

## Clark College Nursing Program

### **Policies and Processes:** Nursing Selection & Admission Policy

**What is the Purpose of this Policy?** This policy outlines the processes, criteria, and conditions for selection and admission to the nursing program. It also defines the status of applicants within the selection and admission processes and timelines.

### **Aligned Clark College Policies, Nursing Program Policies, Legal Requirements, and WAC:**

WAC 246-840-519. Student requirements in all approved nursing education programs.

(1) The nursing education program shall hold students accountable for professional behavior as identified in chapters 18.79, 18.130 RCW, and 246-840 WAC, including academic honesty and integrity.

(2) Written policies and procedures for students must be available and communicated in a fair, accurate, inclusive, and consistent manner.

(3) The approved nursing education program shall: (a) Develop and implement written policies and procedures specific to nursing students including, but not limited to, the following: (i) Student selection, admission

National Council of State Boards of Nursing (1996)

Nursing Program Essential Functional Abilities Policy

Nursing Program Clinical Compliance Policy

### **Related Documents, Forms, and Tools**

NursingCAS

Kira Talent

Clark College Application

### **Policy:**

#### **Initial Application**

To be eligible for admission to the Clark College Nursing program, you must have a minimum applicable GPA of 3.0 and completed the following minimum general education courses:

#### Communication Skills (10 cr. Min)

- ENGL& 101: English Composition I, required (5 cr.)
- ENGL& 102: English Composition II, recommended\*\* (5 cr.)
- Social Sciences (5 cr.) PSYC& 200: Lifespan Psychology (5 cr.)

#### Natural Science

- CHEM& 121: Intro to Chemistry (5 cr.)
- NUTR& 101: Nutrition (3 cr.)
- BIOL& 160: General Biology (5 cr.)
- BIOL& 241: Anatomy and Physiology I (5 cr.)
- BIOL& 242: Anatomy and Physiology II (5 cr.)
- BIOL& 260: Microbiology (5 cr.)

\*\*ENGL& 102 is recommended, but the following options also satisfy the second English composition requirement:

1. ENGL& 235 (5 cr.)
2. BUS 211 (3 cr.) AND one course from: CMST& 210, 220, or 230 (5 cr.)
3. Applicants with a bachelor's degree or higher who have completed ENGL& 101 (or equivalent) may request to count any "writing intensive" course in place of the second English composition requirement. This is granted at the discretion of Clark College Selective Admissions.

Applicants must earn a minimum grade of "C" (2.0) or higher in each program requirement. There is a seven (7) year limit on science courses, calculated from the quarter you begin the nursing program. For example, if you begin the program in Fall 2025, your science courses must be taken no earlier than Fall 2018. (Note: BIOL& 160 is an exception). Applicants must pay careful attention to course expiration dates when applying, as it is possible for a course to be within the seven-year limit at the time of application but expire before you begin your classes.

For courses you have retaken, your applicable GPA is calculated using your highest grade, unless the attempt is outside the seven-year window. In that case, your GPA is calculated using your most recent attempt.

Applicants are not eligible to apply to the nursing program until after they have completed the courses listed above. Upon application through NursingCAS, applicants are responsible for ordering copies of **official** transcripts from **all** colleges and universities attended, **including Clark College**. Applications cannot be verified without official transcripts and entering coursework details into the NursingCAS application. Applicants **must** submit a fully complete application and all transcripts by the application deadline. If you have prerequisite courses in progress at the time of application, it is your responsibility to update your grades and transcripts prior to program entry.

Please note: NursingCAS may take up to two (2) weeks after the application deadline to process and verify application materials. When NursingCAS has verified an application, applicants will be notified, but this is **not** the final step. After NursingCAS verification, Clark College will also review applications to confirm that the GPA and prerequisite course requirements are met. It is the responsibility of the applicant to check their email regularly and respond promptly to any questions or requests for additional information from Clark College. Failure to respond to correspondence in a timely manner or to provide requested documentation may result in ineligibility to move forward.

Applicants who have not been successful in the Clark College Nursing Program or any other nursing program or are not considered in good standing, are NOT eligible to apply. Good standing means that a student is eligible to return to a nursing program; must have fewer than 2 course failures in core nursing curriculum; and has not had sanctions by a regulatory agency or issues related to honesty and integrity. There may be additional circumstances where a student is not considered in good standing. The Nursing program reserves the right to determine good standing and eligibility to apply to the program.

**Application deadlines** are April 8 for fall selection, July 8 for winter selection and November 8 for spring selection.

Verified applicants who meet the applicable GPA and have completed the minimum general education requirements (or will complete them by the application deadline) will be invited to complete the Kira Assessment.

#### Kira Assessment

This step completes the full application to be considered for admission to the nursing program. Once the invitation is sent, applicants will have seven (7) calendar days to complete the Kira Assessment. Applicants who do not complete the Kira Assessment by the deadline will not be considered and will need to reapply for the next selection cycle via NursingCAS. Where extenuating circumstances exist, applicants may request an extension. An extension will be granted at the discretion of the nursing program.

Kira Talent monitors for the number of browser refreshes (redoing assessment without authorization), typing speed (too slow suspecting of cut and paste), technical issues, and similarity score via Turnitin. If integrity flags are present in the Kira Assessment, the applicant will not be considered for that cycle of selection. The applicant will have one opportunity to redo the Kira Assessment for the next selection cycle. Any further integrity flags will result in an ineligible application and the applicant will not be eligible to reapply.

A team of trained evaluators at the college will review individual Kira assessment submissions based on established and verified rubrics. Evaluators are trained in how to evaluate and have received bias training. Each submission will be reviewed by two evaluators. If there is a large difference between scores, the submission will be reviewed a third time, and the highest score will be applied.

Applicants are ranked based on the Kira Assessment score, combined with the points for being multilingual, first-generation college student, and having Clark College credits (3 points maximum). Kira Assessment scores are not disclosed to applicants at any time.

#### Selected for Admission

Applicants will be selected for admission based on the number of seats available for the quarter (29 maximum). Applicants will be selected in rank order, and any ties between selected and

alternate status will be determined by ranking applicable GPA. Admission is contingent upon meeting the clinical compliance requirements by the established deadlines and the completion of any remaining and required coursework.

The Clark College Nursing Program does not consider applicants on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, veteran status, marital status, or Vietnam-era veteran status. Demographic information is collected in the application process where required or for the purposes of tracking and is not used in selection or admission decisions.

Applicants selected for admission must accept their admission offer and pay a \$200 deposit to hold their place within two (2) weeks of the notification email.

#### Alternate Status

The number of alternate status applicants is determined by the nursing program and varies from quarter to quarter. A minimum of three applicants and no more than ten will be selected for alternate status. Applicants will be selected in rank order, and any ties between alternate status and not selected will be determined by ranking applicable GPA. Rank order is never disclosed to applicants. Applicants selected in alternate status are not considered selected for admission. Alternate status applicants must meet and maintain the clinical compliance requirements and be prepared to begin the quarter in which they were selected in alternate status. Alternates who decline a change in status from alternate to accepted will return to the selection pool or will need to reapply to the program (See Not Selected 1 and 2; Decline).

Applicants selected in alternate status must accept their status offer and pay a \$200 deposit to hold their place within two (2) weeks of the notification email.

#### Previous Quarter Alternate

Where an applicant in alternate status has met and maintained the clinical compliance requirements and is not offered a space in the quarter their alternate status was accepted, they will be offered admission to the subsequent quarter cohort. Previous quarter alternates are not required to repay the \$200 deposit.

#### Not Selected 1

Applicants who are not selected for admission after the first cycle following the initial application will be allowed to redo the Kira Assessment. Applicants who wish to redo the Kira Assessment must request this per the instructions in their selection notification letter. Applicants who do not redo their Kira Assessment will be ranked based on their initial Kira Assessment score. Following cycle one (1) will be the only opportunity for redoing the Kira Assessment. Applicants DO NOT need to reapply via NursingCAS and are not required to redo their Kira Assessment.

**Starting with new applications for Fall 2025 (deadline of April 8, 2025), the number of cycles an applicant will be considered for admission before they need to reapply is changing. This applies to Not Selected 2 and Not Selected 3. All other elements of this policy are in effect.**

### Not Selected 2:

Applicants who are not selected for admission or in alternate status after two (2) cycles must be within 5 points of the lowest score of applicants selected in alternate status to be considered in a 3<sup>rd</sup> cycle. Applicants DO NOT need to reapply via NursingCAS at this point if they meet the criteria for final consideration in a 3<sup>rd</sup> cycle. Applicants who are not within 5-point criteria will not be considered a 3<sup>rd</sup> time but are eligible to reapply to the nursing program via NursingCAS.

### Not Selected 3:

Applicants who are not selected for admission after the final 3<sup>rd</sup> cycle of consideration will need to reapply via NursingCAS if they wish to be considered for admission to the nursing program.

### Decline

This status applies to applicants who decline their offer of admission or alternate status. It also applies to applicants who do not reply to their offer of admission by the stated deadline.

### Deferral

Applicants selected for admission must begin in the quarter for which they are accepted. Circumstances for which a deferral may be requested include but are not limited to:

- Temporarily unable to meet the Essential Functional Abilities.
- Personal emergency or extenuating circumstance such as a newly diagnosed and/or severe medical condition or unanticipated financial or family hardship.

Applicants selected for admission who need to request a deferral must email [nursingholisticadmit@clark.edu](mailto:nursingholisticadmit@clark.edu) stating the reason for the request including a description of why the deferral is needed and which quarter they are requesting to begin the program.

Approval of a deferral is at the discretion of the nursing program and may not exceed three (3) quarters (summer excluded). Deferrals are NOT available for students in alternate status unless their status changes to accept.

### Reapplication

Applicants who are not selected are eligible to reapply except where repeated integrity issues have been found during the Kira Assessment. Reapplications will be considered new applications for the purposes of evaluation and will be considered without reference to the previous application.

Applicants considered not in good standing at Clark College Nursing are NOT eligible to reapply. Good standing means that a student is eligible to return to a nursing program; must have fewer than 2 course failures in core nursing curriculum; and has not had sanctions by a regulatory agency or issues related to honesty and integrity. There may be additional circumstances where a student is not considered in good standing. The Nursing program reserves the right to determine good standing and eligibility to apply to the program.

### Conditions of Admission:

The following courses must be completed before entering the program; they do not have to be completed before application:

- PSYC& 100: General Psychology (5 cr.)
- MATH& 146: Statistics (5 cr.)
- Humanities (10 cr.) Please refer to the Transfer Degree Distribution List section of the current Clark College catalog for qualifying options. It is essential that you make sure the course you are taking or did take counts as humanities.

Students selected for admission or alternate status must be able to perform essential functional abilities to provide safe and effective care. Students must be able to meet all the essential functional abilities; if a student cannot meet one or more of the abilities, with or without reasonable accommodations, the student will need to forfeit or defer their admission to the program. Applicants in alternate status are not eligible for deferral.

The Nursing Program, in conjunction with Clark College's Disability Access Center (DAC), will determine, on an individual basis, whether a reasonable accommodation can be made.

All applicants selected for admission or alternate status must attend the Clinical Compliance Success Check-Ins and Academic Orientation. Approval of absences is at the discretion of the nursing program and must be approved before the day of each orientation.

### **Revision History:**

Approval Date: 12/16/24

Last Review: 12/21/24 (AAG)

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