

**CARL ALBERT STATE COLLEGE
DEPARTMENT OF NURSING EDUCATION**

APPLICATION PROCEDURE

1. Complete the admission process for entry into Carl Albert State College.
2. Complete the *Application for Admission* to the Associate in Applied Science in Nursing Program. Application packets are available from the Division of Health Sciences. **A student who has been dismissed by the faculty from any of the CASC Health Science programs is not eligible for admission to the nursing program.**
3. Provide the Department of Nursing Education an official copy of your high school transcript and official transcripts of all colleges attended (**including CASC**).
4. Provide the Department of Nursing Education a copy of your ACT scores and Accuplacer Test for Reading score if required for reading level verification.
5. The application process must be completed by February 1st of each year. It is the applicant's responsibility to check with the nursing office to be sure all required forms and/or information have been received before the February 1st deadline.

Upon admission into the nursing program, the applicant will be required to complete a departmental Health Survey form, Criminal Background Check, Urine Drug Screen.

ADMISSION OF PERSONS WITH AN ARREST AND/OR CRIMINAL CONVICTION

Any arrest, charge, or conviction for a felony or a misdemeanor or charge or conviction for Medicare fraud may affect a student's ability to attend certain clinical sites for clinical education and thereby prevent a student from satisfactorily meeting course objectives. Applicants with any federal, state, or local criminal convictions or charges must have completed all sentencing terms, including probation, fines, suspended sentences and rehabilitation programs at **least three (3) years prior to the application deadline** date in order to be considered for admission to the Associate in Applied Science in Nursing program. Certified copies of verification that sentencing requirements are complete must be submitted with this application to the program in order to be considered for Admission.

Because the nursing student works with medications and vulnerable patients in clinical agencies, any applicant who has been arrested and/or convicted and has completed all sentencing requirements is considered on an individual basis by the Faculty/Admissions Committee. In these deliberations, the Committee(s) will consider the following factors:

1. The nature of the crime(s);
2. Evidence of rehabilitation;
3. Personal characteristics;
4. Behavior/action since the offense was committed;
5. The total criminal records; and
6. The disciplinary action of the court.