



Nursing Department

**Policy #001**

**Selection and Admission to the BSN Program**

**Addendum: RN-to-BSN Program Selection and Admission**

|                      |   |
|----------------------|---|
| <b>Status:</b>       | Originated 2014-08-04<br>Revised 2025-03-28, 2024-08-30, 2020-05-01, 2017-12-13, 2017-06-01, 2014-10-14 |
| <b>Effective:</b>    | 2025-03-28  |
| <b>Initiated by:</b> | Admission, Progression, Retention, and Graduation Committee   |
| <b>WAC / CCNE:</b>   | WAC 246-840-519   |

**PURPOSE**

The purpose of this policy is to provide guidelines for student admission to the pre-licensure Bachelor of Science Nursing (BSN) program in the Heritage University Nursing Department (HUND).

**AUDIENCE**

This policy applies to all HUND administration, faculty, and staff, and potential nursing students.

**PLAN**

Admission to the nursing program is selective. Nursing is a practice discipline which bears great responsibility for maintaining high ethical and intellectual standards. The admission process provides a method of selection that assures qualified applicants are granted admission.

Admission to the BSN program is a three-step process:

- 1) Application and admission to Heritage University
- 2) Placement in the Pre-Nursing Pathway
- 3) Application and acceptance to the BSN program

Most students are placed in the Pre-Nursing Pathway to complete prerequisite courses, and potentially some nursing courses (NURS 114W, NURS 206W), and then apply for admission into the sophomore year of the BSN Program. Transfer students, students with college credits coming out of high school (i.e. Running Start), and highly qualified high school students may be eligible skip placement in the Pre-Nursing Pathway and receive early admission (See Step 2)B. below) into the first or second year of the BSN Program dependent upon the number of accepted transfer credits and development of their individualized BSN Study Plan.

**POLICIES AND PROCEDURES**

**POLICY**

Individuals seeking admission to the BSN program must meet the admission criteria of Heritage University prior to consideration for admission to the BSN program. Prospective students apply to Heritage University indicating desire for admission to the Pre-Nursing Pathway. Once it has been determined that an individual has met Heritage University's admission standards, the student may

pursue the Pre-Nursing Pathway [Nursing Policy #030 Pre-Nursing Pathway Placement] or apply for early admission to the BSN program (qualifications below). Neither admission to Heritage University, nor placement in the Pre-Nursing Pathway guarantees admission to the BSN program.

### **PROCEDURE**

The procedure, adopted for use by the Admission, Progression, Retention, and Graduation Committee, is designed to reduce bias in the selection process.

### **STEP 1: APPLICATION AND ADMISSION TO HERITAGE UNIVERSITY**

- 1) Meet general Heritage University admission requirements as designated by the Heritage University catalog <http://catalog.heritage.edu/>
- 2) Apply to Heritage University
- 3) Receive admission to Heritage University

### **STEP 2: PLACEMENT IN THE PRE-NURSING PATHWAY**

#### **A. Requirements for a HIGH SCHOOL SENIOR to be considered for the Pre-Nursing Pathway**

- 1) High school 3.00 GPA on a 4-point scale.
- 2) Successful completion of these high school courses: English (4 units); college-prep mathematics (3 units); social sciences (2 units); biology and chemistry (2 units).  
*Each course is to be completed with a grade of 2.00 (C) or better*
- 3) Completed application and admission to Heritage University.
- 4) Compass score consistent with placement into college level MATH 140 and ENG 101 upon admission to Heritage University.
- 5) Eligibility for placement in CHEM 101, CHEM 105 or CHEM 110 per evaluation by a Heritage University Chemistry professor.

#### **B. Requirements for a HIGH SCHOOL SENIOR or CURRENT 1st-YEAR of COLLEGE HERITAGE STUDENT to be considered for Early Admission to the BSN Pathway**

- 1) High school 3.00 GPA on a 4-point scale.
- 2) Successful completion of these high school courses:
  - a. English (4 units)
  - b. College-prep mathematics (4 units) including pre-calculus, calculus, and/or statistics.
  - c. Social science (2 units)
  - d. Science (3 units): biology (1 unit), chemistry (1 unit); additional chemistry, biology, physics, and related sciences (1 unit).
  - e. Each course is to be completed with a grade of 3.00 (B) or better.
- 3) Composite ACT score of 26 or better or SAT score of 1230 or better  
-OR-  
Compass score consistent with placement into college level MATH 140 and ENG 101 upon admission to Heritage University.
- 4) Completed application and admission to Heritage University.
- 5) Development and adherence to an individualized academic plan to efficiently complete all BSN program prerequisites.
- 6) Complete Step 3 below the year prior to the Sophomore Year in the BSN Program.
- 7) Have at the time of early admission AND maintain an overall College GPA of 3.0 or higher and a Science GPA of 2.75 or higher.

- 8) Once admitted to the BSN program, the student must achieve a B- or better in all NURS courses and other courses required for the BSN degree or progression will be interrupted [Nursing Policy #008 Progression].
- 9) If the student attains and maintains the above requirements, the Chair of APRG may choose to waive the HESI 2A exam requirements listed below in Step 3.
- 10) If a student applies for early admission to the BSN program but does not meet or does not maintain all the above requirements, the student will be placed in the Pre-Nursing Pathway.

**C. Requirements for a CURRENT HERITAGE STUDENT requesting major change to the Pre-Nursing Pathway**

- 1) Overall minimum college GPA of 2.75 on a 4-point scale.
- 2) Completion of at least one of the following: BIOL 111/L, CHEM 101
- 3) Confirmed placement into MATH 140.
- 4) Grade of C+ or better will be required in CHEM 101 and Math 140.
- 5) Completion of at least three of the following with a grade of C+ or better: PSY 101, PHIL 210, ENG 101, or UNIV 101.

**D. Requirements for a TRANSFER APPLICANT to be considered for the Pre-Nursing Pathway**

- 1) Overall minimum college grade point average of 2.75 on a 4-point scale.
- 2) Completed application and admission to Heritage University.
- 3) Official copies of high school transcripts if fewer than 30 credits of college work completed.
- 4) Official copies of all college transcripts.
- 5) Completion of the equivalent of at least one of the following: BIOL 111, CHEM 101
- 6) Confirmed placement into MATH 140.
- 7) Grade of C+ or better will be required in CHEM 101 and MATH 140.
- 8) Completion of the equivalent of at least one of the following with a grade of at least C+ or better: PSY 101, ENG 101.

**PREREQUISITE COURSEWORK**

Once admitted as a pre-nursing student to Heritage University, work will begin on the prerequisites for the BSN Program. Before the student can be considered admission to the BSN Program, the Year One Prerequisite courses shown below must be completed or in-progress the spring semester the student is submitting their application with a required minimum overall GPA of 3.0 and a minimum science GPA of 2.75.

|                                      |   |
|--------------------------------------|---|
| <b><u>Year One Prerequisites</u></b> | <b><u>Credit Hours (semester hours)</u></b> |
|--------------------------------------|---|

- |  |           |
|--|-----------|
| 1) Two chemistry courses:<br>CHEM 101/101L or CHEM 110/110L or CHEM 105 <u>AND</u> CHEM 202/202L<br><i>Note: MATH competency at the level of MATH 96 is required prior to CHEM 101</i> | 9 credits |
| 2) Biology: BIOL 111/111L  | 4 credits |
| 3) English Composition I: ENG 101  | 3 credits |
| 4) Heritage Core: UNIV 101   | 3 credits |
| 5) <u>TWO</u> of the three courses listed below:   |           |

- PSY 101: Intro to Psychology 3 credits
- PHIL 210: Logic and Critical Reasoning 3 credits
- ENG 102: English Composition II 3 credits

7) These TWO nursing courses are recommended prerequisites and may be taken in the pre-nursing pathway. If not taken before selection to the BSN program, they may be taken as co-requisites and must be taken by the end of the sophomore year.

- NURS 114W: Personal Knowledge Development 2 credits
- NURS 206W: Ethical Nursing Practice 2 credits

All NURS courses and all other courses required for the BSN degree, following admission to the BSN program, must be completed with a grade of at least B- (80% on the Nursing Program Grading Scale) [Nursing Policy #008 Progression].

### **STEP 3: APPLICATION AND ACCEPTANCE TO THE BSN PROGRAM**

Selection for the BSN program is competitive. Each year the Chair of APRG will determine whether to publish specific admission dates for batch admission, or to conduct a rolling admission. Early Admission occurs on an ongoing basis for qualified applicants (see Step 2)B. above). In addition to reviewing Steps 1 and 2 admission requirements, the Admissions committee will review:

- 1) Nursing CAS application to the BSN program.
- 2) Successful predictor scores on the HESI-A2, unless waived for early admission.
  - a. Ideal scores for the HESI-A2 include:
    - i. 850 or higher on "Critical Thinking"
    - ii. 80% or higher on all specialty exams
  - b. Minimum requirements for an application to be reviewed for conditional or contingent acceptance to the program, or creation of an altered academic plan to ensure readiness for the program. On the first or second attempt, at least 3 out of 5 of the following:
    - i. Composite English Score > 75%
    - ii. Math Score > 75%
    - iii. A&P > 75%
    - iv. Biology > 75%
    - v. Chemistry > 75%
- 3) Signed waiver for background check.
- 4) BSN Study Plan showing feasibility of the completion of the BSN degree over the next 3 years and acknowledged student acceptance of the draft BSN Plan.
- 5) Transcripts and GPA:
  - a. Overall GPA > 3.0
  - b. Science GPA > 2.75 (Including, at a minimum: General Biology, General Chemistry, Anatomy, Physiology, and Bio-organic Chemistry).
- 6) Essay: a two (2) page statement of education, experience, career goals and personal mission as it relates to the BSN role.
- 7) Optional: Up to three (3) reference letters will be accepted; we recommend at least one be from a professor or an employer.
- 8) An admission interview may be required.

### **FINAL SELECTION PROCEDURE INTO THE BSN PROGRAM**

Applications will be considered for selection when all the required documents are received by the Nursing Department's Academic Coordinator and forwarded to the Chairperson of the APRG Committee and minimum standards for review have been met.

Applications will be discarded and not forwarded for APRG review if:

- Overall score and sub-scores on the HESI-A2 admissions test are not predictive of success in a BSN program.
- Overall GPA is less than 3.0 or Science GPA is less than 2.75.
- Application is incomplete.
- Minimum prerequisite(s) are not met.
- The Criminal Background Check reveals the applicant is not in compliance with the Washington Department of Health RCW 18.130.050 (13).

The pool of qualified applications will be given to the Chair of Admission, Progression, Retention and Graduation Committee (APRG) Chairperson for selection of applicants to the program. The APRG Chair delegates dimensions of the selection process to faculty, staff and students of Heritage University and community partners. Nursing applicants are selected based on the required documents submitted. Guidelines for delegation of selection tasks are as follows:

| Guidelines for Delegation of Selection Tasks |                                     |                              |                          |                      |            |                    |
|--|-------------------------------------|------------------------------|--------------------------|----------------------|------------|--------------------|
| Task   | Members of Nursing Faculty Assembly | Non-Nursing Heritage Faculty | Nursing Department Staff | APRG Student Members | APRG Chair | Community Partners |
| Compile Completed Applications               |                                     |                              | ✓                        |                      |            |                    |
| Delegate Selection Tasks                     |                                     |                              |                          |                      | ✓          |                    |
| Interview                                    | ✓                                   | ✓                            |                          | ✓                    |            | ✓                  |
| Evaluate Written Essay                       | ✓                                   | ✓                            |                          |                      |            |                    |

Applicants to the BSN program that meet the mission of Heritage University and the BSN Program that are close but not quite meeting admission requirements, may be reviewed and voted on by the APRG Committee for Contingent (with specific contingencies spelled out) or Full Admission to the BSN Program.

#### **ADDENDUM: RN-TO-BSN COMPLETION PROGRAM**

##### **PURPOSE**

The purpose of this policy is to provide guidelines for student admission to the pre-licensure Bachelor of Science Nursing (BSN) program in the Heritage University Nursing Department (HUND).

##### **AUDIENCE**

This policy applies to all HUND administration, faculty, and staff, and potential nursing students.

#### **POLICIES AND PROCEDURES**

Individuals seeking admission to the RN-to-BSN program offered by Heritage University Department of Nursing must meet the admission criteria of Heritage University prior to consideration for admission to the nursing program. Prospective students apply to Heritage University indicating their desire for admission to RN-to-BSN by emailing a designated e-mail address for the RN-to-BSN Program. Once it has

been determined that an individual has met Heritage University's admission standards, they will receive an acceptance/welcome letter. Admission to the RN-to-BSN program is selective. The criteria for admission are described in the procedures below.

### **PROCEDURE**

The procedure adopted for use by the Admission, Progression, Retention, and Graduation Committee is designed to reduce bias in the selection process. There are two main admission criteria: Academic requirements and Professional requirements.

#### **Academic Requirements**

- 1) Associate Degree in Nursing (ADN): applicants will have completed an ADN from an accredited institution – the exception would be concurrent enrollment students, i.e. ADN students taking some courses during selected ADN program with concurrent enrollment with Heritage University.
- 2) Holistic Review: evaluation of candidates beyond academic metrics (GPA), incorporating personal experiences, community involvement, and leadership skills.

#### **Professional Requirements**

- 1) RN Licensure: an active and unencumbered Washington State or Multistate License (MSL) or concurrent enrollment in a program that will lead to RN licensure.
- 2) Clinical Sites may require the following: drug screening, vaccine requirements, and background checks, which vary per facility [Nursing Policy #040 Immunization and Other Clinical Requirements]. Clinical hours are required to complete your degree, so compliance with the facilities to complete clinical hours is expected to successfully complete the RN-to-BSN degree.

#### **Application Process**

The current "Application Cover Sheet" will be an online form (e.g. Jotform) and utilized for the demographic information collection for the pre-licensure BSN program as well as the application for the RN-to-BSN program. The application for BSN completion will be routed to the designated e-mail address for BSN completion (RN-to-BSN) completion.

After receiving an application, a faculty or staff of the RN-to-BSN program will schedule an appointment with the applicant to create a semester-by-semester academic study plan from a standardized template.

### **CITED AND RELATED POLICIES**

#### **Cited**

- Nursing Policy #008 Progression
- Nursing Policy #030 Pre-Nursing Pathway Placement
- Nursing Policy #040 Immunization and Other Clinical Requirements

#### **Related**

- NA

#### **WAC**

Washington State Legislature. (2016). WAC 246-840-519. *Student requirements in all approved nursing education programs*. <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-519>

### **REFERENCES**

Heritage University. (n.d.) *Catalog*. <http://catalog.heritage.edu/>

Heritage University Nursing Department. (n.d.) *Nursing Policies*. <https://heritage.edu/academic-paths/undergraduate-degrees/nursing/nursing-department/nursing-policies/>

### **FORMS**

- Bachelor of Science in Nursing Application form
- Reference Form

### **POLICY REVIEWERS**

Proposed revisions of this policy should be reviewed by:

- 1) Admission, Progression, Retention, and Graduation Committee [initiating committee]
- 2) Bylaws, Policies, and Handbooks Committee
- 3) Nursing Faculty Assembly

Nursing Director Signature:

A handwritten signature in black ink, appearing to read "Darin Mork". The signature is written in a cursive, flowing style with a large initial "D".



**Bachelor of Science in Nursing  
Application for Admission**

**Desired Semester and Year of Admission (Ex: Fall/2026):** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
Last First Middle

**Heritage University ID#:** \_\_\_\_\_ **Heritage University email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Number Street City State Zip

**Phone Number:** \_\_\_\_\_

**College Credit Hours Completed:** \_\_\_\_\_ **College Credit Hours in-Progress:** \_\_\_\_\_

**Cumulative College GPA:** \_\_\_\_\_

**Have you completed a previous bachelor's degree:** YES / NO

**If YES, where:** \_\_\_\_\_

**Degree Conferred and Major:** \_\_\_\_\_

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit your completed application to:**

Jessica Vivette, Administrative Coordinator  
Department of Nursing, Heritage University  
3240 Ford Rd. Toppenish, WA 98948

You may also email your application and any additional material to [Nursing\\_Admissions@heritage.edu](mailto:Nursing_Admissions@heritage.edu)

We will notify you via your Heritage University email when we have received your application. If you do not hear from us within 10 days of submitting your application, please call **509-865-8551 ext. 2335** or email [Vivette\\_J@heritage.edu](mailto:Vivette_J@heritage.edu)





**Bachelor of Science in Nursing**

**Reference Form**

**Student Name:** \_\_\_\_\_  
Last First Middle

**Heritage University ID #:** \_\_\_\_\_ **Heritage University email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Number Street City State Zip

**Phone Number:** \_\_\_\_\_

The above-named applicant is applying for admission to the Bachelor of Science in Nursing Program at Heritage University and has named you as a reference. After completing this form, please send it to the Department of Nursing, Heritage University, 3240 Fort Rd. Toppenish, WA 98948 or [Nursing\\_Admissions@heritage.edu](mailto:Nursing_Admissions@heritage.edu)

**Reference Name:** \_\_\_\_\_  
Last First Middle

**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Number Street City State Zip

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

- 1) **How many years have you known the applicant:** \_\_\_\_\_
- 2) **In what relationship:** Supervisor Educator Work Associate Other (specify): \_\_\_\_\_

- 3) **Rank the applicant in the following areas:**

|                       | Above Average | Average | Below Average | Not Observed |
|-----------------------|---------------|---------|---------------|--------------|
| Academic Ability      |               |         |               |              |
| Collaborative Ability |               |         |               |              |
| Verbal Communication  |               |         |               |              |
| Critical Thinking     |               |         |               |              |
| Leadership            |               |         |               |              |
| Intellectual Ability  |               |         |               |              |
| Integrity             |               |         |               |              |
| Self-Direction        |               |         |               |              |

- 4) **Do you know of any reason this individual would not be able to complete an intensive course of study:**

- 5) **Do you:** Highly Recommend Recommend Recommend with Reservation Not Recommend

**Reference Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_