LEHMANN COLLEGE  
DEPARTMENT OF NURSING

APPLYING FOR ADMISSION---BACCALAUREATE PROGRAM IN NURSING (GENERIC)

** Applicants are responsible for reading this entire document for procedures and requirements and checking that their Nursing Application package is complete before submitting it. **

INSTRUCTIONS

A. Eligibility and Requirements

1. DO NOT SUBMIT THIS APPLICATION TO THE NURSING PROGRAM UNLESS YOU HAVE BEEN ADMITTED TO THE COLLEGE ON OR BEFORE MARCH 15th. Students will not be considered for admission to the nursing program until they have been admitted to Lehman College by March 15. **If you submit an application and it is determined that you have not been admitted to Lehman College, your application will be discarded.**

2. Completion of 60 COLLEGE CREDITS by the end of the current Spring semester (May). If you will not have 60 college credits by then, you cannot apply to the Nursing Program at this time.

3. Completion of ALL PRE-REQUISITE COURSES by the end of the current Spring semester (May). Applicants are allowed to submit a nursing application while in the process of completing prerequisites.
   (a) It is the applicant’s sole responsibility to resolve any outstanding course work with their instructor that may result in an incomplete (INC) or grade change and submit an official transcript of the course(s) by the June 1st deadline (See A-7(d) below). The Nursing Department will not be held responsible for delayed grades for any reason.
   (b) Applicants who withdraw from a Spring prerequisite course for any reason will not be evaluated during the current nursing application period and will have to reapply the following year.

4. MINIMUM GRADE OF C (73) OR BETTER is required in each of the pre-requisite science courses, and a MINIMUM CUMULATIVE INDEX OF 2.75 or greater in these courses, or their equivalents, is required to be considered for admission to the generic program. **NOTE: Although courses can be repeated in accordance with college policy, for consideration in determining admission to the Nursing Program the first grade earned will be used to determine eligibility. Do not submit a nursing application if you do not meet the minimum GPA.**

5. Completion of ALL GENERAL EDUCATION REQUIREMENTS (Academic Advisement Office, Shuster Hall, and Room 280) of Lehman College prior to admission to the nursing program (Not needed if you are a CUNY Honors student, a second-degree student, or have received an Associate degree from a CUNY or SUNY Community College).

6. Complete the ATTACHED APPLICATION FOR ADMISSION to the Nursing Program for September and submit it in person with all required documents by March 15th. You must list all education attained after high school, including the number of credits earned, major, dates of attendance and degree earned if any. **Incomplete nursing applications will not be accepted.**

7. OFFICIAL TRANSCRIPTS from each educational institution attended after high school must be attached or sent directly to the Nursing Department. These are in addition to the transcripts submitted to Lehman College, CUNY, and Admissions. Official transcripts must be received by the deadlines noted below or your application will not be processed.
   (a) **Lehman College or other CUNY Transcripts** are not required for currently enrolled Lehman students.
   (b) **Sealed Official Transcripts** from other educational institutions that are either mailed or released to students to hand carry must be attached to the nursing application and must be submitted by March 15th.
   (c) **Transcripts for foreign degree or credits earned** must be submitted by March 15th.
   (d) **Transcripts for final pre-requisite course grades** taken at other educational institutions during the Spring semester must be submitted to the Nursing Department by June 1st.
   (e) **Transcript Order Receipt for Outstanding Official Transcripts.** If your Official Transcript is being mailed directly to the Nursing Department or it is not attached to the Nursing Application at the time you submit it, then you must attach a copy of the receipt(s) showing the date you requested your official transcript(s) from your previous

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The Transcript Order Receipt will serve as proof that you requested your Official Transcript(s) until it is received by the Nursing Department. Due to the large volume of applications, the Nursing Department is unable to respond to individual requests to verify the receipt of any outstanding Official Transcript(s) until after May 1st.

8. Transcript/Transfer Credit Evaluation Form. Transfer students must attach a copy of this form in addition to college transcripts. The evaluation form can be obtained from the Transfer Credit Evaluation office in Shuster 152. Prerequisite science courses (BIO and CHE) are evaluated by the Biology and Chemistry Departments respectively.

9. Pre-nursing Exam. The HESI A2 Assessment Exam is now required for applicants to Lehman’s undergraduate (Generic) nursing program. The HESI A2 computerized exam is held onsite in the Nursing Department Computer Lab, T3 – room 102, during the annual nursing application period (January-March) for applicants to Lehman’s undergraduate nursing program. Areas tested are Math, Reading Comprehension, Anatomy & Physiology, and Critical Thinking.

10. Proof of Legal Status in the United States – submit with Nursing Application - no exceptions to this policy. The City University of New York has instituted the following requirement: Beginning in the Fall 2009 semester, all CUNY nursing departments will require applicants for admission into nursing programs to provide documentation in one of the following categories:

<table>
<thead>
<tr>
<th>Table 10. LEGAL STATUS CATEGORY</th>
<th>ACCEPTABLE DOCUMENTS</th>
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<tbody>
<tr>
<td>(a) U.S. Citizenship</td>
<td>U. S. Passport, U.S. Birth Certificate, U.S. Certificate of Naturalization</td>
</tr>
<tr>
<td>(b) Permanent Residency</td>
<td>USCIS Green Card</td>
</tr>
<tr>
<td>(c) International student with F1 Status</td>
<td>I-20</td>
</tr>
<tr>
<td>(d) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, or Deferred Action Status by the U.S. government.</td>
<td>I-94 with passport from country of origin</td>
</tr>
</tbody>
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BRING, IN PERSON, THE ORIGINAL ACCEPTABLE DOCUMENT(S) AND ONE COPY OF THAT DOCUMENT(S) THAT PROVES YOUR LEGAL STATUS WITH YOUR COMPLETED NURSING APPLICATION and any other required documents that must be submitted to the Nursing Department by March 15th. Note that under Legal Status Category (d) above, the status must have been granted, not sending. The copy of your Acceptable Document(s) will be retained with your nursing application and the original returned to you. Your nursing application will not be accepted without one of the Acceptable Documents(s) listed in Table 10 above that corresponds to your Legal Status Category.

Students with immigration issues who are interested in nursing can contact The CUNY Citizenship & Immigration Project or appropriate U. S. government agency for assistance. The CUNY Citizenship & Immigration Project provides free immigration law and citizenship services. Go to: http://www.cuny.edu/about/resources/citizenship.html.

B. Applying to the Nursing Program

Applying to the Nursing Program is a self-managed process. This means that you are responsible for meeting all program eligibility and application requirements, and submitting your nursing application as a complete package with all required documents and official transcripts by March 15th, except as noted below under Deadline Exception. Make and retain copies of your application materials for your own records.

DEADLINE: Nursing applications and all required documents must be submitted in person to the Nursing Department, Building T-3, and Room 201 by March 15th. Applications will be accepted Tuesday–Friday 9am-5pm.

DEADLINE EXCEPTION: Only the following documents will be accepted after March 15th
- By June 1-Official transcripts with grades for spring prerequisite course(s) taken at another college. See Section A-7 (d)
C. Required Documents

You Must Submit The Following Documents Proving Eligibility And Completion Of Requirements With Your Completed Nursing Application By March 15th To Apply To The Generic Nursing Program.

1. Nursing Application signed and dated by March 15th. Incomplete applications will not be accepted.

2. Sealed Official Transcripts or Transcript Order Receipt by March 15th or by June 1 (Transfer students outside of CUNY ONLY). Attach a copy of the receipt(s) for your official transcript(s) request order from your previous educational institution(s). See Sections A-7 (d) and A-7(e)

3. Completed Transcript/Transfer Evaluation Credit Form Credit Form (Transfer Evaluation Form). See Section A-8

4. General Education Requirements Advisement Form indicating completion. See Section A-5

5. Pre-Nursing Exam Scores - The Nursing Department will automatically receive the HESI A2 exam results so applicants do not have to submit the exam scores. See section A-9

6. Proof of Legal Status Document(s): the original and one copy in person with the nursing application by March 15th. See Section A-10

D. Admission Process

1. Due to the large number of annual applicants, admission to the Nursing Program is highly competitive and seats are limited. There is no guarantee of admission even if all eligibility requirements have been met. The Nursing Department reserves the right to reject any applicant or remove an admitted student based on evidence of cheating, plagiarism, withholding or misrepresenting information, submitting illegible or altered documents, or who displays a lack of professional standards or behavior.

2. All applicants will receive a written notification of their admission status by mid June if all pre-requisites are completed and official transcripts are received by the March 15th deadline. Admission status will not be discussed or released by telephone.

3. Those applicants selected for admission to the Nursing Program must respond to the written offer by the stated deadline to confirm their acceptance and space. Second notices will not be sent out.

4. Applicants accepted to the Nursing Program are required to attend a mandatory Orientation in early-mid August.

5. All Nursing students will be required to provide proof of current Physical Exam, Malpractice Liability Insurance, and CPR, and purchase Uniform, Medical Equipment, and Textbooks. Details, forms, and deadlines will be provided to applicants admitted to the Nursing Program in the Welcome Letter and Orientation Packet. Please note that expenses for the requirements noted are in addition to college tuition and fees, and living expenses.

6. Applications are retained for consideration for only one year following submission. Students not admitted to the Nursing Program who wish to reactivate their application must do so in the Nursing office after January 1st and before March 15th of the following year. You may be required to resubmit proof of legal status in the United States.