

<p><i>WVU Medicine</i> <i>Center for Nursing Education</i> Policy and Procedure Manual</p>	<p>Policy SS.ADM Developed 08/06/2024 Revised 11/11/2024; 12/2/2024 Reviewed</p>
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## **ADMISSION TO THE CENTER FOR NURSING EDUCATION**

**SCOPE: All prospective Center for Nursing Education students/applicants.**

### **PURPOSE:**

In pursuit of our mission to enhance accessibility to the nursing profession and contribute to the overall well-being of the people of West Virginia, we are committed to implementing holistic admissions policies and procedures. Our approach is designed to provide applicants with diverse opportunities to showcase their potential for success through a range of measures. At the core of our values lie the principles of caring, integrity, experience, and professionalism, which we actively emphasize throughout our admissions process. Recognizing our ethical responsibility to uphold public safety, we prioritize the admission of students who demonstrate clear indicators of success potential. By aligning our admissions practices with these principles, we strive to foster a nursing community that is skilled in the science of nursing and embodies the art of nursing through compassionate patient care. The Center for Nursing Education provides an equal opportunity for its applicants and encourages prospective students from diverse backgrounds and experiences to apply.

### **POLICY:**

Admission to the program is contingent upon both space availability and the qualifications of the applicants. Students applying as transfer students or for readmission are considered with the current applicant pool. Applications will only be considered when they are completed in full and during the application period outlined in the Academic Calendar.

Students have 10 calendar days to respond to an admission invitation to avoid risking forfeiture of the admission seat. Unfavorable background checks or positive drug screens may result in revocation of admission acceptance.

**\*Students that accept admission and a tuition waiver will need to consult the tuition waiver policy for other requirements and commitments.**

### *Variables*

The decision-making process is informed by various metrics, an established rubric, and admission interviews.

Variables considered include:

- academic history
- professional experience

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- direct patient care experience
- military service
- professional referral
- interview rubric scores

Students who meet minimum requirements but are not selected for admission may be added to a waitlist. The waitlist will remain active until the first day of classes for the cohort. Applicants on the waitlist are only reviewed for the cohort of the original application and are not reviewed for other admission cohorts. A student who is on the waitlist must apply to other cohorts of interest.

Students may request an exemption from specific minimum program admission requirements due to exceptional circumstances (outlined in guidelines).

Students must be eligible to attend clinicals in all clinical facilities utilized by the program and be eligible for employment at WVU Medicine to be eligible for nursing program admission.

**Guidelines:**

Required

- Applicants must be a high school graduate from a valid high school with a standard diploma, possess a General Education Development (GED) certificate or equivalent, or have been officially home-schooled.
- High school cumulative GPA: Transcript required, minimum 2.5 or successful exemption request (not required if using GED certificate or equivalent)
- College cumulative GPA: All transcripts required, minimum 2.5 or successful exemption request  
Academic forgiveness granted at a prior institution will be honored upon submission of an exemption request.
- Successful criminal background check and drug screen or successful exemption request
- Must have earned a “C” or higher prior to application in high school or college algebra, chemistry and English (students may be offered admission contingent on successful completion of the courses with a “C” or higher prior to the first day of classes)
- Students that were previously or are currently enrolled in a nursing program must submit a letter of good standing from nursing administrator or successful exemption request.
- WES evaluations are required for those using international credentials.

Optional

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- Approved general education courses completed with a “C” or higher (Human Anatomy and Physiology, Nutrition, Psychology)
- Competitive TEAS, SAT, ACT scores
- Professional Referral Letter
- Admission Exemption Request Form **and supporting documentation** (if necessary for admission requirements above)

**PROCEDURE:**

The annual admission process operates in two cohorts, beginning in August (fall) and January (spring). Throughout each admission cycle (see the Academic Calendar), applications are reviewed until seats and waitlists are filled. It is crucial to note that admission is not guaranteed even if spots are available. The decision-making authority rests with the admission committee, and final verification of the cohort decisions is granted by the Assistant Vice President, Nursing Education.

A complete application includes the following.

- Completed admission application
- All high school and college transcripts and GED or TASC scores on file with the Center for Nursing Education (while official transcripts are necessary prior to the start of the program, the application may be deemed complete with unofficial transcripts)
- Graduation from high school or college must be validated with documentation of graduation in the form of a valid high school diploma or an earned college degree.
- Exemption Request Form **and supporting documentation** (if applicable)

Competitive applicants who meet minimum requirements or successfully request an exemption for required criteria above will be invited for a virtual interview. Finalists will subsequently be invited for an in-person interview.

Applicants will be notified of the admission decision within 8 weeks of the end of the consideration period. Decision options will include acceptance, denial, admission contingent upon specific conditions, or waitlist placement. The waitlist is organized based on the admission committee's ranking, and seats are filled as they become available until the first day of the semester.

Applicant data is collected and stored via a password-protected software application and kept for at least five (5) years.

**RELATED DOCUMENTS:**

Admission Application

Academic Calendar

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Learning Contract Form

Tuition Waiver Policy

Exemption Request Form