**University of Central Arkansas**

**Department of Nursing**

**APPLICATION INFORMATION FOR BSN PROGRAM**

**(Pre-licensure and LPN to BSN)**

**APPLICATION PROCESS**

1. Apply to UCA (if not a current UCA student). <http://uca.edu/admissions/>
   1. International Students apply to <http://uca.edu/international/>
2. Complete the BSN application and send to the address listed on the last page of the application.
3. Submit $50 nonrefundable application fee with application.
   1. Check or money order only made payable to UCA Department of Nursing.
   2. No cash, debit, or credit cards accepted.
4. Read and acknowledge the following documents:
   1. Abilities and Skills (see attached)
   2. Information Concerning Persons Convicted of a Crime (see attached)
5. Transcript(s) submission to:

UCA Office of the Registrar

Harrin Hall, Suite 224

201 Donaghey Avenue

Conway, AR 72035

**QUALIFICATIONS**

1. Cumulative GPA 2.5 or above.
2. A grade of “C” or above for all of the 30 hours of nursing prerequisites.

Biology 1410 Anatomy & Physiology I1

**BIOL 1410/2410 or BIOL 2406/2407 must be taken at the same institution.**

Biology 2410 Anatomy & Physiology II2

Chemistry 1402 General Chemistry for Health Science3

Math 1390 College Algebra

Psychology 1300 General Psychology

Social Science Diversity in World Cultures only (UCA CORE)

Writing 1310 Introduction to College Writing

Writing 1320 Academic Writing

LDC CORE (From Nursing Curriculum)

1Biology 2406 will substitute for Biology 1410.

2Biology 2407 will substitute for Biology 2410.

3Chemistry 1402 is recommended for nursing majors but Chemistry 1450 may be substituted.

**OR**

*Please Note: The following prerequisite admission requirements will only be accepted for the 2016 admission period. After 2016 only the prerequisite sequence listed above in number 2 will be accepted.*

1. A grade of “C” or above for all of the 31 hours of nursing prerequisites.

Biology 1400 Biology for General Education1

Biology 2405 Human Anatomy & Physiology2

Chemistry 1402 General Chemistry for Health Science3

Chemistry 2450 Introduction to Organic Biochemistry3

Math 1390 College Algebra

Psychology 1300 General Psychology

Social Science Diversity in World Cultures only (UCA CORE)

Writing 1310 Introduction to College Writing

Writing 1320 Academic Writing

1Biology 1440 will substitute for Biology 1400.

2Biology 2406 and 2407 will substitute for Biology 1440 or 1400 and 2405.

3Chemistry 1402 and 2450 are recommended for nursing majors but Chemistry 1450 and 1451 may be substituted.

1. Applicants not born in the United States or in a country where English is not the official language must document their English proficiency. An official score of 83 or higher on the TOEFL iBT exam is required. Scores from the exam are valid two (2) years from the test date. Only TOEFL iBT scores received directly from ETS or the UCA Testing Center will be accepted as valid.
2. All students, including international students must have a valid Social Security number filed with UCA.

**RANKING OF APPLICATIONS AND APPLICATION REVIEW PROCESS**

1. Preference is given to UCA pre-nursing majors who meet admission requirements. Other UCA students and transfer students are considered and ranked in the admission process.
2. Applications are ranked according to GPA and course deficits (prerequisite courses which are not complete by the end of the spring semester).
3. Late or incomplete applications will not be considered.
4. Admission status includes:
5. Admitted unconditionally.
6. Admitted conditionally. (This means that you must successfully complete deficits by the beginning of the fall semester.) NOTE: Admitted students must return “Letter of Acceptance” to the Department of Nursing by June 3, 2016, to begin nursing courses in Fall 2016. There will be additional requirements and costs outlined in your official acceptance packet. See the UCA nursing website for list of costs and requirements.
7. Non-admission status includes:
8. Qualified applicant placed on waiting list (qualified and on-time, but no positions in class at this time).
   1. A waiting listof qualified applicants not admitted is maintained throughout the summer and until the beginning of the fall semester. Available positions are filled from the waiting list.
9. Non-qualified applicant who did not meet minimum standards.

NOTE: Applicants on the waiting list must return the “Waiting List Confirmation” form by June 3, 2016 to remain on the waiting list.

1. Applicants who believe they were treated differently from other candidates in admission decisions are to contact the Department of Nursing Chair (501-450-3119) for information on the appeal process. All formal appeals begin at the department level.
2. A new application process begins each year. Qualified applicants not admitted one year are not given priority the next year and must submit a new application.

**DEADLINES**

1. Apply to UCA (if not a current UCA student) March 1, 2016
2. Submit BSN Application for Admission March 1, 2016
3. Valid TOEFL iBT scores (if applicable) March 1, 2016
4. Official transcripts for all transfer courses (To UCA Registrar) March 1, 2016

(A transcript is not required for courses completed at UCA)

1. Unofficial grade report for spring 2016 course(s) taken elsewhere May 13, 2016

to the Department of Nursing

(A grade report is not required for courses completed at UCA)

1. Notify Department of Nursing by phone at 501-450-3120 May 31, 2016  
   if a nursing department admission decision email is not received
2. Official transcript for spring 2016 courses taken elsewhere June 3, 2016

to the UCA Registrar

(A transcript is not required for courses completed at UCA)

1. Form indicating acceptance of position, decline of position, June 3, 2016

acceptance of waiting list or decline of waiting list sent

to the Department of Nursing.

NOTE: If the above deadlines # 1-7 are missed, the application is considered late or incomplete. If the deadline for #8 is missed, for accepted students the offer is considered declined and the position is offered to the next qualified applicant on the waiting list or the applicant is removed from the waiting list.

**ABILITIES AND SKILLS FOR ADMISSION TO AND PROGRESSION WITHIN THE UNDERGRADUATE NURSING MAJOR**

**Abilities and Skills for Admission to and Progression within the Nursing Major:**

Policy: The Department of Nursing affirms that all students enrolled in the Baccalaureate Program must possess those intellectual, personal, motivational, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required for safe and ethical professional nursing practice.

Rationale: The student within the UCA nursing course must possess the knowledge and ability to effectively assist his or her patient/client’s biophysical, psychological, social, cultural, and intellectual domains. Further, the student must competently analyze the assessment data through intellectual processing to arrive at a definition of the patient/client’s status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient/client responses.

**The following abilities and skills are necessary to meet the requirements of the curriculum:**

Technological compensation can be made for some disabilities in these certain areas, but a candidate should be able to perform in a reasonably independent manner. Candidates admitted to and students' progression through the nursing program are required to perform activities with or without reasonable accommodations in the classroom, lab and clinical settings. It is recommended that students consult with Disability Support Services as they consider what reasonable accommodation may be appropriate to mitigate the impact of a disability. The use of trained intermediary is not acceptable, due to the candidate's judgment being mediated by someone else's power of observation and selection.

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| **Skills & Abilities** | **Standards (*Candidate must be able to*):** | | **Functional Abilities *(may include but are not limited to*):** | |
| Observation | * Observe a Patient/Patient/Client accurately at a distance and close at hand. | | * Observation necessitates the functional use of the sense of sight, sound, smell, and touch. | |
| Communication | * Speak, hear, and observe patients/clients in order to elicit information. * Communicate effectively and sensitively with patients/clients and convey information in oral and written form with all the health care team members. | | * Describe changes in mood, activity, and posture. * Perceive nonverbal communications. * Communication includes not only speech but reading and writing. | |
| Motor | * Have sufficient motor function to elicit information from patients/clients, gain *access* to patients/clients in a variety of care settings and to manipulate the equipment central to the treatment of patients/clients receiving professional nursing care. | | * Palpation, auscultation, percussion, and other assessment maneuvers; such as actions require coordination of both gross and fine muscular movement, equilibrium and functional use of the senses of touch and vision. | |
| Intellectual-Conceptual, Integrative, and Quantitative Abilities | * Abilities include measurement, calculation, reasoning, analysis, and synthesis. | | * Problem solving, the critical skill demanded of nurses requires all of these intellectual abilities/standards. * Comprehension of three dimensional relationships and to understand the spatial relationships of the structures is essential. | |
| Behavioral, Social and Emotional Attributes | * Possess the emotional health required for full utilization of his or her intellectual abilities, exercise good judgment, and prompt completion of all responsibilities attendant to the care of patients/clients. * Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing. | | * Function effectively under stress * Adapt to changing environments/display flexibility * Non-judgmental attitude and respect for others decisions * Maintain confidentiality/privacy | |
| Attentiveness/Inquisitiveness | | * Regularly attends class (extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. * Acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge. | | * Consistently is on time and stays until the end of the experience. * Alertness during presentation; taking notes; asking appropriate questions; refrain from engaging in electronic communication that is not approved by the instructor. * Display critical thinking standards: clarity, accuracy, relevance, depth, breadth, logic, and significance |
| Professional Behavior | | * Possess positive, open attitude towards peers, teachers and others during the course of the nursing studies. * Show appropriate respect for those placed in authority over him/her both within the University and in our society. * Function as a responsible, ethical, and law-abiding adult. * Student/student and student/faculty academic interchanges much be carried out in a reliable and trustworthy manner. | | * Maintain professional bearing in interpersonal relations (confidentiality/privacy). * Differentiate and establish personal and therapeutic boundaries. * Nursing school performance is expected as a primary commitment. |
| Cooperation | | * Work effectively in large and small groups, with other members of the health team, giving and accepting freely in the interchange of information. | | * Function in a supportive and constructive fashion in group situations (make good use of feedback and evaluations). * Establish and maintain rapport with clients, families, peers, faculty and staff. |
| Personal Appearance | | * Personal hygiene and dress must reflect the high standards expected of a professional nurse. | | * Cleanliness, modesty, well-groomed, adheres to department dress code. |
| Moral, Ethical and Legal Standards Professional Role | | * Respect the rights and privacy of other individuals and does not violate laws of our society. * Remain in compliance with ANA Standards of Practice and Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. | | * Always conduct self as a professional. |

*Accepted and Approved by the UCA Department of Nursing Faculty Organization 2-25-15*

**INFORMATION CONCERNING PERSONS CONVICTED OF A CRIME**

Per Arkansas law, persons convicted of a crime may not be eligible to take the examination required for licensure as a Registered Nurse (RN). For more information and a list of crimes, refer to <http://www.arsbn.org> and go to the Nurse Practice Act, chapter 3, section 17-87-312. See the department chairperson for more information.

**17-87-312. Criminal background checks.**

(a)(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(a)(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the Board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h)(1) Any information received by the Board from the Identification Bureau of the Department of Arkansas State

Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure, or his authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The Board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an

offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Rape as prohibited in § 5-14-103;

(E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

(G) Incest as prohibited in § 5-26-202;

(H) Arson as prohibited in § 5-38-301;

(I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and

(J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

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**UNIVERSITY OF CENTRAL ARKANSAS -** BSN APPLICATION FOR ADMISSION

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| **Submit between January 15 and March 1, 2016** |

DIRECTIONS: Carefully read and answer every question. Attach additional page(s) if required.

Name

Last First Middle initial (Maiden)

Current Mailing Address

Current Street address

Current City State Zip

Mailing address after April 30, 2016: Your letter will be mailed to this address. *\*\*NOTE: It is the applicant’s responsibility to notify the Department of Nursing of any changes in this address. The department is not responsible for incomplete or inaccurate addresses that may affect an applicant admission ranking.*

Mailing Address

City State Zip

E-mail address: Birth date

Telephone: Social Security Number filed with UCA: Yes \_\_\_ No \_\_\_

Are you a U.S. citizen? If NO, what is your composite iBT TOEFL score (required)?

Is your first (native) language English? Yes \_\_\_ No \_\_\_ Other(s), specify

In what country or countries did you have your educational experience prior to college/university?

U.S. Others), specify

Are you currently enrolled at UCA? Yes No UCA I.D. #

If no, have you ever been enrolled at UCA? Yes If yes, date(s):

If no, have you applied and been admitted to UCA? Yes No

List any other colleges or universities attended:

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| --- | --- | --- |
| **College/University & Location** | **Dates Attended** | **Degree (if received)** |
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Have you previously attended a nursing school, but not graduated? Yes No

If yes, name of school: Date

*NOTE: If answer is yes, submit Letter of Standing with application.*

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UNIVERSITY OF CENTRAL ARKANSAS

BSN APPLICATION FOR ADMISSION (cont.)

List all courses you are currently taking and the amount of course credit for each:

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| **Institution** | **Course Prefix/Number** | **Credit** |
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List all nursing major prerequisites which will NOT be completed by the end of the spring semester and where you plan to complete the prerequisites, if conditionally admitted into the BSN. Prerequisite deficits **must be** completed during the summer 2016 term to begin the BSN degree program in Fall 2016.

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| --- | --- | --- | --- |
| **Institution** | | **Course Prefix/Number** | **Credit** |
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I have read and understand “Abilities and Skills for Admission to and Progression within the

“Undergraduate Nursing Major”. I possess the necessary skills and abilities described. Initial

I acknowledge that I have been informed that per state law, persons convicted of a crime

may not be eligible to take the examination required for licensure as a Registered Nurse (RN).

I have been informed where I may obtain a list of the crimes and that I may see the Department

of Nursing chairperson for more information. I know that a criminal background report(s) will be Initial

conducted on me while I am a student and that I will pay for my report(s). I know that criminal

convictions might result in my dismissal from the program.

By signing this form, I attest that the information I have provided is accurate and valid to the best of

my knowledge and is my acknowledgement of the above statements.

Signature Date

All applicants are to return the completed *two-page* application and the non-refundable $50.00 application fee (check or money order) ***payable to the UCA Department of Nursing. No cash, debit, or credit cards accepted***.

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| **Due MARCH 1,2016** |

Electronic submissions are NOT accepted.

Send application and application fee to:

University of Central Arkansas

Department of Nursing, DHSC #114

201 S. Donaghey Avenue

Conway, AR 72035-0001

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