

## Generic Admission Policy

Nursing students are admitted to the college according to the policies of the Dodge City Community College. Acceptance to the college does not automatically ensure admission to the Associate Degree Nursing Program. Acceptance to the Department of Nurse Education (DNE) program is a separate and competitive process.

Applicants to the program must meet all admission criteria for DCCC. **Application or readmission will be declined to any applicant with two previously recorded unsuccessful attempts to complete a program of nursing at DCCC or elsewhere.**

The DNE reviews all COMPLETED applications. Applicants are accepted, waitlisted or declined based upon total point compilations. Points are awarded for grade point average above 2.75, comprehensive entrance examinations scores above 62% within the last one year, letters of reference, and the interview process. The application deadline for fall semester entry is **April 1st** of the application year. The deadline may be extended for certain circumstances including, but not limited to, empty spots not filled or national emergencies that delay enrollment. If the student is currently in a class, the mid-term grade must be presented to the nursing department to have mid-term grades counted toward admission consideration. If application period is extended, completed applications are considered until class capacity is full.

### **Requirements for Generic Admission**

1. Completed DNE Application form
2. Current cumulative grade point average of 2.75 or better in required pre-requisite classes
3. Test of Essential Academic Skills (TEAS), the composite entrance test, score of 62% or higher ***prior*** to the April 1st application deadline. **Approval to take the TEAS should be obtained by the Nursing Success Coordinator (pre-nursing advisor).** The examination may be taken an unlimited amount of times, allowing 30 days between each attempt for study and preparation, before the deadline to attempt a passing or better score for consideration
4. Current Certified Nurse Aide (CNA) licensure/certification
5. Complete all pre-requisite (see Program of Study) with at least a C and cumulative pre-requisite GPA of 2.75. Science requirements (microbiology, anatomy and physiology I and II) must be current ***within the last 7 years.***
6. Submit three (3) letters of recommendation. The letters must be from a personal, professional and an educational (college level professor) person. To gain the maximum number of points possible for the letters, the person writing the letter must have been in contact with you (personally, professionally and educationally) within the last two years prior to application.
7. Complete an interview with the DCCC Department of Nurse Education ***BEFORE*** April 15.

### ***Procedures for Generic Admission***

1. If not a current student, apply for admission to Dodge City Community College.
2. Arrange testing appointment with DCCC Testing Center, ***AFTER*** obtaining permission to test from the Nursing Success Coordinator (pre-nursing advisor). Online resources for the TEAS may be found through the NSC Coordinator.
3. Provide official transcripts of **ALL** colleges attended to Dodge City Community College Records department.
4. Application to the Department of Nurse Education may be made online at <https://web.dc3.edu/ICS/Nursing> with a secure login and password. **Must have prior approval from pre-nursing advisor (620-471-4110) to ensure all requirements have been met.**
5. Provide copy of TEAS scores to the Department of Nurse Education\*
6. Provide proof of Certified Nurse Aide licensure to the Department of Nurse Education.
7. Provide 3 letters of recommendation to the DNE. These letters should be from a personal, professional and educational acquaintance. The letters should be mailed or emailed **by the person writing the letter** and must be received prior to April 1st. Letters should be sent to:
  - a. Lisa Carpenter – [lcarpenter@dc3.edu](mailto:lcarpenter@dc3.edu)
  - b. Lisa Carpenter, Department of Nurse Education; Dodge City Community College; 2501 N. 14<sup>th</sup> Avenue; Dodge City, KS 67801
8. Applicants will complete an interview process in the spring semester, prior to April 15th. The DNE will contact/notify the applicant to schedule the interview.

\* The Department of Nurse Education will accept an unlimited number of TEAS score attempts prior to application deadline. This examination must be taken within a year of program application.