Copper Mountain College
Vocational Nursing Program

ADMISSION POLICY

The Copper Mountain College Vocational Nursing Program is approved by the California State Board of Vocational Nursing and Psychiatric Technicians (http://www.bvnpt.ca.gov).

Note: The following application criteria and admission process applies to all applicants to the VN Program effective February 29, 2012.

REQUIREMENTS FOR APPLICATION TO THE VN PROGRAM

A. All prerequisite courses required for the VN Program must be completed within five (5) years of application for admission to the Program.

B. All prerequisite coursework must be completed with a grade of 'B' (3.0 grade point average [GPA]) or better. All college level coursework must be completed with a cumulative GPA 2.75 or higher. All college level attempts at courses taken at any accredited school will be used to calculate the GPA, including those with a grade of I, W, D and/or F.

C. Proof of high school graduation or GED which is demonstrated by providing an official copy of one (1) of the following: An official high school transcript **or** official transcript demonstrating evidence of a passing score on the California High School Proficiency Examinations **or** an official GED transcript. Foreign high school diplomas or college degrees must be evaluated and determined to be equivalent by an international evaluation service approved by Copper Mountain College (CMC). Schedule an appointment with a CMC counselor for details regarding the foreign transcript evaluation process.

D. Official transcripts must be submitted for ALL college coursework attempted or completed at any college and must be presented at the time of application to the VN Program. It is the applicant's responsibility to provide official transcripts and any requested evidence of meeting all admission criteria.

Foreign transcripts must be evaluated by a Foreign Transcript Evaluator approved by CMC. An appointment must be made with a CMC counselor and documented evidence of their clearance must be submitted with the application.

E. English and Math competency are required. Students must complete the assessment test (Accuplacer) administered by CMC (register for this exam in the Office of Student Services). If

the English score is below 99, English 51 must be completed and/or if the mathematics score is below 65, Math 57 must be completed PRIOR to application to the Program.

ADMISSION SELECTION PROCESS AND PRIORITY

The application and selection process is designed to offer the highest degree possible of equity in consideration of all qualified applicants. Every attempt is made to avoid any possibility of unreasonable bias in the selection process. The Program Coordinator has ultimate decision-making authority regarding Program admissions.

A. Applications for admission are accepted every year beginning 9:00 am on February 1 (or the first workday following that date if February 1 falls on a weekend or holiday) and ending on February 28 at 4:00 pm (or at 4:00 pm on the last workday preceding that date if February 28 falls on a weekend or holiday).

   Applications must be submitted in a sealed manila envelope with the applicant's first and last name, the date of submission and "VN Program Application" on the outside of the envelope. Applications must be received by the HSNP office Monday through Friday from 9:00 am to 4:00 pm during the application period. The HSNP office is not responsible for applications submitted via the US Postal Service or other carrier and not received by the HSNP office during the application period.

   Only complete applications will be accepted for consideration. Incomplete or illegible applications will be rejected and destroyed.

B. After the application period has ended, each application will be screened for evidence of completion of all prerequisite coursework. All prerequisite courses required for the VN Program must be completed with a grade of 'B' or better within five (5) years of application for admission to the Program.

C. Admission priority:

   - First priority for admission is given to applicants who have submitted a complete application which demonstrates all application criteria have been met and all prerequisite coursework has been completed.

   - Second priority for admission is given to applicants who have submitted a complete application which demonstrates all application criteria have been met with one remaining prerequisite course in progress.

   - Third priority for admission is given to applicants who have submitted a complete application which demonstrates all application criteria have been met with two remaining prerequisite courses in progress.

   - Fourth priority for admission is given to applicants who have submitted a complete application which demonstrates all application criteria have been met with three remaining prerequisite courses in progress.

   - All other complete applications will receive last priority for admission.

D. Applicants who have been dismissed from any Allied Health/Health Sciences/Nursing Program at any school for the following reasons may be ineligible for admission to the CMC VN Program:

- Unsafe clinical performance
- Acts of dishonesty or unethical behavior
- Violation of program professional conduct standards.

Such applicants wishing to be considered for admission must submit a letter from the previous program director explaining the circumstances of the dismissal including whether the applicant would be eligible for readmission to that program. The applicant must also undergo an interview with the CMC VN Program Director and at least one Program faculty member.

E. The VN Program requires a criminal background check and 10 panel drug screen. Applicants who have a felony on their background check and/or fail the drug screen are ineligible for admission to the Program. Applicants who have a misdemeanor on their background check may be ineligible for admission to the Program.

F. Applicants chosen for admission to the Program may be required to achieve a passing score of 75% on a basic mathematics examination to be administered on orientation day. If an applicant fails to achieve the required score, the applicant may be removed from consideration for admission.

G. In the event there are fewer than fifteen (15) applicants meeting the minimum admission requirements, additional applicants may be considered for admission.

H. Transfer credit will be given for related previous education completed within the last five (5) years at the discretion of the Program Coordinator after review of all transcripts and related course information. This may include:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- California nursing assistant courses
- Other courses the Program coordinator determines are equivalent to prerequisite or VN program courses

Any request for consideration of transfer credit must be indicated in the application.