Admission Guide
Associate of Science in Nursing

Fall 2020

INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE.

Revised 05222019
Dear Prospective Nursing Students:

Thank you for your interest in the Associate of Science in Nursing (ASN) Program at Fletcher Technical Community College. Applications for the fall 2020 Program are currently being accepted. The application deadline for the program will be **Friday, May 15, 2020** at 4:00 p.m. Applications received after this deadline will be deemed automatically ineligible for the ASN program.

Students accepted into the ASN Clinical program will complete the program in three semesters. Successful completion of the ASN degree prepares you to take the National Council Licensure Examination (NCLEX-RN) for licensure as a RN. Specific information regarding the curriculum and course descriptions are in the current academic year’s catalog located on Fletcher’s website ([www.fletcher.edu](http://www.fletcher.edu)).

Detailed admissions requirements for the ASN program are included in this guide. Please read the following document fully. Students who are not admitted for fall 2020 must re-apply for admission for a future entrance term. It is the student’s responsibility to retain copies of documents and resubmit a new application packet for future classes. We do not maintain a waiting list. Admission requirements are reviewed annually and are subject to change. Please ensure you are using the correct guide for the semester you are applying.

If you have questions regarding information in this document, please call the Department of Nursing and Allied Health. We look forward to assisting you as you begin your studies in nursing.

Sincerely,

Department of Nursing and Allied Health Faculty
Fletcher Technical Community College
## Louisiana State Board of Nursing Approved Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<td>ENGL 1020</td>
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**Total**:

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<td>56</td>
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<td>6</td>
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Revised 05222019
Associate of Science in Nursing Program Admission Information

Program Outcomes

- Performance on Licensure exam: Provide a course of study that promotes an annual (Jan 1st – Dec. 31st) first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
- Program Completion Rate: The program completion rates will be 60% or more of students entering into the clinical nursing course will complete in three (3) semesters.
- Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment to obtain employment in the field of nursing within one year of graduation.

Student Learning Outcomes

Students who successfully complete Associate of Science in Nursing Program will be able to:

- Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs.
- Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
- Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics: Use information technology to communicate, manage knowledge, mitigate error and support decision making.

Students with prior ASN/BSN Credit

Due to the condensed nature of the program, the department of nursing does not honor advanced credit to anyone who was previously accepted in ASN or BSN program. All students offered admission to the clinical phase are expected to attend all courses required in Fletcher’s ASN program. If a student was previously accepted into an ASN or BSN program (clinical phase), the student is required to submit a letter of good standing from any ASN or BSN program they were admitted.

Students who have failed (D or F) any two NURS courses in separate semesters from any institution are not eligible to apply.
**College Admission Requirements**
Associate of Science in Nursing – Clinical applicants must meet all general admissions criteria and be fully admitted to Fletcher, in addition to the program specific requirements contained in this document. Full admission is granted once a student is cleared by the office of admissions.

Full admission cannot be granted to an applicant/student who has outstanding holds from any school in the Louisiana Community and Technical College System. New and returning (did not attend in spring 2019) students must submit a completed admissions application in order to be considered for the program. The application can be found on the Fletcher website.

**Program Admission Requirements**

**Application for Admission to a Nursing or Allied Health Program**
A completed Application for Admission to a Nursing or Allied Health Program must be submitted along with the other required documents listed in this guide to the Department of Nursing by the deadline. This document can be found on the Fletcher website Nursing Page.

**Official College Transcripts**
If you attended any accredited college or university other than Fletcher or other LCTCS schools prior to applying at Fletcher, the student must send official college transcripts directly from the institution to Fletcher for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. Transcripts can be sent in the following ways:
1. E-scripted transcripts submitted to Fletcher only.
2. Paper copies of official transcripts to both Fletcher Enrollment Services and Department of Nursing.

If the transcript is hand delivered, it must be sealed by the issuing institution. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. Transcripts must be submitted even if credit was not granted. Transcripts should not include coursework that is “in progress.” All courses on all transcripts submitted will be reviewed even if Academic Amnesty was granted. All transcripts must be received by the Department of Nursing no later than May 20th of the application semester.

**Testing Requirements**
Fletcher’s ASN Clinical Program requires the HESI A-2 entrance examination. Any applicant who has previously taken the HESI-A2 must submit official scores with the application to the Department of Nursing. The scores must be within one (1) year from the anticipated date of enrollment. Applicant must score a minimum of 75% in each required component in order to be considered for clinical admission. Required components are: Anatomy and Physiology, Reading, Math, Grammar, and Vocabulary. Applicants are limited to two sheets of paper to achieve the minimum of 75% in each required component. Applicants must highlight which of the two scores they wish to use.

The HESI-A2 test will be offered at Fletcher at various times throughout the year. Please contact the Testing Department in the Student Success Center for test dates and times. The applicant
must pre-register for the test. Pre-registration is done on a first-come first-served basis. Space is limited. Testing spots do fill up so the department of nursing recommends a student schedule the exam slot with the testing department early in the spring semester even if the student wishes to test in April or May. The cost of the test is subject to change each semester. Please contact the testing department for information regarding the cost of the test, method of payment, and other criteria for testing. Any examinee wishing to retest the HESI–A2 examination is recommended to wait a minimum of six weeks prior to retesting to allow time for remediation. See test facilitator for directions on remediation procedure.

Any test registrant for the HESI-A2 requiring accommodations for testing must notify Fletcher at least two weeks prior to the scheduled testing date. Accommodations requests must be accompanied by a current evaluation. These requests must be submitted to the Student Success Center. A special accommodations form is attached in the “Enclosed Forms” section at the end of this guide. A study guide for the HESI A-2 such as the HESI Admission Assessment Exam Review can be purchased at the Fletcher Bookstore.

GPA (Grade Point Average) Requirements
In order to apply for admissions into the clinical program, the grade point average (GPA) of all nursing prerequisite coursework (including repeated unexpired courses of ENGL 1010/1000, 1020, BIOL 1140, 1150 1160, 1170, and 2030 and MATH 1160/1170 or 1100/1000 and 2100) must be at least 2.75. Prerequisite coursework under academic amnesty from all other colleges including Fletcher will be included in the GPA and treated as any other prerequisite course. The department of nursing does not count for courses marked as a ‘W’.

There will be a three (3) course repeat limit on prerequisite courses including ENGL 1010 & 1020, MATH 1100/1000 or 1160/1170 & 2100 and any BIOL course within five (5) years. This may include three repeats of one course or any combination of courses listed above.* Applicants with more than three (3) repeats in any combination of the above courses are ineligible to apply.*

*If a student has taken both Contemporary Math and College Algebra, both course grades will not be used to calculate the GPA for nursing enrollment. The department will use the higher grade of record of the two courses. If the student has multiple attempts for the math courses, only the grades from the higher grade of record course will count in the three (3) repeat limit. The other math course grades will not be calculated in the GPA nor count toward the three (3) repeat limit.
Examples:
- Student A took MATH 1160 and made a B, and MATH 1100 and made a C. The nursing department would use the B only.
- Student B took Math 1160 and made a D in the fall, and took MATH 1160 and made a B in the spring. Both grades would count and the student would have used one repeat.
- Student C took Math 1100 and made a D in the fall, and took Math 1170 in the spring and made an A. Only the 1170 A would count.

Essay
The applicant must submit a typed essay with a minimum of 200 words explaining interest, and objectives for pursuing a degree and career in nursing. Applicants should not include his/her name on the essay to prevent bias in scoring.

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Certified Background Check
All applicants are required to obtain a background check from the local sheriff’s office. The approximate cost is $10. The results must be submitted with the program application packet.

Admission Application Deadline
Completed “Application for Admission to Nursing or Allied Health Program” and all required supporting documents must be received by the Department of Nursing no later than May 15, 2020 at 4:00 p.m.

It is recommended that the information be submitted by certified mail or hand-delivered. Only completed applications will be reviewed for admission. It is the applicant’s responsibility to make sure that all application materials are received by the deadline dates. Submit all documents together in a professional and organized manner in a folder or envelope. Do not submit in a notebook, binder, etc. The applicant should keep photocopies of all documents submitted. Contact between the student and the department regarding acceptance is done by email address only. It is the student’s responsibility to ensure that the information given to the department of nursing is kept current and accurate. Students are encouraged to check Junk mailboxes to ensure delivery.

ANY MISSING OR INCOMPLETE DOCUMENTATION WILL CAUSE THE APPLICATION TO BE DECLINED AUTOMATICALLY

The “Application for Admission to Nursing or Allied Health Program” and all supporting documents should be sent to: (mail or hand deliver)

Mailing/Hand Deliver Address
Fletcher Technical Community College
Department of Nursing
1407 Highway 311
Schriever, LA 70395

What to expect after applications are submitted?
Following the completion of the spring semester, applications will be reviewed. All required components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top total scores will be selected for the program. In the case that two applicants end up with the same final score, the essay score is used as a tie breaker.

All applicants will receive email notification of their status. Emails are sent approximately May 25th. Students are to respond accepting admission by completing a background check form and returning it to Fletcher’s Department of Nursing. Instructions for the form will be sent to accepted students. Failure to respond by deadline will result in forfeit of spot. Accepted students who are no longer interested in the program are encouraged to notify the Department of Nursing immediately as seating is limited.

Applicants with the top total scores will be given information regarding orientation and registration scheduled for June 3 and 4, 2020. If you do not attend this orientation, your invitation for admission will be revoked. Exceptions cannot be honored due to time sensitivity of sending application to the state board of nursing. Students who applied for the fall 2020 semester are
expected to keep these dates open and plan accordingly. In addition, the next three applicants in line will be considered alternates in the case that one or more of the selected candidates do not or cannot register for the program.

The following items are not required for application but are included for the student to prepare should he/she be accepted:

- Schedule and pay for tuition.
- Purchase books and other requirements.
- Documented Physical Exam stating the student is “free and clear to participate in clinical duties”
- Titers, CPR, Flu Shot, and TB Test
- Louisiana State Police and FBI Background Check
- Be free of a criminal record of pleading guilty or no contest to, or a conviction of a felony. If the applicant, has plead guilty or no contest to or has been convicted of a felony, he or she is immediately declared ineligible for the ASN Program at Fletcher Technical Community College.
- Provide information about currently prescribed medications to the Department of Nursing prior to drug testing.
- Pass a urine drug screen and be subject to random drug testing. Applicants who receive positive results for the following substances including but not limited to synthetic street drugs, amphetamines, barbiturates, benzodiazepines, opiates, phencyclidines, Ritalin, or Adderall will be dismissed from the nursing department immediately if a letter was not present to the department prior to testing.

Schedule and Work Recommendations
Due to the fast pace, challenging, and rigorous academic demands of the ASN program, the nursing faculty urge students to avoid full-time work commitments. Clinical schedules are subject to last-minute revisions each semester. Clinical rotation schedules are scheduled at a variety of clinical sites that may be over 20 miles or more from campus. Therefore, students’ personal commitments must remain flexible to meet course objectives and accommodate program requirements. Reliable transportation is needed due to the distance to some of the clinical sites.

**Louisiana State Board Approval**
Although a student may be accepted into the clinical portion of the program, the Louisiana State Board of Nursing may deny eligibility to enter/progress in clinical nursing courses based on but not limited to prior criminal activity and/or positive drug screen. Fletcher Technical Community College Nursing department must comply with the Louisiana State Board of Nursing’s decisions.

Once a candidate becomes an ASN clinical student, all ASN policies and procedures must be followed. All policies for the ASN program are found in college handbooks located on the website. Any student who has a failed attempt (whether the student resigns from the program or does not successfully complete the course/program) will have to reapply to the program.

**Criteria for Dismissal from the Nursing Program**
Items that will result in a student being dismissed from the program include but not limited to:
• Failure to pay tuition by the enrollment census day
• Failure to comply with school or program regulations
• Plagiarism and cheating
• Falsification of information given on official school or state board documents
• Falsification of records regarding patient care
• Unauthorized possession of an examination
• Illegal possession, use, sale or distribution of drugs
• Illegal possession of weapons
• Theft
• Commitment of any act which would result in ineligibility for licensure or certification
• Chemical (drugs or alcohol) impairment in the school/clinical setting
• Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone, palm pilot, internet usage during classroom/lab instruction).
• Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Nursing Student Handbooks (posted to the Fletcher website Programs Nursing and Allied Health Nursing)
• Failure to perform clinical duties and responsibilities as assigned by an instructor
• Insubordination or any form of disrespect to program faculty and staff.
• Failure to maintain satisfactory progress
• Violation of the attendance requirements
• Leaving the clinical or classroom without proper notification to the instructor
• Failure to maintain current scope of practice in clinical settings
Associate of Science in Nursing – Clinical
Admission Checklist and Instructions for fall 2020

Applicants to the Fletcher’s ASN Clinical program must complete and submit the following information to the Department of Nursing in order to apply. If at any point, the candidate does not comply with any part of this process, the candidate will not be eligible for the program and will have to re-apply to the ASN program. All applicants must submit all of the following:

1. This checklist signed and dated.

2. Complete an admissions application to Fletcher Technical Community College (if not already a Fletcher student) online at www.fletcher.edu.

3. Be fully or unconditionally accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.

4. Complete and submit an “Application for Admissions to a Nursing or Allied Health Programs” located on the Nursing page of the Fletcher Website. If an area is left blank, the entire application is null and void. Use “N/A” for items that do not apply.

5. Achieve and submit a minimum score of 75% in each component on the HESI-A2 on no more than 2 sheets of paper and within one year of this admission’s application deadline. Scored components include Anatomy and Physiology, Reading, Math, Vocabulary, and Grammar. Highlights should be made if two exams are being submitted.

6. Submit official, unopened transcripts from all accredited colleges or universities attended other than Fletcher and other LCTCS schools by May 20th. E-scripted transcripts need to only be submitted to Fletcher College. Paper transcripts must be mailed to both Fletcher College and the Department of Nursing.

7. If applicable, include a letter of good standing from any ADN or BSN program to which the student was previously admitted.

8. Successfully complete general education coursework with “C” or better according to official transcripts. No more than three (3) repeats in any one course or a combination of courses are allowed. Applicant must be in the final semester of completing prerequisite course work to apply for admission into the ASN clinical program unless otherwise stated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology Lecture I and Lab I</td>
<td>4 Credit Hours</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology Lecture I and Lab II</td>
<td>4 Credit Hours</td>
</tr>
<tr>
<td>College Algebra/Contemporary Math</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>English Composition I &amp; II</td>
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</tr>
<tr>
<td>Microbiology I</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Developmental Psychology I</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Humanities I</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>Fine Arts I</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>32 Credit hours</td>
</tr>
</tbody>
</table>

Revised 05222019
Courses must have been completed within 5 years of entry into program.
2 Course must be completed by the fall admission semester.
3 Course must be completed by graduation.

9. Achieve a minimum nursing prerequisite GPA of 2.75 (including repeated unexpired courses of ENGL 1010/1000, 1020, BIOL 1140, 1150, 1160, 1170, and 2030 and MATH 1160/1170 or 1100/1000 and 2100)
   No more than three (3) repeats in any one course or a combination of courses are allowed. The department of nursing does not count for courses marked as a ‘W’.

10. Submit a typed essay with a minimum of 200 words explaining the interest, and objectives for pursuing a degree and career in nursing. Do not include your name on the typed paper. (Used in case of tie)

11. Certified Background Check.

Please sign and send this checklist with your application and documents no later than May 15, 2019 at 4:00 p.m. to:

Mailing/Hand Delivery Address
Fletcher Technical Community College
Department of Nursing
1407 Highway 311
Schriever, LA 70395

By signing and submitting this document, I understand that if Fletcher Nursing Department does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher, is received on time, and is complete.

Applicant’s Signature: ___________________________ Date: ___________________
Is my application complete? (For student purpose only)

1. I have read the admission guide posted to the Nursing page on Fletcher’s website.
2. I am a Fletcher student or I have filled out the online application to Fletcher.
3. I have printed, signed and dated pages 10-11 of the admission guide.
4. I have printed and completed the “Application for Admissions to a Nursing or Allied Health Programs” located on the Nursing page of the Fletcher Website.
5. My HESI scores are above 75 in the following five areas:
   a. Anatomy and Physiology
   b. Reading
   c. Math
   d. Vocabulary
   e. Grammar
6. If I have two sets of HESI scores, I have highlighted my highest HESI score in each area.
7. If I have attended any school other than Fletcher or other LCTCS schools, I have sent a copy of my transcript to the Department of Nursing. I understand it must be received by May 20th.
8. I have included a letter of good standing from any ADN or BSN program I have previously been enrolled.
9. I have not had a D or F in two NURS courses in separate semesters.
10. I have completed the courses below with a C or better:
    a. Anatomy & Physiology Lecture¹ and Lab I¹ 4 Credit Hours
    b. Anatomy & Physiology Lecture¹ and Lab II¹ 4 Credit Hours
    c. College Algebra/Contemporary Math 3 Credit Hours
    d. Statistics 3 Credit Hours
    e. English Composition I & II 6 Credit Hours
    f. Microbiology¹ 3 Credit Hours
11. I have met with my advisor to ensure my Nursing GPA is 2.75 or higher.
12. I do not have more than 3 repeats in any prerequisite course or combination of courses.
13. I have included a typed essay with a minimum of 200 words explaining the interest, and objectives for pursuing a degree and career in nursing.
14. My essay does not have my name on it.
15. I have included a background check in my admissions packet.
16. I have not been convicted of a felony.
Appendix C
Special Accommodations Form
HESI-A2

Request for Special Testing Accommodations: Only complete this form if you require special accommodations for testing.

This form must be completed and submitted to support your testing accommodation request. To process your information efficiently, all information must be received at least two weeks in advance of your planned test date.

Please note: The information provided and any documentation regarding the examinee’s disability and need for special testing accommodations will be considered strictly confidential and will not be shared with any outside source without the examinee’s express written consent.

Examinee’s Information:
Last Name: ___________________ First Name: ___________________ MI: _________
Social Security Number: ___________________

School’s Information:
School Name: Fletcher Technical Community College
School Address: 1407 Highway 311 Schriever, LA 70395

School Contact Information:
Department: Student Success Center Title: Accommodations Coordinator
Daytime Phone Number: (985) 448-7942 Fax Number: (985) 446-3308

Special Accommodations:
- Special Seating or other physical accommodations
- Large text/magnified screen (if available) for examination
- Reader
- Extended testing time (normally 1.5 additional hours)
- Separate testing area
- Other special accommodations (please specify): ________________________________

Specify Test
Title: Hesi A-2

Required Documentation from Health Care Professional (please check):
- Attached
- Not attached

Signed (OSA at FTCC): ___________________________ Date: ________________

Return this form to:
Testing Center at least 2 weeks prior to your registered test date.