



Martin Community College

Practical Nursing Program

Admission, Transfer, Progression and Graduation Criteria Spring

2027

Entering the Practical Nursing (PN) Program

Please note that the guidelines presented may change due to policy changes and procedures at Martin Community College (MCC). Any changes that occur will be communicated to the students appropriately.

Admission:

According to the North Carolina Board of Nursing Standards:

1. Admission requirements and practices for the program shall be stated in the controlling institution's published written and digital communications and shall include assessment of the students:
 - A. Record of high school graduation, high school equivalent, or earned credits from a post-secondary institution.
 - B. Achievement potential through the use of previous academic records that are consistent with curriculum demands and scholastic expectations
 - C. Physical and mental health that is indicative of the applicant's ability to provide competent nursing care to the public.
(NCBON Education Rules, 21NCAC 36 .0320 Students, 2024)
2. In compliance with the above admission criteria, the requirements below must be met by all individuals applying for admission to the nursing program. The applicant will:
 - A. Complete the Martin Community College General Admissions Application, which includes the Residency Determination Application. For students that have applied to or have taken classes at MCC previously, the application must be active. If the

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prospective student has not attended classes at MCC for one year (12 months) or longer, or if their residency determination expires, they must reapply and be accepted for general admissions.

- B. If required, schedule and take placement tests. After testing, you will meet with an advisor to determine eligibility to apply to the nursing program.
- C. Submit all high school transcripts, college transcripts, and any courses that will need to be evaluated by the registrar for institutional credit. Failure to submit these required documents will prohibit a student from continuing through the nursing programs application process.
- D. In addition to the general application to the college, a separate application packet for the nursing program is required. Completed application packets are taken and reviewed by an appointment with an advisor (PN Program Director). Incomplete application packets, including not having transcripts on file, will not be considered.
- E. Anatomy and Physiology courses (BIO 168 & BIO 169) that the student has taken must be dated within the past five years of the student's application date. The five-year time limit will be waived for applicants with a bachelor's degree or an AAS degree which includes two courses of anatomy and physiology.
- F. Achieve a minimum GPA of 2.5 in general education curriculum courses, from all colleges. This includes all courses related to the PN curriculum (ex: ENG 111, PSY 150, etc.) In addition, a minimum GPA of 2.0 is required in each of the PN curriculum courses (NUR courses) to progress through the program.

Evaluation Criteria/Weighted Ranking System

Admission into Martin Community College's Practical Nursing program is competitive and based upon selection of candidates who possess the ability to succeed in a demanding and rigorous academic program. The number of students accepted cannot exceed the maximum number approved by governing bodies, such as the North Carolina Board of Nursing. MCC currently accepts up to 25 PN students every spring semester. Those numbers are subject to change based on clinical site availability, number of instructors, or other factors.

MCC uses a ranking formula to determine admission into the practical nursing program. Applicants are evaluated on completed general education (GE) courses that are

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associated with the practical nursing program in which they seek admission. Applicants that have not taken GE courses, and who do not have college credits are evaluated on high school courses that have been completed. The associated GE courses for the PN program are as follows:

- ENG 111
- PSY 150
- BIO 168 & BIO 169 (taken within 5 years of application to the nursing program)
- Bonus points are awarded for a grade of A or B in BIO 168, only. (No bonus points for BIO 169)
 - A = 30 points
 - B = 20 points

Letter grades of the general education courses are converted to numerical grades by using a 4.0 scale, as follows:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0

The formula used for calculating points is as follows:

GE Course Credit Hours X Grade = GE Quality points = **X**

Total GE Quality Points divided by Total GE Credits = GPA.

GPA divided by 0.02 = GPA points = **Y**

Bonus points assigned from BIO 168 grades = **Z**

Total Point Calculation = **X+Y+Z**

The first two examples are students that have completed the GE courses for the P.N. program.

Example: Student 1

Course	Number of GE Credits	Grade	GE Quality Points
ENG 111	3	A (4.0) 3x4 =	12
PSY 150	3	B (3.0) 3x3 =	9

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Total Number of GE Credits = **10**
 Total GE Quality Points = **12+9+12 = 33 (X)**

BIO 168	4	B (3.0) 4x3 =	12
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GPA = **33/12 = 2.75**
 GPA Points = **2.75 / 0.02 = 137.5 (Y)**

Bonus Points = BIO 168 = "B" = _____
20 (Z)

Total Points = 33 + 137.5 + 20 = **190.5 points**

Example: Student 2

Course	Number of GE Credits	Grade	GE Quality Points
ENG 111	3	A (4.0) 3x4 =	12
PSY 150	3	A (4.0) 3x4 =	12
BIO 168	4	A (4.0) 4x4 =	16

Total Number of GE Credits = **10**
 Total GE Quality Points = **12+12+16 = 40 (X)**

GPA = **40/10 = 4.0**
 GPA Points = **4.0 / 0.02 = 200 (Y)**

Bonus Points = BIO 168 = "A" = 30 (Z)

Total Points = 40 + 200 + 30 = **270 points**

There are 270 potential points to be earned for ranking in the admission process for the practical nursing program.

High School Students

High school students who apply for entry in the fall following high school graduation, with no college credit, receive their Academic Quality Points from the numerical grade from the courses below. The numerical final grade from each course will be added and divided by 4. Total possible is 400/4 = 100 points.

Ex:

Math I = 96

Math II = 99

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English IV = 100

Biology = 95

Total: $390/4 = 97.5$ total points

GPA (200 points)

If the student has completed fewer than 12 semester hours of GE credit, the unweighted High School GPA will be used. (Max = 4.0)

If the student has completed at least 12 semester hours of GE credit, the averaged GPA from those courses will be used.

The GPA is divided by .02 to determine GPA points. ($4.0/.02 = 200$ GPA Points)

High School Equivalency Criteria

- Passing score: 145-164 = 100 application points
- College Ready: 165-174 = 150 application points
- College Ready + Credit = 175-200 = 200 application points

Once students have been ranked, and offered a seat in the nursing program, final admission status is contingent upon the following:

- Attending a mandatory orientation session. The location and date of the orientation session will be published in the acceptance letters sent to the students. Students unable to attend the orientation session must notify the Director of Practical Nursing within 24 hours of their absence to maintain their admission status.
- Submitting a physical examination report that documents satisfactory and emotional health using the MCC Student Medical Form.
- Submitting required documentation of screening and all vaccines related to communicable diseases, including COVID, on the provided passport record.
- Submitting proof of current American Heart Association: Basic Life Support Provider certification.
- Completing the required Criminal Background Check and urine drug screen to comply with clinical facility requirements.
- Per North Carolina Board of Nursing guidelines, final admission is contingent upon evidence that assessment of physical and emotional health is indicative of the applicant's ability to provide safe nursing care to the public.

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Alternate Status:

- Students who have met all the admission requirements, but were not accepted, will be ranked according to the evaluation criteria as noted above. If space should become available, the qualified student with the next highest ranking will be given the opportunity to fill the opening. This procedure will continue to be used if additional space becomes available.
- Applicants not accepted to begin in the spring semester may reapply by updating their application with their advisor. Students are encouraged to meet with their advisors to identify areas of opportunities for improvement in general education coursework, thereby strengthening their application for the next admission cycle.

Special considerations for nursing programs

- A student must have available transportation to travel to all required clinical experiences. Clinical hours may vary from 6 – 12 hours and may be scheduled at any time of day or night. Clinical hours may involve weekends and/or holidays. Clinical sites may be outside of the MCC service area and require transportation to and from the clinical site.
- Martin Community College has an Admissions, Counseling and Student Support Services Office (OACSSS) available to provide consulting and planning strategies for students who have documented disabilities. Students who feel that they need these services should make an appointment to apply for services. Students are then required to acquire sufficient documentation to support their requests. The OACSSS office must have the documentation to formulate a written plan for accommodations. Accommodation will take place when a written plan has been received by the Director of Practical Nursing from the OACSSS. Faculty will cooperate with the OACSSS to assure that reasonable accommodation for class and clinical are met. Please note, there is a process for any accommodation that may take a considerable time to complete. Therefore, the student is encouraged to meet with the OACSSS as early as possible.

Transfer:

1. Transfer applicants must meet the same admission criteria required of all nursing students, as outlined above.

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2. Students transferring to the PN program from another community college are considered when the student is in good academic standing and is needing to relocate. However, acceptance is based on seat availability.
3. Transfer credits and credits may be awarded for a nursing course after evaluation by the Director of Practical Nursing. Award for credit will be contingent upon the following criteria:
 - a. Nursing courses will be accepted for evaluation for one academic year after exiting a nursing program, if the student is in good academic standing.
 - b. The course description(s) and outlines reflect the North Carolina Community College Concept Based Curriculum.
 - c. A grade of "C" or above is obtained on the course(s) being evaluated.
 - d. Transfer credits may be awarded for non-nursing general education courses after evaluation by the appropriate division. Credit must be completed in sequence including prerequisites, as outlined in the curriculum plan. Transfer credits and previously earned credits at MCC have the following restrictions:
 - i. Only those courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering.
 - ii. The biology course(s) must have been completed within the last five years, unless the student has completed an associate or bachelor's degree where the biology courses were taken as part of the degree.
4. Application Deadlines:

Semester of Entry	Application Deadline	Post Evaluation Requirements i.e. CPR, and Physical
Spring	September 18	December 3
Summer	February 28	April 15
Fall	April 30	June 15

Evaluation Criteria/Weighted Ranking System for Transfer

- a. Transfer into a nursing program is competitive and based upon the selection of those candidates who possess the ability to succeed in a demanding

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academic program. The number of students accepted in the nursing program cannot exceed the maximum number approved by the NC Board of Nursing and available clinical space.

- b. Each applicant will be evaluated using the criteria below and awarded points. Those applicants with the highest rank will be selected to continue in the admissions process. If two or more students have the same rank, the GPA will determine admission. The nursing application submission date will be the determining factor if both rank and GPA are the same.

Academic Performance (200 points) Grade from first semester Nursing

- A = 200 points
- B = 150 points
- C = 100 points

GPA (200 Points)

GPA from the first semester non-core general education courses for the program. Divide the GPA by 0.02.

There is a potential to earn 400 points for ranking in the admission process for nursing transfer students.

Progression in the Nursing Program Grading Systems

1. For the student to progress in the nursing programs, the following criteria must be met:
 - a. A grade of "C" or above is achieved for the prerequisites (nursing and non-nursing) of any course. (See course descriptions, MCC Catalog.)
 - b. A grade of "C" or above is required for all courses in the nursing curriculum. The lowest accepted grade, which will be coded as a "C" in nursing (NUR) courses is a 78. A grade of 77.5 will round to a 78, a grade of 77.49 will not. Once admitted to the nursing program, the grade point average (GPA) is determined as the GPA on record for courses within the PN curriculum.
 - c. Students receiving an incomplete in a nursing course must remove the incomplete before progressing to the next course(s). Students will be allowed two weeks into the subsequent course(s) to remove the incomplete. If this is not accomplished, a grade of "F" will be assigned to the course in which the "I" was given and the student will be withdrawn from the nursing course(s) in which they are currently enrolled.

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- d. Students must pass the clinical component of each nursing course to progress. Denial of access to any clinical facility will stop the student's progression in all program activities. This includes, but is not limited to, criminal record checks and/or positive substance abuse screening. The student will be permitted to complete any general education courses (ex: ENG 111) that are in progress.

Readmission into the Nursing Program

Students who have withdrawn or been dismissed must reapply through the admissions.

Readmission criteria and re-entry points are outlined below:

- a. Students must meet the same admission criteria required of all nursing students.
- b. Students unsuccessful in NUR 101 will be re-ranked with the next incoming cohort, the following spring semester. Therefore, students need to ensure they have passed all general education courses with the required minimum of a "C". Readmission is based on rank and therefore, not guaranteed.
- c. Nursing courses will be accepted for evaluation for one academic year after exiting a nursing program. For instance, if a student is unsuccessful in the second semester (summer), and chooses to not readmit the following summer semester, they must reapply to the beginning of the program, as NUR 101 will be greater than 1 year old.
- d. Anatomy and Physiology courses (BIO 168 and BIO 169) must have been taken within 5 years prior to the student's application date. Students who have taken an Anatomy and Physiology course as part of an earned bachelor's degree (or higher) will have the five-year biology requirement waived for application.
- e. Readmission is based on available seats and the students' performance on readmission testing and skills checks.
- f. Students applying for readmission into a NUR course other than NUR 101 must score a minimum of a 78 on a comprehensive exam based on the nursing course/courses they have successfully completed. For example, if a student successfully completed NUR 101, 102, but were unsuccessful in NUR 103, the readmission exam will cover concepts related to NUR 101 and NUR 102. If the student scores a minimum of 78, they will then have to successfully complete the skills evaluation component.
 - i. Students that successfully pass the readmission exam and checkoff will then complete onboarding activities such as criminal background check, urine drug screen, physical exam, etc. and enter the NUR course.

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- ii. Students that are unsuccessful in the readmission testing and skills portion are encouraged to re-start the program in NUR 101.
- g. Readmission at any point is contingent upon seats being available in the program.

2. Application Deadline

Semester of Entry	Application Deadline	Post Evaluation Requirements i.e. CPR, etc.
Spring	September 30	December 12
Summer	February 28	April 15
Fall	April 30	June 15

3. Evaluation Criteria/Weighted Ranking System

- a. Readmission into a nursing program is competitive and based upon the selection of those candidates who possess the ability to succeed in a demanding academic program. The number of students accepted into the nursing program cannot exceed the maximum number approved by the North Carolina Board of Nursing and available clinical space.
- b. Each applicant seeking entry beyond the first nursing course will be evaluated using the criteria below and awarded points. Should there be limited space that does not allow all readmission students to enter, applicants with the highest rank will be selected to continue in the admissions process. If two or more students have the same rank, the GPA will determine readmission. The nursing application date will be the determining factor if both rank and the GPA are the same.

Academic Performance (200 points)

Grade from first semester Nursing

- A = 200 points
- B = 150 points
- C = 100 points

GPA (200 points)

- GPA from the general education courses for the program

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- Divide GPA by 0.02

Once readmitted, a second grade of “D” or “F” will result in permanent dismissal from the program.

Graduation

Students must obtain and complete an application for graduation the semester before their scheduled graduate date. The graduation fee is to be paid to the business office. Students must pay the fee at time of application to receive their diploma or degree.

- a. Any delinquent fees or parking tickets will need to be paid before the students are allowed to graduate.
- b. Any books checked out in the library will need to be returned.
- c. Facility ID badges should be returned to a PN faculty member on the last day of class.

Appeals Policy

GRADE APPEAL POLICY and PROCEDURES

Statement of Policy

The Grade Appeal Policy and Procedure is intended to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with Martin Community College policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

Purpose and Definitions

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if a student establishes that:

1. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class; or

2. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all the following conditions are met:
 - a. The student presents evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1 - 3 above in this section);
 - b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 - c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

Faculty Responsibility

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the first class meeting, regardless of delivery modality, faculty members have the responsibility to specify in each of their courses: 1. Course requirements and expectations for academic performance 2. Procedures for evaluating performance (method(s) of evaluation and grading scales). Faculty members must clearly document to all students any subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Student Responsibility

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Martin Community College academic community, they are obligated to uphold and observe the principles and standards articulated in the Martin Community College Catalog and course syllabi. A student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

Informal Grade Appeal Process Every reasonable effort should be made to resolve the matter at the informal level and through the following steps:

Step 1 - Consultation with the faculty member: The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the division chair to schedule an appointment with the instructor. This meeting must occur within the first two weeks of the following semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 2 - Consultation with the division chair: If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the division chair of the area within five (5) business days following the meeting with the instructor. The division chair will meet with the student, document the results of the meeting and maintain this record in the event the appeal proceeds further.

Formal Grade Appeal Process

If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a Grade Appeal Form, available from Student Services/Registrar's office, to the Chief Academic Officer within five (5) business days of the consultation with the division chair.

Step 3 - Appeal to the Chief Academic Officer:

1. Once the formal grade appeal is received, the Chief Academic Officer will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.

2. The grade appeal committee will be chaired by the Chief Academic Officer, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of at least three (3) and no more than five (5) faculty members not associated with the appeal, one (1) member of the curriculum committee or off-site faculty (if student is from another site), a student representative with a minimum GPA of 2.5 or greater, if student requests such representation, and a department chair of another instructional area.
3. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
4. The committee will hear all parties involved and render a written decision within five (5) business days. The decision of the committee will be reviewed by the Chief Academic Officer. The Chief Academic Officer will support the findings of the committee and/or make further recommendations.
5. The student will receive a certified letter from the Office of Academic Affairs regarding the grade appeal decision within ten (10) business days of the hearing.

Step 4 – Appeal to the President

If the student is not satisfied with the decision of the committee and the recommendations (if any) from the Chief Academic Officer, he/she may appeal in writing within 5 business days from receiving the committee response, to the President (or designee) who will review all documents and renderings to make a final decision for the institution. Decisions will be rendered within 10 business days of receiving the appeal request. Decisions from the President are final.