

Licensed Practical Nurse to Registered Nurse Option (LPN to RN)

Information and Application Packet 2018-2019

PROGRAM DESCRIPTION

Schoolcraft College offers an option for Licensed Practical Nurses (LPNs) who are interested in becoming Registered Nurses (RNs) with an Associate of Applied Science (AAS) in nursing education. This is not a separate program but an advanced placement option within the Nursing Career Ladder Curriculum (NCLC).

- Following successful completion of the RN program requirements, students are eligible to apply for licensure as a Registered Nurse (RN).
- Students should meet with a Counselor or Academic Advisor to review general education courses that may be transferred toward the degree. Students are accepted after pre admission requirements are met and as space is available.
- Applications are accepted on a continual basis for Fall Semester of each year and the number of placements varies per year.

The Nursing Career Ladder Curriculum (NCLC) is rigorous and challenging. It requires a high level of student commitment and mastery of content in many academic areas. Important information about the Nursing Career Ladder Curriculum:

- Nursing courses are offered during day/afternoon sessions at the Livonia campus. Second year courses are scheduled into four 7-week sessions.
- In addition to lecture and laboratory, clinical practice is required. Students must meet requirements as designated by the department, college, and clinical facilities. Clinical sessions are offered on day or afternoon shifts with potential weekends rotations. Courses typically include one day of theory and two days of clinical sessions. The clinical days may not be sequential days of the week and will vary based on clinical site availability. The nursing programs are approved by the Michigan Board of Nursing and have received additional national Accreditation Commission for Education in Nursing (ACEN). For more information on MI-Board of Nursing approval and licensure please contact:
 - LARA Department of Licensing and Regulatory Affairs
Bureau of Health Care Services
Board of Nursing
611 West Ottawa Street
P.O. Box 30670
Lansing, MI 48909-8170
517-335-0318
bhcsinfo@michigan.gov
www.michigan.gov/LARA
 - The nursing associate degree and practical programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). For further information, please contact:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acen.org
info@acenursing.org

APPLICATION REQUIREMENTS

The LPN to RN Option application is attached to the end of this packet. Please complete the application after reviewing and meeting the following requirements:

1. LPN License	Hold an active, unrestricted LPN license in the State of Michigan. Students having licensure in states other than Michigan should contact LARA Department of Licensing and Regulatory Affairs to complete the reciprocity process.
2. LPN Work Experience	Have current work experience as an LPN <i>or</i> recent graduate from a practical nurse program within the last two years. <u>Attach an updated copy of your resume</u> (including job description and nursing activities) and pay stub indicating the number of hours worked. (If student does not want to attach pay stub, the Nursing Office will send for verification directly from the employer (s) utilizing the Release of Employment Information form.)
3. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.schoolcraft.edu .
4. Transcripts	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College Records Office. To confirm that transcripts have been received, contact the Answer Center & Help Line at 734-462-4426.

<p>5. Advising/Counseling and Assessment</p>	<p>The nursing program requires minimum assessment levels of course work in the areas of math, reading, and writing. Students should meet with an academic advisor or counselor to develop an academic plan. Students with prior college level work or a degree may be exempt from general college placement testing. Students who have submitted ACT or SAT scores that are less than three years old to the Records Office may also be exempt from assessment testing. Contact the Academic Advising & Counseling Center at 734-462-4429 to make an appointment to discuss an academic plan and preparation for the TEAS (nursing entrance) exam.</p> <p>Nursing students should possess and maintain the following to be able to adequately communicate, make decisions, manipulate equipment, perform procedures, and provide indirect or direct quality care for clients in a variety of healthcare settings:</p> <ol style="list-style-type: none"> 1. Sufficient intellectual, psychological, and emotional capabilities 2. Sufficient capacity to concentrate for sustained periods of time 3. Sufficient communication skills 4. Sufficient visual acuity 5. Sufficient auditory perception 6. Sufficient gross and fine motor coordination 7. Sufficient physical abilities and strength required to push, pull, transfer or move objects/clients utilizing safe patient handling techniques; ability to lift 35 pounds 8. Sufficient physical stamina to remain standing for long periods of time <p>Students potentially needing accommodations may review further information at http://www.schoolcraft.edu/a-z-index/disability-support-services#.WBdRccLXky Students may also schedule an appointment with an Equal Access Counselor at 734-462-4421 regarding options to ensure equal access to programs and activities.</p>
<p>6. Admission Exam (See ATTACHMENT A)</p>	<p>Achieve the required minimum scores on the <u>ONLINE</u> TEAS Exam (Test of Essential Academic Skills) within 2 (two) attempts. (Students are responsible for determining if the testing center is providing the online version of the exam prior to testing. Written exam results will not be accepted as all nursing courses utilize computerized testing throughout the program.) TEAS Online exam scores are accepted from other institutions. The highest score for each section will be accepted. Test scores are valid for 2 (two) years (from last attempt), <u>unless</u> the admission test requirement has changed.</p> <p>Minimum TEAS Exam scores required are: Composite: 60% (Adjusted Individual Total Score), 68% Reading, 60% English, 60% Math, 50% Science. <i>Only the online TEAS Version V and the new online TEAS Exam scores will be accepted. The new TEAS Exam will be available after 9/1/2016 and the Version V will no longer be available for new attempts.</i></p> <p>Students may do the following to meet the required scores within 2 years (previously 5 year limit):</p> <ul style="list-style-type: none"> Two (2) attempts with the online TEAS Exam version V within two (2) years One (1) attempt with the online TEAS Exam (version V) and one (1) attempt with the new TEAS Exam (version 6) within 2 years Two (2) attempts with the new online TEAS Exam (version 6) within two years <p>Students who have taken 2 attempts with the online Teas Exam (version 5) whose earliest attempt is now <u>over</u> 2 years old, may attempt the new online TEAS Exam (version 6) one time. Students may not take version 5 twice then take version 6 twice within two years.</p> <p>Students should make every attempt to do well for <u>all</u> sections of the exam on each attempt and must take <u>all</u> sections of the exam for any attempt to be considered.</p> <p>Students who may need academic testing accommodations should meet with a counselor from the Disability Support Services Office <u>prior</u> to taking the exams.</p> <p>The Schoolcraft College Continuing Education and Professional Development Center has a preparation course available to assist with test success http://www.schoolcraft.edu/continuing-ed/cepd/cepd-course-details/CES-4296 and the ATI website also has study materials and practice exams available.</p> <p>TEAS Exam attempts at Schoolcraft College are scheduled in advance and fees paid are non-transferrable if student needs to change dates (See page 6 for more information).</p>
<p>7. Anatomy & Physiology Prerequisite</p>	<p>Complete BIOL 236 <i>Human Anatomy & Physiology</i> with a minimum grade of <u>3.0/B</u>. - or -</p> <p>Complete BIOL 237 <u>and</u> <i>Principles of Human Anatomy & Physiology 1</i> with a minimum grade of <u>3.0/B</u>. BIOL 238 <i>Principles of Human Anatomy & Physiology 2</i> with a minimum grade of <u>3.0/B</u>. <i>(Students should meet with an academic advisor/counselor to determine the biology courses recommended for students planning to pursue a BSN in the future. There are no expiration dates for acceptable BIOL courses.)</i></p>

6. English Composition Prerequisite	Complete ENG 101 <i>English Composition 1</i> with a minimum grade of 2.0/C.
7. Introductory Psychology Prerequisite	Complete PSYCH 201 <i>Introductory Psychology</i> with a minimum grade of 2.0/C.
8. Math Prerequisite	Complete MATH 113 <i>Intermediate Algebra for College Students</i> with a minimum grade of 2.0/C (<i>Mandatory requirement for students admitted to Fall 2018</i>).
9. Cumulative GPA	Attain a cumulative grade point average of <u>2.5/C+</u> or better for all college level prerequisites and supportive courses.
10. Apply for LPN to RN Placement	<p>Complete the student portion of the application and meet with an academic advisor/counselor to sign off on the application (see ATTACHMENT B). Submit the attached application to the Nursing Office. Applications are reviewed on a continual basis.</p> <p>All pre-requisites must be completed (with a grade entered) PRIOR to submission of application for the application to be considered for admission.</p> <p>Students who are accepted will receive a letter indicating acceptance and Fall start year. If all student spaces are full, students will be admitted to the next year's Fall start cohort, and will also be eligible to move up to the current year (depending on application date), if other students defer or do not meet other requirement deadlines and admission is cancelled.</p> <p>Admission will be cancelled if students do not meet nursing department deadlines for other pre-admission requirements such as orientation and health requirements. Specific information on orientation and other requirements is usually sent in March of each year to those already accepted and/or as students are accepted after March. Students will be accepted up until August 1 of each academic year.</p>
11. Other courses required for AAS degree	See the chart below for other general education/supportive courses required to fulfill requirements for the Associate of Applied Sciences in Nursing degree-HUM 106 and ENG 102 prior to graduation.

SAMPLE COURSE SCHEDULE

PREREQUISITE COLLEGE LEVEL COURSES		
(These PREREQUISITE courses must be completed prior to submitting an application for LPN to RN Option.)		
Course Number	Course Name	Credit Hours
BIOLOGY 236 OR	BIOL 236 Anatomy & Physiology OR	5 OR
BIOLOGY 237 AND	BIOL 237 Principles of Human Anatomy & Physiology 1 AND	4 AND
BIOLOGY 238	BIOL 238 Principles of Human Anatomy & Physiology 2	4
• <i>Students who plan to transfer to a baccalaureate program should take the BIOL 237 & 238 sequence.</i>		
ENGLISH 101	English Composition 1 (General Education Course)	3
PSYCHOLOGY 201	Introductory Psychology	4
MATH 113	Intermediate Algebra for College Students (General Education Course) as of Fall 2018	4
Hold an active, unrestricted LPN license in the State of Michigan		

FALL SEMESTER		
Course Number	Course Name	Credit Hours
NURSING 205	Advanced Medical-Surgical Nursing	4.5
NURSING 248	Maternal-Child Nursing 2	5
ENGLISH 102*	English Composition 2 (General Education Course)	3

WINTER SEMESTER		
Course Number	Course Name	Credit Hours
NURSING 246	Psychiatric mental Health Nursing	4
NURSING 250	Advanced Concepts in Registered Nursing	4.5
HUMANITIES 106*	Introduction to Arts and Music	1

This program schedule is subject to change based on Board of Nursing regulations, curricular changes, institutional policy, and program needs.

* The courses are supportive courses that must be completed before the end of Nursing 250 (last nursing course). It is suggested that students take the supportive courses prior to starting the nursing courses if time permits but work with a counselor/academic advisor to discuss plans that include financial aid credit requirements per semester.

Some of the required supportive courses are offered as Distance Learning courses through the Schoolcraft College Distance Learning Program. For specific questions, call 734-462-4532.

Schoolcraft College will also award college credits for CLEP (College Level Examination Program) tests for several of the courses i.e., English 101 and Psychology 201. For specific information regarding CLEP exam, please contact 734-462-4806.

COLLEGE SUCCESS COURSE

To provide students an opportunity to develop the skills necessary for the demanding field of nursing education, the College offers a nursing specific section of COLLS 130 (Applied Learning Theory for Nursing Majors). This course provides instruction on reading efficiency and speed techniques, learning/study strategies, and critical thinking/test taking skills using nursing materials and concepts. Students can contact the Academic Advising & Counseling Center at 734-462-4429 for more information.

OTHER PROGRAM NOTES

- Nursing courses must be taken in sequence or assigned rotation. A minimum grade of 80% in each nursing course is required for progression to the next nursing course.
- Computer lab usage is required in this program. All nursing courses utilize computerized assignments and on-line testing.
- Estimated tuition and fees for the LPN to RN Option are included on page 4.

ACCEPTANCE

- The order of acceptance of qualified applicants will be based on the date the College receives a **valid** application for LPN to RN placement. An application is **valid** only if **all** of the requirements listed in this document have been met.
- In the event more than one qualified student applies on the same day for the last remaining spot, the applicant with the highest cumulative grade point average in the prerequisite courses will be selected.
- Students will be notified of any incomplete applications. Missing items must be submitted for the application to be valid.
- Students will receive application letter and any further required forms and procedures via US mail or email upon review of application. Students are responsible for notifying the nursing department at nursing@schoolcraft.edu if there are any address changes.
- The College expects to have spaces available for the LPN to RN option; however, the number of spaces may vary each year. Once the current fall cohort is full, the applicant will receive a letter regarding potential admission to the current or following fall cohort based on space availability.

MANDATORY REQUIREMENTS PRIOR TO PROGRAM FALL REGISTRATION by provided deadlines (Requirements subject to change.)

After acceptance, students will receive a packet of information in the mail or via email later regarding post admission requirements. The packet will contain specific deadline dates and further details for the following requirements:

1. Participate in a mandatory LPN to RN Student Orientation session.
2. Demonstrate satisfactory performance on clinical skills during a Skills Review session.
3. Achieve 100% on a Medication Math Proficiency Exam (includes IV therapy calculations). Complete the medication dosage calculations packet prior to the orientation, as the first attempt will be at the orientation session.
4. Complete specified ATI computerized tests.
5. Personal Interview with the Nursing Resource Instructor to discuss educational goals, previous work experience, learning techniques/strategies, and recommendations for success in the program.
6. Complete all health/clinical placement requirements including a health questionnaire/physical exam, TB testing, immunization records, a negative urine drug screen on first attempt, and pass a criminal background check by nursing office deadline dates.
7. Complete an academic audit with an academic advisor/counselor and submit copy to the nursing office prior to registration for nursing courses.
8. Students who do not meet the Nursing Department requirements/deadlines will be canceled and will need to reapply.

An authorization permit to register for courses is only issued by the Nursing Office upon completion of any requirements as specified in correspondence. Students are emailed when petitions are entered.

PLEASE NOTE: *Requirements for admission to the LPN to RN Option are subject to change at any time.* If you have any questions or need updates on applicable changes, contact the Nursing Office at 734-462-4401 or nursing@schoolcraft.edu.

ESTIMATION OF TUITION AND FEES

ESTIMATE OF TUITION AND FEES LPN TO RN OPTION		
	Resident	Non-Resident
Tuition (<i>residents=\$108/credit hour; non-residents=\$157/credit hour</i>)	\$4,644.00	\$6,751.00
Registration Fee (<i>\$43/semester</i>)	\$86.00	\$86.00
Instructional Equipment Fee (<i>\$9/credit hour</i>)	\$387.00	\$387.00
Service Fee (<i>\$7/credit hour</i>)	\$301.00	\$301.00
Infrastructure Fee (<i>\$7/credit hour</i>)	\$301.00	\$301.00
Course Fees	\$2,090.00	\$2,090.00
Additional Expenses (Approximate)		
ATI Computerized Testing Package	\$450.00	\$450.00
Books	\$1,500.00	\$1,500.00
Background Check	\$10.00	\$10.00
Drug Screen	\$35.00	\$35.00
ACE MAPP (clinical requirements website access)	\$50.00	\$50.00
Uniform	\$150.00	\$150.00
Clinical Supplies (penlight, scissors, stethoscope)	\$90.00	\$90.00
Application fee for Licensure & NCLEX	\$317.00	\$317.00
Total	\$10,411.00	\$12,518.00

*The above figures are based on 2017-2018 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton, or part of Novi. All other students who are legal residents in Michigan are considered Non-Residents.

NOTE: *Requirements for admission to the LPN to RN Option are subject to change at any time.*
Please contact the Nursing Office for updates of any applicable changes.
 Phone: 734-462-4401 Fax: 734-462-4473
 Email: nursing@schoolcraft.edu Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

ADMISSION EXAM: Test of Essential Academic Skills (TEAS)

GENERAL INFORMATION: *It is highly recommended you meet with a counselor or academic advisor prior to taking the TEAS Exam.*

- The online TEAS Exam is a multiple-choice exam. The TEAS Exam includes:
 - 31% Reading: Key Ideas & Details (15%), Craft & Structure (9%), Integration of Knowledge & Ideas (7%)
 - 16% English and Language: Convention of Standard English (6%), Knowledge of Language (6%), Vocabulary Acquisition (4%)
 - 31% Science: Human Anatomy & Physiology (21%), Life & Physical Science (5%), Scientific Reasoning (5%)
 - 22% Mathematics: Number & Algebra (16%), Measurement & Data (6%)
- The online TEAS Exam may only be taken a maximum of two times within a 2-year period. Highest scores in each section on the two attempts will be accepted. Results are valid for 2 years (from last attempt) *unless* the admission test requirement has changed.
- Only the online TEAS Version V and the new online TEAS Exam scores will be accepted. The new TEAS Exam will be available starting 9/1/2016 and the TEAS Exam Version V will no longer be available.

Students may do the following to meet the required scores within 2 years (previously 5-year limit):

Two (2) attempts with the online TEAS Exam version V within two (2) years

One (1) attempt with the online TEAS Exam (version V) and one (1) attempt with the new TEAS Exam (version 6) within 2 years

Two (2) attempts with the new online TEAS Exam (version 6) within two years

Students who have taken 2 attempts with the online Teas Exam (version 5) whose earliest attempt is now over 2 years old, may attempt the new online TEAS Exam (version 6) one time. Students may not take version 5 twice then take version 6 twice within two years.

- Students should make every attempt to do well for all sections of the exam on each attempt and must take all sections of the exam for any attempt to be considered.
- Students who may need academic testing accommodations should meet with a counselor from the Disability Support Services Office prior to taking the exams.
- For positive identification, IDs should be government-issued with a current photograph, examinee's signature, and examinee's permanent address.
- **You need to create an account with ATI Testing by establishing a username and password. You must bring your username and password on your test day.** See instructions on page 7 to create your account.

COST: The \$100.00 TEAS fee is non-refundable and non-transferable and must be paid to register and to take the TEAS at Schoolcraft College. Fees are subject to change.

TEAS PREPARATION: A TEAS study manual for preparation is available for purchase in the Schoolcraft College Bookstore or can be purchased online at www.atitesting.com. An online practice test can also be purchased from the ATI testing website. A TEAS Preparation Workshop is also offered through Schoolcraft College Continuing Education. Please contact 734-462-4448 for more information or visit <http://www.schoolcraft.edu/continuing-ed/cepd/cepd-course-details/CES-4296>

MINIMAL SCORES: The required TEAS Exam minimal scores for acceptance to the NCLC program at Schoolcraft College are:

Composite 60% (Adjusted Individual Total Score), 68% Reading, 60% English, 60% Math, 50% Science.

- Individual test results will be available online at www.ATITesting.com. Students will not receive a letter stating if they passed or failed as students can access their own results online and compare them with the minimum scores listed. See below for retaking the TEAS Exam.

RETAKING THE TEAS EXAM: Students who score below the minimum TEAS scores on their first attempt should **meet with an academic advisor or counselor** and may need to take the Accuplacer (CPT) test for placement advisement. Students scoring below the Nursing Program level on the CPT will be required to utilize support services and/or complete courses as recommended. Upon completion of the required follow-up, the student may retake the TEAS Exam at Schoolcraft or another testing site (See details above regarding attempts with the TEAS Exams).

QUESTIONS: For more information, call the Testing Center at 734-462-4806.

TEAS EXAM REGISTRATION:

1. Complete the registration form and return it with a **check or money order payable to Schoolcraft College**. Seating is limited; refer to www.schoolcraft.edu/testing for date availability or contact the Testing Center at 734-462-4806.
2. Your TEAS registration fee is non-refundable and non-transferable.
3. Your driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 220).
4. You are required to create an ATI account. **Your ATI account information is necessary to sit for the TEAS exam. You will not be permitted to sit for the exam without it.** See instructions below to create your account.

How to Create an Account with ATI Testing

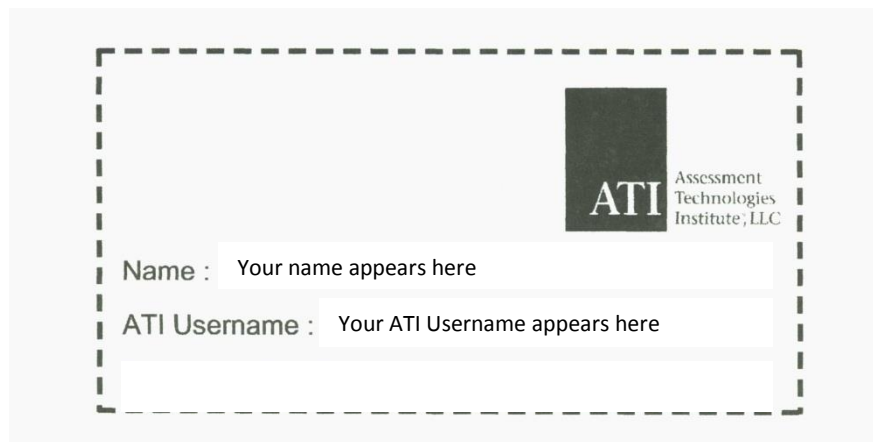
In order to take the TEAS Test you must create an account with ATI Testing and bring your ATI username and password with you on your testing day. Instructions are as follows. (Note: if you already created a User Account when taking the *TEAS practice test* with ATI, do NOT create a second account number.

How to establish your personal username and password with ATI:

1. Go online and access the ATI website, www.atitesting.com on the left hand side of the page enter your selected username and password. (**Write them down; you will need them later.**)
2. Click on **Sign in**.
3. Complete the User Information Page – personal, password retrieval, institution, and home information.
4. Click **register** at the bottom of the page.
5. Print out the square with your name and ATI username.

You cannot test without your Username and Password.

It will look like this sample:



Bring your **ATI Username and Password** to the TEAS Test at Schoolcraft College.

When you want to get **back into** the ATI site to print out your username, go to www.atitesting.com Enter the username and password you have established. Individual test scores will be available online at www.atitesting.com.

Please retain your username and password. If you are admitted to the nursing program, this login will continue to be your personal identifier with ATI.

TEAS Exam (Test of Essential Academic Skills) Registration Form

Student # _____

1st Time Testing

Retake

Name _____

Address _____

Number/Street

City

State/Zip Code

Home Phone _____ Cell _____

Email _____

Please print legibly.

Call the Testing Center at 734-462-4806 for available dates and times or check
www.schoolcraft.edu/testing

1st Choice: Date _____ Time _____

2nd Choice: Date _____ Time _____

A confirmation form will be sent to you with your assigned date and time.

Exam will take place in the Testing Center - McDowell Center, Room 220, Top Floor

Are you a Schoolcraft College student? _____ Yes _____ No

Have you taken the TEAS test before? _____ Yes Version? _____ No

Yes, I have taken the TEAS before: I verify that I have met with a counselor and completed recommendations before this retake.

Yes, I have taken the TEAS test before: I am waiving the recommendation to see a counselor prior to my next attempt.

THE COST FOR THE TEAS TEST IS \$100.00.

I have included a non-refundable and non-transferable check or money order payable to Schoolcraft College or a credit/debit card number. Payment must be included with this registration form. Fees are subject to change. Note: Other payment options available if paying in person.

I understand that I will not be able to take the TEAS Exam on the test day without my ATI user name and password. (Instructions for obtaining your ATI username and password will be on your confirmation form.)

Signature _____

Date _____

Return this completed form and payment to:

Schoolcraft College, Testing Center, 18600 Haggerty Rd., Livonia, MI 48152 734-462-4806

OFFICE USE ONLY

Roster _____ Confirmed _____ Amount Paid _____ Cash _____ Check _____ Credit _____ Processed By _____ Date Received _____

Part B: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

Minimum Scores:	ACT	CPT/Accuplacer	SAT
Sentence Skills	18+	71 +	24+
Reading Comprehension	18+	70 +	25+
Arithmetic	19+	75/78+	25+

Student:	Test Score or Course	Academic Advisor or Counselor Initials	Date
<input type="checkbox"/> has met minimum English score or ⇒ <input type="checkbox"/> has successfully completed ENG 055 or higher with a <u>2.0/C</u> or better			
<input type="checkbox"/> has met minimum Reading score or ⇒ <input type="checkbox"/> has successfully completed COLLS 053 or higher with a <u>2.0/C</u> or better			
<input type="checkbox"/> has met minimum Math score or ⇒ <input type="checkbox"/> has successfully completed MATH 053 or higher with a <u>2.0/C</u> or better			

Part C: ENG 101 or equivalent Complete an English Composition course with a minimum grade of 2.0/C.

Student:	Academic Advisor or Counselor Initials	Date
<input type="checkbox"/> has successfully completed ENG 101 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part D: PSYCH 201 or equivalent. Complete Introductory Psychology course with a minimum grade of 2.0/C.

Student:	Academic Advisor or Counselor Initials	Date
<input type="checkbox"/> has successfully completed PSYCH 201 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part E: MATH 113 or equivalent. Complete Intermediate Algebra for College Students course with a minimum grade of 2.0/C. This course is needed for application acceptance for students as of fall 2018. There is no time limit restriction on math credits for nursing admission.

Student:	Academic Advisor or Counselor Initials	Date
<input type="checkbox"/> has successfully completed MATH 113 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part F: BIOL 236 or (BIOL 237 and BIOL 238) or equivalent. Complete Anatomy and Physiology with a minimum grade of 3.0/B. There is no time limit restriction on biology credits for nursing admission.

Student:	Academic Advisor or Counselor Initials	Date
<input type="checkbox"/> has successfully completed BIOL 236 (3.0/B or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____ <input type="checkbox"/> has successfully completed BIOL 237 and 238 (3.0/B or better in each) with a grade of _____		

Part G: NURSING ADMISSIONS TEAS EXAM

Achieve the required minimum scores on the online TEAS Exam (Test of Essential Academic Skills) within two attempts within a two-year period. Exam scores are accepted from other institutions. Highest scores in each section on the two attempts will be accepted. Test scores are valid for 2 years (from last attempt) unless the admission test requirement has changed. Minimum scores required are: Composite: 60% (Adjusted Individual Total Score), 68% Reading, 60% English, 60% Math, 50% Science. The application information and ATTACHMENT A list detailed information about the test.

Student: _____ Academic Advisor or Counselor Initials _____ Date _____

has achieved the minimum scores on the TEAS current online version within 2 attempts

1 st Attempt	Date:	Composite:	Reading:	Math:	Science:	English:
2 nd Attempt	Date:	Composite:	Reading:	Math:	Science:	English:

2 attempts with the online TEAS Exam version V within two years
 1 attempt with the online TEAS Exam version V and 1 attempt with the new TEAS Exam (version 6) within 2 years
 2 attempts with the new online TEAS Exam (version 6) within two years

Part H: CUMULATIVE COLLEGE GPA Attain a 2.5/C+ or better cumulative grade point average for college level prerequisite and supportive courses.

Student: _____ Academic Advisor or Counselor Initials _____ Date _____

has a cumulative GPA of 2.5/C+ or better for all college level pre requisite and supportive courses.

Part I: LPN EMPLOYMENT HISTORY Provide documentation of current work experience as an LPN (resume & pay stub).

Student: _____ Academic Advisor or Counselor Initials _____ Date _____

Attach a copy of pay stub(s) indicating hours worked. If student does not want to attach pay stub, the nursing office will send for verification directly from the employer as long as student has signed the Release of Employment form on next page.

Attach a copy of current resume including job titles and nursing activities.

Complete Release of Employment form (Page 11) if not submitting pay stub.

Academic Advisor or Counselor Initials	Print Academic Advisor/Counselor Name	Academic Advisor/Counselor Signature

Section III: Application to be signed by student

X _____
 Applicant Signature _____ Date _____

RETURN TO: Nursing Office, Applied Science Room 510
 Schoolcraft College
 18600 Haggerty Road
 Livonia, MI 48152-2696
 Phone: 734-462-4401
 Fax: 734-462-4473

DATE RECEIVED in Nursing Office: _____ (plus stamp on page one)



LPN to RN Option Employment Verification Form

Part I: RELEASE OF EMPLOYMENT INFORMATION Schoolcraft College reserves the right to contact current employers to verify work experience as outlined on resume.

I authorize Schoolcraft College to contact my employers to verify my work experience as outlined on my attached resume.

Print Name

Signature

Date