

Calvin College Department of Nursing Application Instructions



Thank you for applying to Calvin's Nursing program. We are looking forward to working with you. Please read the following instructions very carefully. Late or missing information will affect your admission process.

1. All applications and required references for the class beginning in the fall 2012 are due in the Nursing Office (SB240) at Calvin College by **5:00 pm, January 17, 2012**. You must turn the application in to the secretary in person. **Applications may NOT be put in the pocket on the door of the nursing office or under the office door. DO NOT give the application to a friend to turn in.** You will receive a receipt for your application. Late applications will be considered on a space available basis. If you are not able to turn in the application in person, please mail the application registered mail – return receipt requested. Keep the return receipt when it comes back to you.
2. Two references are required from Calvin professors who teach nursing prerequisite courses. One must be from a natural sciences professor. The other must be from a social sciences professor.
3. If you took any courses as a transfer course to meet requirements as a nursing prerequisite course, you should be certain that you have properly informed the registrar and these courses should appear on your Academic Evaluation Report.
4. Please refer to the college catalogue of the year of your admission to Calvin College for specific application requirements for the Nursing program.
5. Attached to this packet is Policy #106 (Criminal Background Check, Central Registry Clearance, Calvin College Disciplinary Record Check, Drug Screening and Fingerprint Check) from the nursing department student handbook. It is your responsibility to read this policy before you turn in your application. If you have questions regarding this policy, please contact the nursing office at 616.526.7076.

CALVIN COLLEGE DEPARTMENT OF NURSING

Application for Admission – Fall 2012

Due January 17, 2012 by 5:00 PM

Are you (please place a \checkmark next to the choice that applies to you):

A student who qualified for Early Nursing Admission Applying to the nursing program

AND who meets the following criteria to maintain ENA status:

- A 3.5 GPA in the nursing prerequisite courses at Calvin
- A 3.3 cumulative GPA at Calvin

NAME: _____
(Last) (First) (Middle-Maiden)

Local Address: _____
(While in school) (Street) (City) (State) (Zip)

Permanent Address: _____
(Home) (Street) (City) (State) (Zip)

Summer Address (if different from Permanent): _____
(Street) (City) (State) (Zip)

Student ID# _____ Advisor _____ Date Started Calvin _____

Telephone: _____ Cell Phone: _____ Campus e-mail: _____

Alternative email: _____ (i.e. g-mail, Hotmail, Yahoo mail)

Parent/Spouse Name: _____ Telephone: _____

Address: _____
(Street) (City) (State) (Zip)

Have you ever been convicted of a misdemeanor or felony? Yes _____ No _____

If yes, please briefly describe (on a separate sheet of paper and attach to the application) the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

Have you ever been fingerprinted for an incident and then was eligible for and completed the Holmes Youthful Trainee Program? Yes _____ No _____

Colleges Attended/Attending:

<u>Name</u>	<u>Dates</u>	<u>Degree</u>
_____	_____	_____
_____	_____	_____

List all courses you will be taking during Spring '12:

COURSE

*COLLEGE (if other than Calvin)

List all courses you will be taking during Summer '12:

COURSE

*COLLEGE (if other than Calvin)

***You must get prior approval from the Registrar's Office stating course equivalency for any non-Calvin courses. You must get prior approval from your Calvin nursing department advisor for any non-Calvin nursing prerequisite course.**

If you are applying to the nursing program and have not maintained ENA status, indicate the two Calvin faculty from whom you have requested letters of recommendation.

Name

Bring application (or if currently not at Calvin send by registered mail) to:

**Calvin College
Department of Nursing
SB 240
1734 Knollcrest Circle,
Grand Rapids, MI 49546**

Calvin College Department of Nursing

(Applicant completes top section)

Name of Applicant: _____

Request for Reference

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided below unless he/she has waived such access.

(Optional) I hereby waive my right of access to the material recorded below.

(Signature of Applicant)

(Date)

Name of professor who will complete this reference form: _____

Two references are required from Calvin professors who teach pre-nursing courses. One must be from a natural sciences professor. The other must be from a social sciences professor. **Please circle the course for which you had the professor for this reference.**

Natural Sciences

Bio 205 Bio 206
Chem 115 Bio 207
Bio 141

Social Sciences

Psyc 151 HE 254
Soc 151
Psyc 201

(Professor completes the remaining sections)

This applicant is requesting that you serve as a reference for his/her application for admission to the nursing program at Calvin College Department of Nursing. To assist us in evaluating his/her application, will you please complete this form and return it to the Nursing Department Office. All completed forms will be treated confidentially.

Please send this completed reference form via ICM to the Nursing Department Office so that it is received by February 2, 2012.

Please rate the applicant in comparison to other students you have known by circling the appropriate number.

	Marginal	Below Average	Average	Above Average	Exceptional
Ability to work with others	1	2	3	4	5
Problem-solving ability	1	2	3	4	5
Accountability for learning	1	2	3	4	5
Ethical Standards	1	2	3	4	5
Dependability	1	2	3	4	5

Comments:

Signature _____ Date: _____

Calvin College Department of Nursing

(Applicant completes top section)

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Ethical Standards	1	2	3	4	5
Dependability	1	2	3	4	5

Comments:

Signature _____ Date: _____

POLICY # 106 - CRIMINAL BACKGROUND CHECK, CALVIN COLLEGE DISCIPLINARY RECORD CHECK, DRUG SCREENING and FINGERPRINT CHECK

Policy: Criminal Background Check

1. Acceptance into the nursing program is contingent on passing a criminal background check. Any false information will be grounds for the immediate dismissal of a current student from the nursing program or rescission of the invitation to enter the program for an applicant.
2. The process of conducting the background checks will be arranged with an independent vendor.
3. Students accepted into the nursing program who are cleared through this process will be deemed “compliant” and will be allowed to proceed into the upper division nursing major.
4. Students who believe a mistake has been made on their criminal background check may contact the vendor directly to gain more specific information and resolve the issue if possible.
5. The criminal background reports will undergo review by a Calvin College administrative committee. Generally, felony convictions will be considered a disqualifying factor for admission and continuation in the nursing program. Misdemeanor convictions could affect admission to or continuation in the nursing program.
6. Calvin College Department of Nursing will furnish criminal background check information to the Calvin College Student Life Division and to third parties, e. g. clinical sites, in the course of fulfilling its official responsibilities. The decision to accept students into a clinical placement setting is the prerogative of the clinical agency not Calvin College.
7. The student has a continual obligation to report any criminal conviction to the chairperson of the Department of Nursing within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the program.
8. Random criminal background checks may be performed. The student will be required to sign an authorization for repeat checks and give permission for dissemination of those results as well.
9. Students will assume the cost of initial and random criminal background checks.
10. In the event that a student does not receive clearance, a meeting will be scheduled with the Chairperson of the Department of Nursing and the student to discuss the information received. The student will be given an opportunity to respond to the information. Based on the outcome of the meeting, a decision will be made by the Chairperson of the Nursing Department, in consultation with the Dean for Natural Sciences and others as appointed, regarding the applicant’s admission to the nursing program or the current student’s ability to continue in the program.

Policy: Central Registry Clearance:

1. “Central registry” means the system maintained at the department [of Human Services] that is used to keep record of all reports filed with the department under this act in which relevant and accurate evidence of child abuse or neglect is found to exist. (Child protection Law: ACT NO. 238, Public Acts of 1975, as amended, being Sections 722.621-722.638, Michigan Compiled Laws.)
2. Students are considered to be conditionally admitted to the program prior to passing the Central Registry Clearance.
3. Students will complete a request form for Central Registry Clearance and indicate that the results can be mailed back to the Calvin College Department of Nursing.
4. Students accepted into the nursing program for whom we receive Central Registry Clearance reports will be deemed “compliant” (or cleared) and will be allowed to proceed into the upper division nursing major.
5. Students for whom we do not receive Central Registry Clearance will not be allowed to proceed into the upper division major.
6. Students who believe a mistake has been made on their Central Registry Clearance may contact the Dept. of Human Services directly to gain more specific information and resolve the issue if possible.
7. There is a policy of open sharing of information regarding central registry clearance information between the Department of Nursing and the Student Life Division.

Policy: Calvin College Disciplinary Record Check

1. There is a policy of open sharing of information between the Student Life Division and the Department of Nursing relative to **applicants to the nursing program**.
2. By virtue of applying to the nursing program, the applicant gives permission to the Student Life Division to share any college disciplinary records or other relevant information on file with the Nursing Department.
3. The content of these records may affect admission decisions. The student will be notified of any information shared between the Student Life Division and the Nursing Department.
4. There is a policy of sharing any pertinent college record or information between the Student Life Division and the Department of Nursing relative to **students currently in the nursing program**.
5. Note: Students' Calvin Health Services records and Broene Counseling Center records will not be shared with the Department of Nursing.

Policy: Drug Screening

1. The Calvin College Department of Nursing has a **no tolerance policy** regarding illegal substance use and/ or substance abuse. Note: the use of alcohol by persons under the age of 21 is illegal in the state of Michigan.
2. The Department of Nursing identifies **illegal substance use/abuse** as including use of illegal substances, use of alcohol by a person under the age of 21, illegal use of alcohol by a person 21 years or older, and illegal use of legal drugs.
3. Acceptance into the nursing program is contingent upon passing a drug screen test of the department's choice (currently a hair follicle test). All students are considered to be conditionally admitted to the program prior to passing the drug screen. Students must clear a drug screening test in order to enter the program.
4. Failure to undergo the initial drug screening on the designated day will result in non-admission to the program.
5. If the drug screen comes back adulterated the student will not be admitted to the program.
6. Any student whose initial drug screen is positive will be referred to the Student Life Division. There will be open sharing of information regarding drug screening results between the Department of Nursing and the Student Life Division. A positive initial drug screen will result in non-admission to the nursing program and may result in college disciplinary action as well.
7. After the initial drug screening, **random drug screening** may occur at the request of the practicum site/agency or the Department of Nursing. If the student is selected for random testing, notification will be given by either the Department of Nursing or the practicum agency. The student will be responsible to cover the costs of any ongoing drug screening. Failure to have a random drug screen within the specified time period will result in dismissal from the Calvin nursing program. If the random drug screen comes back adulterated the student will be dismissed from the program. Results of the random drug screen will be forwarded to the Calvin College Department of Nursing and the Student Life Division of Calvin College. A positive random drug screen will result in dismissal from the nursing program and can result in college disciplinary action as well. If the student is removed from the Department of Nursing, she/he will be referred to the Student Life Division.
8. **Reapplication** to the nursing program following a **positive initial drug screen** is possible after a minimum of three years from the date of dismissal from Calvin College or the date of non-admission to the nursing program whichever is latest. The opportunity to reapply will be possible only if the applicant has successfully followed the prescribed program of intervention and drug screening required by Calvin College during this interim period. It should be noted that a student would need to complete the intervention, spanning a minimum of three years, prior to reapplying to the nursing program (i.e. If the application deadline is January 30th, the student must have completed the prescribed three year intervention prior to January 30th in order to be deemed eligible for reapplication.). Should the applicant's bid for readmission be successful, it is likely that an ongoing program of intervention and drug screening would be required during all semesters in the nursing program. All intervention programs will be developed and supervised by the Student Life Division of Calvin College. The student will be responsible for any costs related

to these interventions.

9. **Reapplication** to the nursing program following a **positive random drug screen** is possible after a minimum of three years from the date of dismissal from the Calvin College Department of Nursing. The opportunity to reapply will be possible only if the applicant has successfully followed the prescribed program of intervention and drug screening during this interim period. It should be noted that a student would need to complete the intervention, spanning a minimum of three years, prior to reapplying to the nursing program. Should the applicant's bid for readmission be successful, it is likely that an ongoing program of intervention and drug screening would be required during the semesters in the nursing program. All intervention programs will be developed and supervised by the Student Life Division of Calvin College. The student will be responsible for any costs related to this intervention.

Drug Screening Procedures:

1. **Initial drug screening:** Students will be required to come to a designated testing site selected by the nursing program during a designated time block. Failure to have the drug screening at the designated site and during the designated time block will result in non-admission to the nursing program.
2. Students who pass the initial drug screen will be deemed "compliant with this policy" and allowed to proceed into the upper division nursing major.
3. The student will assume the cost of the initial drug screen.
4. **Random drug screening:** If the student is requested to undergo a random drug screen, she/he is required to have this done within the given specified time period at a designated testing site. Failure to have a random drug screen completed within the specified time period will result in dismissal from the nursing program.
5. The student will assume the cost of the random drug screen.

Policy: Fingerprint Checks

1. All students will be required to have a **fingerprint check as a condition of admission** to the upper division nursing major. The results of the fingerprint check will be interpreted in compliance with Michigan Senate Bill 621, Michigan House Bill 5448, and Michigan House Bill 5168 and **admission decisions** will be made accordingly. There is a policy of open sharing of information regarding initial finger print checks between the Department of Nursing and the Student Life Division.
2. Students may be asked by a practicum site, Calvin College or the Department of Nursing to submit to a **random fingerprint check**. Reports/results will be mailed to Calvin College Department of Nursing. The results of the random fingerprint check will be interpreted in compliance with Michigan Senate Bill 621, Michigan House Bill 5448, and Michigan House Bill 5168 and **continuation decisions** will be made accordingly. There will be open sharing of information regarding random finger print checks between the Department of Nursing and the Student Life Division.
3. The student will assume the cost of the initial and any random fingerprint checks.

Approved CNFO 11/19/05; with exception 10/20/08; Revision Approved CNFO 11/19/10