

**APOLLO SCHOOL OF PRACTICAL NURSING
READMISSIONS &
SPECIAL ADMISSIONS, ADVANCED STANDING POLICY**

Apollo School of Practical Nursing makes provision for granting advance credit and shortening the length of the program to those applicants who were previously enrolled in a nursing program. To receive advance credit, the applicant must meet ALL of the criteria in this policy for special admission.

A. If applicant is a TRANSFER from another education institution:

1. The applicant must meet ALL of the criteria in the Admission Policy.
2. The transfer applicant must submit an official transcript which identifies the course and grades taken in a nursing program, the schools' criteria for grading, and a copy of the course description
 - a. No coursework with a grade below a C+ will be considered.
 - b. Credit will not be granted if more than two (2) years have passed since the applicant left the nursing program or completed the course to be considered.
 - c. Submit the \$75 fee.
 - d. Items #1 and #2 a, b, & c must be completed in full prior to admissions interview with the Director of the Nursing program in order to be considered for advance placement.
3. The applicant requesting advance credit must complete a minimum of the three fourths of Apollo's Practical Nursing Program.
4. The applicant must take teacher-made examinations covering subject matter related to the course content for which he or she is seeking advanced credit. A minimum score of eighty-six (86) percent is required in each test. Currently courses that can be challenged for credit include Anatomy and Physiology, Nutrition, and Growth and Development. Each test has a \$50 fee.
 - a. Applicants who attended Rhodes State College and received credit for the above classes with grades of a C+ or higher will be given automatic advance credit and will be exempt from examinations and test fees, but will still need to pay the \$75 special admissions fee. Coursework with C's will be considered for exemption.
5. If advanced credit for clinical activities is sought, documentation of successful clinical performance must be submitted. The applicant must satisfactorily perform various basic nursing procedures in the skills lab and in the hospital under supervision of one of our instructors.

Independent practice, prior to the skills lab simulation, can be arranged by the applicant with the practical nursing Director. The applicant would be given the opportunity to review each procedure before performing it. The applicant will be charged \$35 an hour to complete the skill component.

If the skills lab performance is not satisfactory, additional practice and review time will be permitted. However, the applicant may only repeat the lab evaluation one (1) additional time.

Once the simulated lab procedures are successfully completed, an eight-hour hospital clinical assignment must be completed. The applicant must pay an hourly rate for the instructor in the lab and hospital.

The applicant will be informed in writing of the decision of the Admission Committee.

6. If advance credit is given, the applicant is required to purchase a set of our current textbook and student liability insurance.
7. All fees involved with the special admissions policy must be paid prior to the performance of the task.

B. If applicant has experience in the armed forces of the United States, or in the National Guard or in a reserve component:

1. The applicant must meet ALL of the criteria in the Admission Policy.
2. Review the applicant's military education and skills training from the submitted official Joint Services Transcript.
3. Credit will be awarded in areas that are similar military education or training that match the program curriculum. For example, basic combat training or combat lifesaver training will be granted in place of first aid.
4. The applicant will provide course material or objectives as required by the Director of the Nursing Program that are to be considered for review and/or advance credit.
5. The applicant must have a passing grade of a B- or higher, if the grade is pass or fail then the applicant must have a passing grade or its equivalent.
6. The Special admissions fee of \$75 will be waived.

C. If applicant is an Apollo Program Re-entry:

The applicant who left the Apollo School of Practical Nursing program in "Good Standing" includes but not limited to; was not dismissed for any reason (see dismissal section of policy page 14), submitted a letter of resignation within a timely manner, attendance for each SPS or overall to time of leaving is 95% or above, was not on clinical or program probation for chronic absenteeism, academic violation, or unprofessional/unsafe nursing practice in the clinical setting, and did not violate HIPAA laws in anyway.

1. May re-enter the program (1) once at the beginning of the schedule in which they left, provided that no longer than three (3) years have passed since leaving the program.
2. The applicant must have submitted a written resignation at the time of leaving the program and maintained a minimum attendance of 95%.
3. The applicant must have at least a C+ on course work to be considered by the admission committee for exemption from repeating that class upon returning into the program, final decision is at the discretion of the program director. Clinical, Medical Surgical Nursing, and Pharmacology classes are not considered for exemption. The applicant can repeat any course work to improve the previous grade earned and also to improve overall GPA.
4. The applicant must meet current requirements of health screening and immunizations, currently is certified as a Health Care Provider CPR from the American Heart Association.

D. If applicant is an Apollo Program Transfer:

1. The above criteria 1-4 will apply for an internal Apollo student transfer from one class to another. Transfer form must be on file in place of the written resignation.
2. Any additional cost involved in the transfer will be the students' responsibility.
3. Transfers are at the discretion of the Director of the Practical Nursing program with input from the admission committee and will be handled on an individual basis.

I, _____, have received a copy and understand the Special Admissions Policy. This policy has been explained and/or discussed with me. I understand that I must also meet the curriculum requirements of the program for readmission.

Applicant Signature

Date Signed

Faculty Signature

Two copies are to be signed. One copy is to be given to the applicant and one copy attached to the applicant's record.