences  Date:  Student Signature  Date