

Policy and Procedure

SON OP 30.310 Undergraduate and Graduate Admission Policy

PURPOSE: Based on this policy, the Texas Tech University Health Sciences Center El Paso (TTUHSC EP) Gayle Greve Hunt School of Nursing (GGHSON) Admissions Committee for the undergraduate and graduate program makes determinations about student admission and placement within the curriculum.

REVIEW: This policy shall be reviewed by the Associate Dean for the Academic Programs by September 1 of every odd-numbered year. Final approval of the policy is given by the nursing Dean.

Undergraduate Program - Accelerated B.S.N. Track

Admission Requirements

All applicants to the Accelerated Bachelor of Science in Nursing (B.S.N.) track must complete online applications listed on the Accelerated B.S.N. website. Students must meet the minimum requirements listed below to be considered for admission:

- A 3.0 cumulative grade point average (GPA) for prerequisites is required to be considered for admission.
- At the time the application is submitted, all applicants must have completed a minimum of 44 credit hours of the required prerequisite coursework (55 hours total).
- All pre-requisite coursework must be completed with a grade of C or better prior to enrolling in the first nursing course.
- Completion of the standardized admission examination Heath Education Systems Incorporated (HESI) is required for admission. All sections required must be completed in one seating, and official scores must be dated within a calendar year from the date of submission. Scores cannot be combined.
- If applicable, test of English as a foreign language (TOEFL) score. Must have a minimum score of 20.76 on all sections: (reading, listening, speaking, and writing) with a minimum total score of 83 to be considered for admission.

Applicants are reviewed by the Admissions Committee and evaluated individually; therefore, no single attribute may be the determining factor in the admission decision. The actual number of students offered admission is dependent on a variety of factors, such as financial resources, classroom space, and available clinical experiences.

Computer

All students admitted to any school of nursing are required to have a computer.

Student Criminal Background Checks

In compliance with TTUHSC El Paso and Texas Board of Nursing policy, all applicants who have received offers of admission will be required to clear a criminal background check. See [GGHSON student handbook](#) for details. A history of criminal conduct or convictions may result in withdrawal of the admission offer.

See the “Criminal Background Checks” section of the GGHSON Student Handbook for the GGHSON policy pertaining to criminal background checks. TTUHSC El Paso policy is outlined in [HSCEP OP 10.20](#).

Drug Screenings

Drug screenings may be required per contractual agreement with clinical sites. Drug screenings may be requested and conducted at any time during the student’s tenure. See [HSCEP OP 77.15](#)

Offers of Admission

Offers of admission will be made approximately 8 to 10 weeks following the application deadline. Applicants are required to respond to the offer of admission by the deadline stated in the letter. Acceptance of the offer is established once the student pays the non-refundable placement fee. Failure to respond by the deadline will result in withdrawal of the offer of admission. Request for deferment must be submitted in writing to the Office of Student Affairs by the deadline stated in the offer letter. If granted, deferment can occur one time and not exceed one semester beyond intended admission. Deferment petitions are reviewed by the Admissions Committee along with new applicants. Deferred students may or may not receive an offer of admission based on review.

Readmission

Consideration for readmission of students who have withdrawn are based on the following criteria:

- 3.0 cumulative nursing GPA
- Space available

All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Students will be granted one (1) leave of absence during their enrollment in the program. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. Students who do not re-enroll in the semester following the declared expiration of the leave of absence or for one year must seek readmission. Readmission requirements are listed in the section heading “Readmission”.

Transfer Credits

The Gayle Greve Hunt School of Nursing does not accept nursing transfer credits for courses taken at other schools of nursing.

Credit/Course Audit

The Gayle Greve Hunt School of Nursing does allow students to audit courses.

Undergraduate Program - RN to B.S.N. Track

All applicants to the RN to B.S.N. track must complete online applications listed on the Accelerated B.S.N. website. Students must meet the minimum requirements listed below to be considered for admission:

Admission Requirements for applicants with an RN license

- A 2.5 cumulative grade point average (GPA) for nursing prerequisites is required to be considered for admission. Cumulative GPA is calculated and includes the 52 credit hours of required prerequisite courses and 38 credit hours of nursing courses.
- All pre-requisite coursework must be completed with a grade of C or better prior to enrolling in the first nursing course.
- At the time the application is submitted, all applicants must have completed a minimum of 84 out of the 90 credit hours required for admission.
- If applicable, test of English as a foreign language (TOEFL) score. Must have a minimum score of 20.76 on all sections: (reading, listening, speaking, and writing) with a minimum total score of 83 to be considered for admission.
- Students must have an unencumbered RN license.

Admission Requirements for applicants who are Pre-Licensure

- A 2.5 cumulative grade point average (GPA) for nursing prerequisites is required to be considered for admission. Cumulative GPA is calculated and includes the 21 credit hours of required prerequisite courses.
- At the time the application is submitted, all applicants must have completed a minimum of 21 credit hours required for admission.
- All prerequisite coursework must be completed with a grade of C or higher prior to enrolling in the first nursing course.

Computer

All students admitted to any school of nursing are required to have a computer.

Student Criminal Background Checks

In compliance with TTUHSC El Paso and Texas Board of Nursing policy, all applicants who have received offers of admission will be required to clear a criminal background check. See [GGHSON student handbook](#) for details. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See the "Criminal Background Checks" section of the GGHSON Student Handbook for the GGHSON policy pertaining to criminal background checks. TTUHSC El Paso policy is outlined in [HSCEP OP 10.20](#).

Drug Screenings

Drug screenings may be required per contractual agreement with clinical sites. Drug screenings may be requested and conducted at any time during the student's tenure. See [HSCEP OP 77.15](#)

Offers of Admission

Offers of admission will be made approximately 8 to 10 weeks following the application deadline. Applicants are required to respond to the offer of admission by the deadline stated in the letter. Acceptance of the offer is established once the student pays the non-refundable placement fee. Failure to respond by the deadline will result in withdrawal of the offer of admission. Request for deferment must be submitted in writing to the Office of Student Affairs by the deadline stated in the offer letter. If granted, deferment can occur one time and not exceed one semester beyond intended admission. Deferment petitions are

SON OP 30.310

Revised and approved by AC: 05/11/201

Revision approved by FC: 09/28/2021

Revised and approved by AC: 6/16/2022

Revised and approved by FC: 7/1/2022

Revised and approved by AC: 2/10/2023

reviewed by the Admissions Committee along with new applicants. Deferred students may or may not receive an offer of admission based on review.

Readmission

Consideration for readmission of students who have withdrawn are based on the following criteria:

- 3.0 cumulative RN to BSN nursing courses GPA
- Space available

All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Students will be granted one (1) leave of absence during their enrollment in the program. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. Students who do not re-enroll in the semester following the declared expiration of the leave of absence or for one year must seek readmission. Readmission requirements are listed in the section heading "Readmission".

Graduate Program – Masters of Science in Nursing

Admission Requirements

All applicants to the MSN program must complete online applications listed on the M.S.N. website. Students must meet the minimum requirements listed below to be considered for admission:

- **Prerequisite Coursework:** All applicants are required to have completed a three-semester-credit-hour or four-quarter-credit-hour statistics course with a B or better from an accredited college or university.
- **Previous Education:** A bachelor's in nursing degree (B.S.N.) from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC).
- **Grade Point Average (GPA):** A minimum 3.0 cumulative undergraduate GPA in nursing coursework. Provisional admission can be offered to applicants with a GPA that falls between 2.85 and 2.99 in nursing coursework. Students admitted under provisional status must achieve a 3.0 GPA in the first three (3) courses of the major to progress in the graduate program.

SON OP 30.310

Revised and approved by AC: 05/11/201

Revision approved by FC: 09/28/2021

Revised and approved by AC: 6/16/2022

Revised and approved by FC: 7/1/2022

Revised and approved by AC: 2/10/2023

- R.N. License: A valid and unencumbered R.N. license in the state of the applicant's residency. Students must have successfully passed the National Council Licensure Examination-Registered Nurse (NCLEX-RN) prior to starting their M.S.N. coursework.

Computer

All students admitted to any school of nursing are required to have a computer.

Student Criminal Background Checks

In compliance with TTUHSC El Paso and Texas Board of Nursing policy, all applicants who have received offers of admission will be required to clear a criminal background check. See [GGHSON student handbook](#) for details. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See the "Criminal Background Checks" section of the GGHSON Student Handbook for the GGHSON policy pertaining to criminal background checks. TTUHSC El Paso policy is outlined in [HSCEP OP 10.20](#).

Drug Screenings

Drug screenings may be required per contractual agreement with clinical sites. Drug screenings may be requested and conducted at any time during the student's tenure. See [HSCEP OP 77.15](#)

Offers of Admission

Offers of admission will be made approximately 8 to 10 weeks following the application deadline. Applicants are required to respond to the offer of admission by the deadline stated in the letter. Acceptance of the offer is established once the student pays the non-refundable placement fee. Failure to respond by the deadline will result in withdrawal of the offer of admission. Request for deferment must be submitted in writing to the Office of Student Affairs by the deadline stated in the offer letter. If granted, deferment can occur one time and not exceed one semester beyond intended admission. Deferment petitions are reviewed by the Admissions Committee along with new applicants. Deferred students may or may not receive an offer of admission based on review.

Readmission

Consideration for readmission of students who have withdrawn are based on the following criteria:

- 3.0 cumulative graduate nursing courses GPA
- Space available

All petitions for readmission must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc.

Requesting a Leave of Absence

Students enrolled may request a leave of absence for up to one (1) year. A Leave of Absence form may be obtained from the Office of Student Affairs and must be submitted for review as soon as the student identifies the need for an absence longer than five (5) consecutive days or two (2) total clinical days. Students will be granted one (1) leave of absence during their enrollment in the program. Failure to file a Leave of Absence will result in an institutionally initiated withdrawal.

Returning from a Leave of Absence

Prior to or at the end of one (1) year, a student on an approved leave of absence must file a Return from Leave form. The form can be obtained from the Office of Student Affairs. All petitions for return from a Leave of Absence must be submitted in writing to the Office of Students Affairs following the published application deadlines. The Admissions Committee may assign requirements to be met as a condition of readmission, e.g. successful completion of a comprehensive examination, renewed criminal background check and drug screening, etc. Students who do not re-enroll in the semester following the declared expiration of the leave of absence or for one year must seek readmission. Readmission requirements are listed in the section heading "Readmission".