

Joseph F. McCloskey School of Nursing

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Reviewed: 6/23 6/24 6/25	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

To set the standards and process for admission to the Joseph F. McCloskey School of Nursing (JFMSON), to define how a student withdraws from a course or from the school and how the withdrawal date is determined, and to state the refund of tuition and fees that follows a withdrawal.

SCOPE

Applicants seeking admission into a program of study at JFMSON, and all students enrolled at JFMSON.

DEFINITIONS

Applicant: a person applying to a program of study but not enrolled until the official start date.

Official withdrawal: a withdrawal initiated by the student's written notice to the Registrar.

Unofficial withdrawal: a student who ceases attendance without providing notice.

Withdrawal date: for an official withdrawal, the date the student began the school's withdrawal process or provided notice of intent to withdraw, whichever is earlier. For an unofficial withdrawal, the date determined by the school consistent with 34 CFR 668.22.

POLICY

The student body at JFMSON is carefully selected to include individuals capable of meeting the rigorous educational requirements for preparation as nursing professionals. Applicants seeking admission to JFMSON must submit an application with a non-refundable fee and follow the admission procedure outlined below. The application and fee are valid for one year, through the next open admissions cohort. Once an applicant's file has become inactive, the applicant must reapply.

A student who intends to withdraw from a course or from the school must provide written notice to the Registrar on the Student Withdrawal Form (Form A, attached). Refunds of billed tuition and fees follow the schedule in Part C of this policy.

PROCEDURE**Part A. Admissions**

Admission to the School of Nursing is competitive, with specific academic standards. Selection of students will be based on personal composition, academic ability, references, writing samples, and

previous healthcare experience. The school reserves the right to deny admission or readmission, or to revoke admission, if in the school's opinion the applicant's admission is not in the best interest of the student or the school.

LVH-Schuylkill Joseph F. McCloskey School of Nursing complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The school does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Admissions Requirements

1. The nursing program admits new classes every August. For August enrollment, the deadline for completed applications is March 1 or when qualified student capacity has been reached.
2. Materials received after the admission class is full may be processed for the waitlist or the next admission cycle.
3. A passing grade in each subject listed below, with an earned grade of C or better in Algebra I and in Chemistry with lab, is required of all applicants:
 - English: 4 units
 - Social Studies: 3 units
 - Mathematics: 3 units, including Algebra I
 - Science: 3 units of lab sciences, including Chemistry
4. Overview of criteria:
 - Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
 - All applicants must have a high school diploma or a state-authorized high school equivalency credential, such as the General Educational Development certificate (GED), the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC).
 - Home-schooled students must have a diploma from an accredited homeschool association or have met the requirements for the GED or another state-authorized examination.
 - The school does not admit applicants based on the ability-to-benefit testing process.
5. Applicants may be required to take post-secondary coursework to meet the academic requirements of the individual programs.
6. Cumulative grade point averages from high school or post-secondary coursework will be reviewed and scored using a points system for all applicants and candidates considered for admission. The most recent post-secondary GPA will be used in the admission decision.
7. Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA after graduation. A decline in the cumulative GPA may result in cancellation of enrollment in the program.

Essential Functions

Successful completion of a JFMSON program requires the mental and physical capabilities essential to meeting the curriculum's objectives, along with other skills necessary for success in the classroom

and clinical components of the program. With or without reasonable accommodation, applicants must:

- Demonstrate a history of personal integrity, compassion, motivation, and the ability to function in stressful situations.
- Be able to walk, stand, move, and sit for long periods.
- Possess auditory, visual, and tactile abilities sufficient to assess and monitor health needs and provide safe care.
- Possess interpersonal abilities sufficient to interact with individuals of various backgrounds.

8. Required physical skill and dexterity, with or without reasonable accommodation:

- Be able to lift and move patients and equipment, and have the fine motor movement needed to complete tasks safely and effectively.
- The school provides reasonable accommodations for qualified students and applicants with disabilities, consistent with the Students with Disabilities Policy #204 and applicable law. Any applicant with a documented disability may request accommodations by notifying the Director of Nursing or designee in writing at the time of application or at any time thereafter.

9. Pre-admission information:

- All materials submitted to the Office of Admissions become the property of JFMSON and cannot be returned or forwarded unless the applicant makes a formal written request to the school.
- Any misrepresentation or omission of facts or essential documents during the application process, or after acceptance into the program, will result in a delay, denial, or revocation of admission.
- As deemed appropriate, the Administrative Committee reserves the right to waive admission requirements after reviewing an applicant's completed record.

10. All applications must be completed by the deadline described under the program-specific requirements. A completed application file must contain:

- A completed application and the application fee.
- Proof of permanent residency or working status, if applicable.
- An official high school transcript or equivalency credential.
- All official post-secondary transcripts, if applicable.
- A copy of the Practical Nursing license, if applicable.
- A copy of EMT and American Heart Association BLS for Healthcare Providers CPR certification, if applicable.
- An essay, if applicable.
- A career statement and resume, if applicable.
- Other program-specific information as requested.

11. Additional requirements for foreign-educated students:

- The school is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status.
- The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities. A satisfactory TOEFL score is required, and testing must have occurred within two years of the application submission.
- An evaluation of foreign transcripts by World Education Services (WES) or another approved agency is required.
- A Certificate of Preliminary Education (CPE) from the Pennsylvania Department of Education or a GED may be required.

12. Post-secondary level coursework:

- Applicants may be required to validate minimum requirements through post-secondary level coursework. Applicants must meet all minimum requirements and submit all official transcripts, including post-secondary transcripts, before August enrollment.
- Transfer coursework is evaluated under the Transfer Credit and Advanced Placement Policy #101. Entry into the second or third year of nursing cannot be guaranteed.
- Applicants are encouraged to seek guidance from Admissions before registering for and completing courses at another institution.

Part B. Withdrawal from a Course or the School

Withdrawal from a Course

A student who intends to withdraw from a course must provide written notice to the Registrar on Form A. Because the nursing curriculum is sequential and full time, withdrawal from a nursing course ordinarily means the student cannot progress and is withdrawing from the term.

The effect of a course withdrawal on progression is governed by the Academic Progression and Graduation Policy #202. Refunds follow Part C of this policy. Financial aid eligibility is recalculated under the Return of Title IV Funds Policy #501 and the Financial Aid Academic Progress Policy #503.

Voluntary Withdrawal from the School

- The student submits Form A to the Registrar stating the intended last date of attendance and initials the acknowledgements on the form.
- The student meets with the Financial Aid Office before departure. Federal loan borrowers must complete exit counseling.
- The student settles all financial obligations with the Bursar's Office. Charges for the term follow the Tuition Billing and Payment Policy #105.
- The student returns their school ID badge and any school property.
- A former student seeking to return applies under the Readmission Policy #102.

Unofficial Withdrawal

A student absent for 14 consecutive calendar days without notice or an approved leave will be administratively withdrawn. The school determines the withdrawal date consistent with 34 CFR

668.22, and the date of determination for Return of Title IV purposes is the date the school becomes aware the student has ceased attendance. JFMSON does not automatically drop students for non-attendance before that point.

Withdrawal Procedure

- The Registrar dates Form A on receipt, records the withdrawal, and notifies the Bursar's Office, the Financial Aid Office, the Director of Nursing, and course faculty.
- The Financial Aid Office performs any required Return of Title IV calculation within the deadlines in Policy #501.
- The Registrar documents the withdrawal date and date of determination in the school-use section of Form A and retains the original in the student record.

Part C. Tuition Refunds

Students who withdraw from a course may be eligible to receive a refund of billed tuition and fees as published below. To qualify for a refund, a student is required to officially withdraw from the course under Part B of this policy.

If a student withdraws before the first day of the term, the school will refund 100% of the billed tuition and fees and all scheduled financial aid will be cancelled. If a student withdraws (WD) anytime up to the end of the sixth week of the term, a refund of billed tuition and fees will be made as published below:

- WD during first week of classes - 90%
- WD during second week of classes - 80%
- WD during third week of classes - 60%
- WD during fourth week of classes - 40%
- WD during fifth week of classes - 20%
- WD during sixth week of classes - 10%

If a student withdraws after week six of a term, no refund will be made to the student. Counted weeks do not include published break weeks.

Fees: All applicable course and school fees (examples include standard semester fees, laboratory, skills lab, CRT, and testing fees) are non-refundable after the end of the first day of the term.

Students who withdraw from a course or program voluntarily, or who have been dismissed for any reason from any class taught through JFMSON or a college vendor, must contact the Financial Aid Office and the Bursar's Office to discuss the financial impact of the withdrawal. All students who withdraw or are dismissed are required to contact the Financial Aid Office within five calendar days of the date of official withdrawal.

For students receiving federal Title IV financial aid, any refund is also subject to the Return of Title IV Funds requirements of 34 CFR 668.22 and the JFMSON Return of Title IV Funds Policy #501, which determine how much federal aid must be returned regardless of the institutional refund schedule above.

ATTACHED FORM

Form A: Student Withdrawal Form.

REFERENCES

Transfer Credit and Advanced Placement Policy #101. Readmission Policy #102. Tuition Billing and Payment Policy #105. Academic Progression and Graduation Policy #202. Students with Disabilities Policy #204. Return of Title IV Funds Policy #501. Financial Aid Academic Progress Policy #503. 34 CFR 668.22.

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.

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Student Withdrawal Form - Policy #100

Admissions and Withdrawal Policy, Part B. Submit the completed form to the Registrar.

A student who intends to withdraw from a course or from the school must give written notice to the Registrar. The date the Registrar receives this form, or the date the student first gave notice of intent to withdraw, whichever is earlier, is the withdrawal date used for tuition refunds (Part C) and any Return of Title IV Funds calculation (Policy #501).

STUDENT INFORMATION

Student Name: **Student ID:**

Program Year: **Site:** ☐ Pottsville ☐ Center Valley **Track:** ☐ Day ☐ Evening/Weekend

School Email: **Phone:**

TYPE OF WITHDRAWAL (check one)

- ☐ Withdrawal from a course. Course number and title:
- ☐ Withdrawal from the school (voluntary withdrawal from the program).

Intended last date of attendance: **Date of this notice:**

Reason for withdrawal (optional):

☐ Personal / family ☐ Health ☐ Financial ☐ Academic ☐ Employment ☐ Other

Comments:

STUDENT ACKNOWLEDGEMENTS (initial each)

- ☐ **TUITION REFUND.** Any refund of billed tuition and fees follows the schedule in Part C of Policy #100, based on the withdrawal date. Fees are non-refundable after the first day of the term.
- ☐ **BALANCE DUE.** I remain responsible for any balance owed to the school, due immediately. Transcripts and other records may be withheld until all financial obligations are settled (Policy #105).
- ☐ **FINANCIAL AID.** I must meet with the Financial Aid Office within five calendar days. Federal aid is subject to Return of Title IV Funds (Policy #501), and federal loan borrowers must complete exit counseling.
- ☐ **SCHOOL PROPERTY.** I will return my school ID badge and any school property before departure.
- ☐ **RETURN TO THE PROGRAM.** A former student seeking to return must apply under the Readmission Policy #102. Readmission is not guaranteed.

Student Signature: **Date:**

FOR SCHOOL USE ONLY

Date received by Registrar: **Withdrawal date:**

Date of determination (R2T4): **Last date of attendance:**

Notifications sent: ☐ Bursar's Office ☐ Financial Aid ☐ Director of Nursing ☐ Course Faculty

Return of Title IV calculation completed: ☐ Yes ☐ Not applicable **Date:**

Registrar Signature: **Date:**