



Carl Albert State College
NURSING

**LPN
APPLICATION
PACKET**

FOR

**ASSOCIATE IN APPLIED SCIENCE IN
NURSING**

**CARL ALBERT STATE COLLEGE
HEALTH SCIENCES DIVISION
1507 SOUTH McKENNA
POTEAU, OK 74953**

CONTACT:

**CASC HEALTH SCIENCES DIVISION
918-647-1355**

Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. Questions about discrimination can be directed to: Interim Director of Human Resources, Will Higgins, available in BC866D at 1507 S McKenna, Poteau OK or (918) 647-1373 or Title IX Coordinator, Holly Bormann, available in BC866D at 1507 S McKenna, Poteau, OK or (918) 647-1478; or SC 8039 Mayo Center at 1601 Opdyke, Sallisaw, OK or (918) 775-2229 or Deputy Title IX Coordinator, Bill Nowlin, V.P. for Student Affairs, available in HH153, Poteau Campus, (918) 647-1370.

October 2021



APPROVAL AND ACCREDITATION



The Associate Degree nursing programs at Carl Albert State College located at the Poteau, OK and Sallisaw, OK Campuses, are accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. Next ACEN scheduled accreditation visit is 2026.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Carl Albert State College is the governing organization of the CASC Nursing Program. Carl Albert State College is accredited by the **Higher Learning Commission** (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.



Carl Albert State College
NURSING

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800
<http://nursing.ok.gov/>

Next OBN review due Spring 2023

Statement from the Oklahoma Board of Nursing: <https://nursing.ok.gov/ed-catalogueinfo.pdf>

“The Carl Albert State College Nursing Education Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>

Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13 Page 2 of 2
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19

P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs



Carl Albert State College
NURSING

Program Description

The Carl Albert State College (CASC) Associate of Applied Science in Nursing is a two-year degree program with a curriculum designed to prepare the graduate to take the National Council Licensure Exam (NCLEX-RN). Those who pass the NCLEX-RN may apply to the State Nursing Board for licensure as a Registered Nurse. The CASC Nursing Program is approved by the Oklahoma Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Admission into the CASC Nursing Program is competitive. Admission is based on a point system, which applies only after students meet all eligibility requirements. CASC admits one nursing class per year with the course sequence starting each Fall. **The CASC Nursing Application deadline is February 1st each year.** The application packets are available beginning October 1st prior to the February 1st deadline for submission. Request an application from deesteele@carlalbert.edu or call (918) 647-1355.



PROVISIONS TO PRACTICE NURSING

Carl Albert State college fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 for qualified handicapped individuals and the Americans with Disabilities Act 1990. Therefore, applicants are encouraged to self-identify their accommodation needs as part of the admissions process. It is important to note that in order to successfully progress through the curriculum and function as a practicing nurse after graduation, an individual must be able to perform certain activities which have verbal, visual, auditory, and dexterity requirements.

In order to be considered for admission to or retention in the nursing program after admission, all applicants should possess (with reasonable accommodation):

1. Sufficient visual acuity for the observations necessary for client care such as that needed for accurate assessments of client condition, effective skills performance, safe medication administration, and communication.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess health needs of clients through the use of monitoring devices such as stethoscopes, timers, cardiac monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely. These include, but are not limited to, manipulation of equipment and performance of CPR.
4. Sufficient communication and language skills (speech, comprehension, reading, writing) to communicate effectively with clients, families, and health care team members.
5. Sufficient intellectual functions and emotional stability to plan, manage, and implement care for clients.

The individual is expected to notify the Department of Nursing Education Admissions Committee in writing if such a disability exists or occurs during matriculation in the nursing program. Professional documentation may be requested regarding the individual's ability to perform assigned tasks.

An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the CASC Student Handbook.



ACADEMIC ADMISSION REQUIREMENTS

Students must meet these criteria to be academically eligible for admission to the Associate in Applied Science in Nursing Program:

- **ACT Composite Score of 19 or higher** (no time limit on date of exam)
- **Retention Grade Point Average of 2.5 or higher**
 - Use High School Transcript if less than 12 college hours are completed
 - Use College Transcript if 12 or more hours are completed
 - Zero Level course grades are not included the retention GPA.
- **Minimum grade of “C”** is required for all courses used in the AAS in Nursing or for admission points.
- **ACT Reading Score of 19 or higher, or**
 - Next-Gen Accuplacer Score of 260 or higher, or
 - Accuplacer Reading Score of 90 or higher
- **ACT Math Score of 19 or higher, or**
 - Math 0123 Intermediate Algebra, or
 - Math 1513 College Algebra with score of “C” or higher.
- **These Science Courses must have been taken within 5 years prior to admission into nursing program.** (CASC Nursing waives the five-year time limit on sciences for LPNs actively working in a clinical setting.)
 - Zoology 2124 Human Anatomy
 - Zoology 2114 Human Physiology
 - Chemistry 1025 General Organic & Biochemistry
- **Bonus Admission Points**
 - Students may obtain 3 bonus admission points by completing Allied Health Sciences 1113 Introduction to Medical Terminology with a grade of “C” or better.
 - Students may obtain 3 bonus admission points by completing Allied Health Sciences 2013 Pathophysiology (Human Anatomy and Physiology are prerequisites) with a grade of “C” or better.
 - Students may obtain 3 bonus admission points by having a current direct patient care certificate.



ADVANCED STANDING ADMISSION

Licensed Practical Nurses and Transfer Students from other nursing programs may apply for Advanced Standing admission to the Associate in Applied Science in Nursing program. In addition to the general application process, advanced placement applicants must also complete the following:

Licensed Practical Nurse:

1. Submit to the Department of Nursing Education a copy of active, license to practice practical nursing, verifying good standing with a State Board of Nursing. There should be no history of disciplinary action taken by the Board of Nursing against the nursing license.
2. Submit an official copy of your transcript from the college or vocational school in which you completed your practical nursing education. This transcript is used to determine Admission Points and is in addition to any other academic education transcripts.
3. Successfully complete all placement exams administered by the Department of Nursing Education. The placement examinations may be taken only one (1) time for consideration of advanced placement.
 - a. In the event applicants do not successfully complete the placement examination for credit in Nursing 1129 Health Illness Nursing I, they are not eligible to be an advanced placement student. They may be considered for traditional admission to enter N1129 contingent on space and the needs of the Nursing Program.
 - b. In the event applicants do not successfully complete the placement examination for credit in Nursing 1219 Health Illness Nursing II, they will need to complete the N1219 course for continued progression in the program.
4. Licensed Practical Nurses admitted to the CASC nursing program with advanced standing are required to successfully complete Nursing 1101 Role Transition for Nursing. In addition, the following general education courses must be completed before the student can progress into Nursing 2119 Health Illness Nursing III:

___ ENGL 1113 Freshman Comp I

___ PSY 1113 Intro to Psychology

___ ZOO 2124 Human Anatomy

___ CHEM 1025 General Organic and Biochemistry

(CASC Nursing waives the five-year time limit on sciences for LPNs actively working in a clinical setting.)

___ ENGL 1213 Freshman Comp II

___ AHS 1203 Basic Nutrition

___ ZOO 2114 Human Physiology

5. Other general education courses that must be completed once admitted to the program include:

___ POS 1113 American Federal Government

___ HIST 1483 American History to 1865 OR HIST 1493 American History 1865 to Present.



Nursing Transfer Applicants:

After admission to the nursing program as an Advanced Placement student, each applicant will be evaluated individually for eligibility and placement in the nursing curriculum sequence. Validation of selected nursing skills and content competency examinations may be required. Admission to the nursing courses is contingent on the needs of the CASC Nursing Program, space availability in the assigned course, and eligibility for the nursing program.

Readmission Policy:

Readmission is “admission of any student whose transcript reflects previous enrollment in a nursing program.” To be considered as a readmission applicant, the student must have been enrolled in a nursing program within 2 years prior to the anticipated date of admission to the Carl Albert State College Nursing Program. This policy does not apply to students requesting transfer of only general education or support courses. The Nursing Program will not consider any applicant who has exited a nursing program two or more times, or an applicant that has been dismissed by the faculty from any of the CASC Health Science programs.

All applicants for readmission must meet the following criteria to be considered for placement into the Nursing Program. Deadline for receipt of documentation listed below is February 1st for the fall semester courses and October 1st for the spring semester courses.

Submit the following:

1. Official transcripts of all college course work
2. Letter describing your plan for success if you are readmitted
- 3 Letter of academic standing from any other Nursing Program attended.
4. Documents showing that the applicant meets current admission requirements.

The Carl Albert Nursing Faculty Committee will review all complete Readmission requests. The committee may request an interview with the applicant. Readmission to the CASC Nursing Program is not guaranteed. Re-admission requests are considered based on the applicant’s prior academic and clinical performance, data supporting the ability to complete the nursing program and pass the NCLEX-RN, and the needs of the CASC Nursing Program. The Carl Albert State College Nursing Faculty Committee will decide acceptance or denial of the readmission request. Applicants will be placed in competition with other readmission applicants for course ranking. Any student readmitted to the nursing program may be asked to complete an individualized remediation action plan.



APPLICATION PROCEDURE

1. Complete the admission process for entry into Carl Albert State College.
2. Complete the *Application for Admission* to the Associate of Applied Science in Nursing Program. Application packets are available from the Poteau Nursing Office. All documentation specified in the application packet must be turned in with the application by the February 1st deadline. 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. Admission to the nursing courses is contingent on the needs of the CASC Nursing Program, space availability in the assigned course, and eligibility for the nursing program.
4. Provide the Department of Nursing Education an official copy of your high school transcript and official transcripts of all colleges attended (including CASC).
5. Provide the Department of Nursing Education a copy of your ACT scores (and Accuplacer Reading score if it is required for reading level verification).
6. The application process must be completed by February 1st of each year. It is the applicant's responsibility to provide all required forms and information by 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, and Urine Drug Screen.

CASC Nursing Students should not be under the influence of any substance or medication that can alter judgement, behavior, physical ability, or mental function (Examples include, but are not limited to, medical marijuana, alcohol, sedatives, narcotics). Any indication that a CASC Nursing Student is under the influence of such a substance may result in a random drug screen and subsequent dismissal from the program if the screen is positive.



ADMISSION OF PERSONS WITH AN ARREST AND/OR CRIMINAL CONVICTION

Any arrest, charge, or conviction of any felony or misdemeanor, or charge 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 and passing the course. Any arrest, charge, or conviction of any felony or misdemeanor, disciplinary action on any nursing or occupational license, or judicial declaration of mental incompetence may prevent graduates from taking the NCLEX-RN licensure exam in Oklahoma or other states. Graduating with an AAS in Nursing from CASC does not guarantee that you will be allowed to test for licensure. Effective November 1, 2019, certain criminal convictions disqualify applicants from being eligible for RN licensure in Oklahoma. See <https://nursing.ok.gov/initialdeterm.pdf> to request more information from the Oklahoma Board of Nursing. Applicants with any federal, state, or local criminal arrests, charges or convictions of a felony 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. Applicants with any federal, state, or local criminal arrests, charges or convictions of a misdemeanor must have completed all sentencing terms, including probation, fines, suspended sentences and rehabilitation programs at least one (1) year 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 the 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, charged, or convicted of a felony or misdemeanor and has completed all sentencing requirements is considered for admission on an individual basis by the Nursing Faculty and/or Nursing Admissions Committees. 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.

CLINICAL INFORMATION:

Clinical Assignments: Clinical hours are required of each graduate of the nursing program. This program provides diverse educational experiences. The educational experiences take place in a variety of settings such as hospitals, clinics, and community based agencies. In addition, these experiences take place at differing times. For example, a clinical rotation may require a weekend, evening, or early morning assignment. Clinical assignments are made each semester. Some semesters may have one rotation and other semesters may have more than one. The locations, dates and times for each rotation will change. A student may have more than one evening or weekend clinical a semester/year. The faculty will make clinical assignments based on the needs of the CASC Nursing Program.

NOTE: "Falsification or Omission" of ANY OF THE REQUESTED INFORMATION on the application may automatically DISQUALIFY the applicant for admission to the Nursing program.

**Please Return To:
CARL ALBERT STATE COLLEGE
DEPARTMENT OF NURSING EDUCATION
1507 S. McKenna, Poteau, OK 74953**

(√) Check one

Advanced Placement Admission

SS# _____ / _____ / _____

____ LPN

CASC

Student ID# _____

Mark Preferred Campus:

____ Poteau
____ Sallisaw

Note: The Admissions Committee will make final campus placement decisions based on the needs of the CASC Nursing Program.

**Legal
Name:**

Last

First

Middle

**Mailing
Address:**

City

State

Zip Code

**Permanent
Address:**

City

State

Zip Code

**Email
Address:**

**Home
Phone:** _____

**Cell
Phone:** _____

Alternate Contact _____
Phone # _____

Place of Employment: _____

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APPLICATION (Continued)

Have you previously been enrolled in nursing courses (not general education support courses) in another RN program? Yes No

If you answered yes, please complete the following:

- 1. Indicate the institution, program and dates of attendance:**

- 2. Attach a letter of good standing from the school of nursing attended if you did not complete the program.**

- 3. Have you ever had any university or nursing program take disciplinary action against you for academic reasons or violations of a student conduct code, or have you been denied readmission? Yes No**

If yes, attach a letter explaining the situation.

Please provide this information about your education:

Schools attended, including high school, college or vocational schools, attendance dates, date of graduation and degree or credit received. List **ALL** schools attended. **(Start with high school attended and include any schools currently enrolled in.)** Use back of the page or additional sheet, if needed.

Name of School

Dates Attended

Degrees/Credit Hrs.

If you did not graduate from high school, have you taken the GED? Yes No
(If your answer is yes, provide a copy of your certificate.)

Do you hold a current unencumbered LPN? Yes No
(If your answer is yes, provide a copy of your license.)

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APPLICATION (Continued)

*Applicant must disclose if you have been arrested, charged, or convicted of any illegal activity. Integrity is crucial in nursing. Please include a thorough description of each incident.

*Have you ever been arrested, charged, or convicted of a misdemeanor or felony? Yes _____ No _____

**Omission of information or falsification can result in non-acceptance or dismissal from the program.*

If you have been arrested, charged, or convicted of a felony or misdemeanor please explain on an additional sheet. You must submit certified copies of documentation showing the dates that all sentencing requirements for the felony or misdemeanor were complete. Obtain certified copies of court records from the courthouse in the county/city where the action occurred, dated and signed by the court clerk, and affixed with the court seal. If no records are found, ask the agency to provide a certified letter stating no records were found in a search from the date of offense to present time.

*Have you ever been arrested, charged, or convicted of a drug or alcohol related offense or a crime of violence? Yes _____ No _____

**Omission of information or falsification can result in non-acceptance. Please include all such incidents no matter how minor the infraction, whether guilty or not.*

If yes, please explain on an additional sheet. You must submit certified copies of documentation showing the dates that all sentencing requirements relating to the arrests, charges or convictions were complete.

*Have you ever been arrested, charged, or convicted of a violent offense? Yes _____ No _____

**Omission of information or falsification can result in non-acceptance. Please include all such incidents no matter how minor the infraction, whether guilty or not.*

If yes, please explain on an additional sheet. You must submit certified copies of documentation showing the dates that all sentencing requirements relating to the arrests, charges or convictions were complete.

A criminal background check is required for all students upon admission into the nursing program. Students with a history of felony conviction or Medicare fraud may not be able to attend clinical faculty laboratories due to agency site agreements. Therefore, these students may be exited from the program at any point in the curriculum due to their inability to complete the clinical assignments.

I hereby certify that all information given on this application is truthful and correct to the best of my knowledge. I understand that the Oklahoma Board of Nursing or any other state licensing agency will individually consider the Application for Licensure by Examination for any person with a history of arrest, charge, or conviction of any felony or misdemeanor, disciplinary action on any nursing or occupational license, or judicial declaration of mental incompetence. It is the prerogative of the Board of Nursing to grant or deny the application. Failure to report any of the specified situations may be a violation of the Oklahoma Nursing Practice Act.

Date

Signature

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Carl Albert State College
NURSING

REQUEST TO WAIVE TIME LIMIT

Licensed Practical Nurses who currently practice clinical nursing may waive the five (5) year time limit since completion of Zoology 2124, Zoology 2114 and Chemistry 1025.

Please complete the following information and attach to the Application Packet for the Associate of Applied Science in Nursing Program: College, date taken and grade received:

• **Zoology 2124 Human Anatomy**

- College _____
- Date _____
- Grade _____

• **Zoology 2114 Human Physiology**

- College _____
- Date _____
- Grade _____

• **Chemistry 1025 General Organic and Biochemistry**

- College _____
- Date _____
- Grade _____

I am currently employed as an LPN and work directly with patients in the clinical environment. I authorize the CASC Department of Nursing Education to verify my employment with

Employer Contact Information: _____

Print Name: _____ **Signature:** _____

Date: _____

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