ADMISSION POLICY FOR ASSOCIATE DEGREE NURSING PROGRAM APPLICANTS

Responsible Administrative Officer: Associate Degree Nursing Program Director
Date Issued: November 6, 2012
Date Last Review/Revised: January 2021

POLICY STATEMENT:

This policy defines the criteria for initial admission into the Northern New Mexico College (NNMC) Associate Degree Nursing Program (ADN).

Applicants for admission are considered without regard to race, color, age, religion, gender, sexual orientation, national origin, disability or marital status.

The faculty reserves the right to select those candidates who demonstrate evidence that they will be able to fulfill all the requirements and meet the standards of the ADN program.

Complete application packets are due no later than April 30th of each year. (If the 30th falls on a weekend, applications should be submitted on the preceding Friday) Once all application materials are submitted and admission testing is completed, the admissions committee will review the applicant’s packet. A decision will be made regarding admission, and a letter of acceptance or denial will be sent to all applicants.

Applications are reviewed by the selection committee and selection decisions are made by the second week of June. Selection letters are mailed by the third week of June. All applicants receive a letter informing them of the committee’s decision.

DEFINITION OF POLICY:

The selection process for admission to the NNMC ADN program is based on a review of applicant academic records, standardized admission exam scores, personal essay, and letters of reference.

The NNMC ADN program uses a ranking method in the applicant selection process. In a ranked admissions process, the candidate applies to the program and a committee of faculty and administrators evaluate candidates using predetermined criteria.

GOAL OF POLICY:

Student success and retention, licensure examination pass rates, and the ADN program reputation are priority concerns for the NNMC ADN program. To that end, admission policies are important considerations.

Nursing literature supports the fact that pre-admission indicators of student success (e.g. high pre-nursing GPA, high standardized testing pre-admission scores, and composite reading and science scores) are important admission criteria. To that end, selection based on such criteria may ensure that student attrition rates are minimized and that applicants admitted to the program are more likely to achieve academic success.
It is crucial that the NNMC ADN program select applicants that are most likely to succeed academically and professionally. Students who are not academically prepared for the rigorous nursing curriculum do not benefit emotionally or financially by being admitted. Therefore, the admission policies implemented by the NNMC ADN program are rigorous and intended to facilitate successful student and program outcomes.

CONTENTS OF APPLICATION PACKET

APPLICATION FOR ADMISSION FORM
This provides the Program with important information about the applicant.

ESSAY
In the essay, the applicant is expected to address his/her life experiences, accomplishments, reasons for selecting nursing as a career, specific reasons for choosing the NNMC ADN program, and professional goals.

Instructions for essay
The essay must be typed, double spaced, and submitted electronically. Address the following (not to exceed 500 words):

1. Recent experiences and activities relating to nursing education including any professional and/or volunteer work;
2. Two accomplishments that have given you the greatest satisfaction;
3. Your reason(s) for selecting nursing as a career;
4. Specific reason(s) for applying to the NNMC ADN Program;
5. Your professional goals and aspirations for your future.

COLLEGE TRANSCRIPT
An official college transcript from every institution attended must be included in the Application Packet. A minimum grade of “C-” or better is required on all pre-requisite courses. A minimum GPA of 2.75 on the pre-requisite courses is required. Credits obtained for anatomy and physiology courses must be within the past five years. All prerequisite courses must be successfully completed by the end of the current spring semester in order to be considered for fall admission. Completed courses must include: CHEM 1110/L Intro to Chemistry with lab, or BIOL 2310/L Microbiology with lab, or any other Biology course with a lab; BIOL 2210/L Human Anatomy and Physiology I with lab; PSYC 1110 General Psychology; and ENGL 1110 Composition I. We strongly encourage the completion of BIOL 2225/L Human Anatomy and Physiology II with lab prior to admission to the program.

LETTERS OF RECOMMENDATION
Two completed letters of recommendation must be submitted directly to the ADN program by a teacher or employer who can attest to the applicant’s work ethic, academic ability, and character (friends, significant others, or relatives may not be used as references). This form is available for downloaded from http://health.nnmc.edu/adn-home Reference forms must be returned on or before April 30, 2021. Please send completed form electronically to: Jessica Archuleta at jessica.archuleta@nnmc.edu

KAPLAN NURSING ENTRANCE PRE-ADMISSION EXAM
The applicant is responsible for scheduling the Kaplan test.

1. There is no fee to take this test.
2. Students may only take the exam once in a 6-month period, so be prepared to meet the required benchmarks on the first attempt.
3. Test score are good for two years from the date of application.
4. Testing dates are posted on the NNMC ADN program website.
5. Contact Ms. Jessica Archuleta, 505-747-2207, to schedule the test.
7. A minimum total overall score of 67% on the pre-admission examination is required to be considered for program admission.
8. A minimum individual score of 73% in reading on the pre-admission examination is required to be considered for program admission.
9. A minimum individual score of 55% in science on the pre-admission examination is required to be considered for program admission.
10. In the event that an unsatisfactory score is achieved on the pre-admission examination, the applicant may retake the test one time after a 6-month period.

TRANSFER STUDENTS

PREVIOUS NURSING SCHOOL EDUCATION

An applicant with previous nursing school education must complete the application process and send an official transcript from the previous school of nursing to NNMC and the ADN program. An evaluation of the individual’s level of nursing competency may be required on an individual basis as determined by the NNMC ADN program director. Competence may be determined by testing, supervised clinical, a review of curricular content, or a combination of all three.

CRIMINAL BACKGROUND SCREENING

Department of Nursing & Health Sciences/ADN Program follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health (NMDOH), established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended). The Caregivers Criminal History Screening Act (CCHS) requires that unlicensed care providers giving direct care or routine and unsupervised care to any care recipient must undergo a state and federal (FBI) criminal history screening to ensure the highest degree possible for prevention of abuse, neglect, or financial exploitation of individuals receiving care. This law prevents persons who have been convicted of certain crimes from working with individuals receiving health care. Felony convictions would also exclude a current student from participation in clinical experiences at a clinical site or hospital and may result in exiting the program. The following felony convictions disqualify an applicant for entry into the nursing program at NNMC:

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<th>DISQUALIFYING CONVICTIONS</th>
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<td>Felony convictions which disqualify an applicant from employment as a caregiver, or terminate employment for current caregivers include:</td>
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<td>Homicide; trafficking in controlled substances; kidnapping; false imprisonment; aggravated assault; aggravated battery; rape or other related criminal sexual offenses; crimes involving adult abuse, neglect or financial exploitation; crimes involving child abuse or neglect; crimes involving robbery, larceny, extortion, forgery, embezzlement; credit card fraud or receiving stolen property</td>
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During the admission process into the ADN Program the student will be required to complete the process for the background check. The cost for the background check is included in the nursing student course fees. All paperwork is submitted to the New Mexico Department of Health Improvement (DOH/DOHI). Both the applicant and the Director of the ADN Program will be notified by mail as to the
results of the screening. The applicant who is notified of a disqualifying conviction must request reconsideration from the New Mexico Department of Health/DOHI within 14 days of receipt of the letter and receive a temporary clearance in order to be admitted to the ADN Program. Failure to request reconsideration within 14 days will result in the student not being admitted into the ADN Program.

URINE DRUG SCREEN

Students admitted into the ADN program will be required to pass a urine drug screen as part of institutional requirements for clinical agency placement. Please note that [most] clinical institutions have a “zero tolerance” policy for a positive marijuana result in a urine drug screen regardless of a medical marijuana prescription. Students testing positive for marijuana [or other scheduled drugs] will be subject to further testing and review by a medical officer, at the student’s own expense, and may not be able to participate in clinical rotation requirements, thus, requiring dismissal from the program.

INSTRUCTIONS FOR PROGRAM APPLICATION

A. Complete the Application Form

☐ Apply for admission to Northern New Mexico College (NNMC) if you are not currently a student. Admission to NNMC is separate from and in addition to application to the Associate Degree Nursing Program
☐ Complete the Associate Degree Nursing Program (ADN) Application for Admission Form
☐ Complete the essay, answering the required questions. This document must be typed.
☐ Send Application for Admission Form and essay electronically to Jessica Archuleta at jessica.archuleta@nnmc.edu
   Email subject title: ADN Application

B. Request Official Transcripts

☐ Request official academic transcripts from ALL colleges attended to be sent to both NNMC Admission Department and the ADN Program care of Jessica Archuleta at jessica.archuleta@nnmc.edu.
   Please Note: An application will not be considered for admission unless ALL prerequisite classes are completed with a grade of “C-” or better and a GPA of 2.75 in the pre-requisite courses.

C. Request Letters of Recommendation

☐ Send the two (2) reference forms to persons who can objectively evaluate your performance and potential.
☐ Completed Reference Forms should be sent electronically to Jessica Archuleta at jessica.archuleta@nnmc.edu
☐ No relatives, friends or significant others may be used as references.

D. Procedure for the KAPLAN Nursing Entrance Pre-Admission Examination

☐ ALL applicants interested in attending NNMC ADN program must register for the pre-admission exam with Ms. Jessica Archuleta, ADN program administrative assistant (505-747-2207 or jessica.archuleta@nnmc.edu), and take the KAPLAN pre-admission exam on the assigned date.
☐ There is no fee for testing.
A schedule of test dates is posted on the ADN website.
The examination lasts approximately 3 hours.
Test results will be provided immediately.
The KAPLAN pre-entrance exam may only be taken once during a 6-month period.
KAPLAN pre-entrance exam scores are valid for two years.