

SECTION II

ADMISSIONS POLICIES

A. ADMISSIONS POLICY AND ACCEPTANCE INTO THE NURSING PROGRAM IS A COMPETITIVE PROCESS. TO BE CONSIDERED FOR ADMISSION APPLICANTS MUST:

1. Show proof of a current unencumbered LPN license in Washington State
2. Achieve a minimum of a 2.0 grade in the pre-nursing courses. All pre-nursing courses must be completed prior to the application deadline. Transcripts must be sent to the credentials evaluator of the college prior to admission. It is the student's responsibility for maintaining a minimum GPA of 2.0 until the end of the program.
3. Download an application from the website: <http://www.southseattle.edu/resources/sas.htm> **The application must be submitted with the clear criminal background check and all required materials by the application deadline.** Incomplete and late applications will not be considered. (See Section V for a complete list of requirements)

B. WITHDRAWAL POLICY

A student who wishes to withdraw from the program must do so officially in the registrar's office. This will not happen automatically. The student who does not officially withdraw will receive a failing grade for the quarter. (See SSCC Catalogue for the Withdrawal Policy guidelines). Withdrawal from Nursing Program requires a meeting with the Director of Nursing and contract signature. A contract outlining recommendations will be given to the student upon exiting and will be signed by both the Nursing Director and the student. A copy will be given to the student and one will be placed in the student's file. To re-enter the program see the Readmissions Policy in this section.

C. READMISSIONS POLICY

A student who desires to re-enter the SSCC LPN to RN Ladder Program, and who exited in good standing no more than 1 year prior to requesting re-entry, will be permitted to re-enter on a space available basis, at the beginning of the quarter that they were enrolled in at the time of exiting the program. All students will need to meet with the program director prior to re-entering the program. Students are only allowed to re-enter the program one time.

1. GENERAL REQUIREMENTS

In order to be eligible for re-entry, students must have no outstanding fees or tuition, and must have a current Professional Rescuer CPR/1st Aid card, HIV Certificate, and health insurance or a signed waiver. All immunizations/waivers must be up to date. The students must also meet the current entry requirements of South Seattle Community College and the LPN to RN Ladder Program. In the case of a student who was expelled from the program or college for misconduct, please refer to WAC Code 375.90 (See Section VII).

2. READMISSION TO FIRST QUARTER OF LPN TO RN LADDER PROGRAM

A student who fails or voluntarily withdraws from the first quarter courses must reapply to the LPN to RN Ladder program at SSCC. The admissions committee will consider this application with all other applications in the competitive selection process.

3. READMISSION TO LPN to RN Ladder Program Second and Third Quarter Courses

A student who fails any of the courses in second and third quarter courses may re-enter the next time the class is offered, and repeat the course along with any of its co-requisite courses, and proceed in the program, provided there is space available. Students will only be allowed to re-enter the registered nursing program one time. If it has been over one year since the student has left the program, it will be necessary to repeat all NUR prefix courses regardless of the previously earned grade(s). The student must also complete the following requirements in order to be considered for re-admission:

- a. Pass a comprehensive written exam with a 78%, on information from the previous quarter. One attempt is allowed.
- b. Pass all skills from the previous quarter with a 78%. One attempt is allowed.
- c. Submit a letter of intent in which the student describes why he/she wishes to be re-admitted into the program and how he/she has done the required remediation since leaving the program; i.e., decreased workload, taken additional courses, and improved language skills or other actions as recommended by the Nursing Director upon exiting the program. A letter outlining these recommendations will be given to the student upon exiting and will be signed by both the Nursing Director and the student. A copy will be given to the student and one will be placed in the student's file.

D. TRANSFER/ADVANCED PLACEMENT POLICY

Registered Nursing students who hold a LPN certificate and wish to transfer from another LPN to RN Ladder Program, and who meet the pre-nursing and grade requirements, may be considered for admission. The credentials evaluator will evaluate all nursing course work. Nursing courses over one year old will not be considered for transfer. Applicants must submit a letter of intent to the Nursing Program Director along with official copies of transcripts, a letter of recommendation from the nursing program director from the school of origin, and nursing course content descriptions. Students who meet the requirements will be accepted on a **space-available, competitive basis**. They will also be **required to successfully pass a written and clinical skills exam on previous knowledge and the previous quarter's content**. The transfer student must have taken previous quarters' content. After evaluation by the nursing program director and the faculty, the student must contact the Admissions Office and follow the procedure for admission to the college as outlined in A.2 of this section.