LPN-RN Track

Admissions Handbook — 2027



RCSJ.edu

Rowan College
SOUTH JERSEY
1400 Tanyard Road, Sewell, NJ 08080

LPN-RN Track

2027

FACT SHEET

Portfolios Accepted: April 19, 2027 – June 17, 2027

Portfolio Deadline: June 17, 2027, 5:00 p.m.

All Admission Decisions Sent: July 8, 2027

The LPN-RN Track is for Licensed Practical Nurses who have an active PN License in good standing who wish to become a Registered Nurse.

- This packet is exclusive for applicants seeking admission into the Fall 2027 LPN-RN Track of the Nursing Program on either the Gloucester or Cumberland Campus
- Applicants may only apply to **one** selective admission program per application cycle
- Applicants may only submit an LPN-RN Track Program portfolio to **one** campus
- Applicants must be 18 years of age as of the first day of the Fall 2027 semester
- All science courses must be taken from 2023–present
- All applicants must provide a copy of their valid PN license in good standing at time of portfolio submission.
- All applicants ***must have graduated*** from an accredited Practical Nursing program.
- Students who do not complete the program within three years must wait three years before reapplying to the Nursing Program.
- All students will be made aware of health requirements upon acceptance to the Program.

Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.

Rowan College SOUTH JERSEY

Nursing and Health Professions

Dear LPN-RN Applicant,

Both the Cumberland and Gloucester Nursing programs continue to be accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

The LPN educational and clinical experience is a valuable asset to the nursing profession. Continuing your education is commendable. The LPN-RN transition course will guide your professional development as you enhance your knowledge. Applicants begin nursing courses in the fall semester, then progress to the second semester of the nursing program. This course of study is designed to be completed in four semesters.

Part of the admission requirement to the nursing program at RCSJ is your attendance at an information session. This is a critical part of not only the application process but your success in the program should you be accepted. The nursing program requirements will be explained, and applicants will have an opportunity to ask and have questions answered.

Graduates from the nursing program at RCSJ earn an Associate in Applied Science degree in Nursing. Upon successful program completion, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) and to apply to a State Board of Nursing for licensure as a Registered Nurse.

Best wishes as you begin the process toward a successful future.

Sincerely,

Dr. S. Hall

Susan Hall, Ed.D., MSN, RN, CNE
Dean, Nursing and Health Professions
Cumberland and Gloucester Campuses

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Disclaimer — The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.

Rowan College
SOUTH JERSEY

Section I:

A.A.S., Nursing, LPN-RN Track
Program Information

- Important Information
- Program Accreditation Status
- State Board of Nursing Requirements for Licensure
- Nursing Programs Standards
- Health Requirements
- Curriculum *(A.A.S., Nursing, LPN-RN Track Program of Study)*
- Nursing (NURS) Course Descriptions
- General Education Courses
- GPA Requirement
- Letter Grades

Important Information

The information in this packet is for applicants planning to enter the
LPN-RN Track Program beginning in September 2027

Portfolios Accepted: *April 19, 2027 — June 17, 2027*

Portfolio Deadline: *Thursday, June 17, 2027, at 5:00 p.m.*

All Admission Decisions Sent on or about: *Thursday, July 8, 2027*

Admissions decisions will be sent to the applicant's RCSJ email account

— IMPORTANT —

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the LPN-RN Track application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.**

Applicants to the program must fulfill all listed admission criteria for both general and selective admissions. While admission is competitive on both campuses, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance to the program.

Admission requirements for the program are subject to change each year. All applicants to the program must meet the requirements of the year in which they apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at *SelectiveAdmissions@rcsj.edu* for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2027 LPN-RN Track Program.

The Rowan College of South Jersey Nursing Program

is approved by
Division of Consumer Affairs
New Jersey State Board of Nursing
124 Halsey Street, P.O. Box 45010
Newark, NJ 07101
973-504-6430
http://www.njconsumeraffairs.gov/nur/pages/default.aspx

2021 New Jersey Board of Nursing
granted Approval until 2028

The Associate of Applied Science (A.A.S.)
degree nursing program is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
acenursing.org

Accreditation Commission for Education in Nursing (ACEN)
Gloucester Campus Year of Initial Accreditation: 1972 | Cumberland Campus Year of Initial Accreditation: 1969

Continuing Accreditation:
Last Evaluation Visit: March 4-6, 2025, | Most Recent Action: August 2025 | Next Evaluation Visit: Spring 2033

The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

New Jersey State Board of Nursing Requirements for Licensure

Applicants to the Nursing Program are advised that State Boards of Nursing regulate licensure for Registered Nurses. Requirements established by the Board of Nursing in the state where the person is seeking licensure must be met before the state will issue a license to practice. To be considered for licensure, all applicants must pass NCLEX-RN.

The New Jersey Board of Nursing Statute N.J.S.A 45:11-26 states, "An applicant for license to practice professional Nursing shall submit to the board evidence in such form as the board may prescribe that said applicant: (1) has attained his or her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs; (3) holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education; (4) has completed a course of professional Nursing study in an accredited school of professional Nursing as defined by the board and holds a diploma therefrom."

(Source: Laws and Regulations, New Jersey Board of Nursing, Division of Consumer Affairs, N.J. Department of Law & Public Safety, revised online 10/26/15 current as of 11/3/20)

The New Jersey Board of Nursing requires information for licensure as a Registered Nurse in New Jersey:

1. Graduation from an approved school of professional Nursing
2. Criminal History Background Check clearance *(N.J.S.A. 45:1-30 et seq)*
3. Status of child support
4. Passing the NCLEX-RN Examination
5. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure

Source: Information for Professional Nurse Licensure by Examination Application Process April 9, 2025.

The New Jersey Board of Nursing is located at 124 Halsey Street, 6th Floor, Newark, NJ. The mailing address is P.O. Box 45010, Newark, NJ 07101.

For complete information, contact:

NJ Board of Nursing: ***www.njconsumeraffairs.gov/nur/Pages/default.aspx***

NJ Application for Licensure: ***www.njconsumeraffairs.gov/nur/Pages/applications.aspx***

Additional information on all State Boards of Nursing is available through the National Council of State Boards of Nursing website: ***ncsbn.org*** on the Nursing Registration link.

Each state Board of Nursing has the right to deny or defer licensure if the applicant does not fulfill all requirements for licensure.

Complaints may be addressed to the Board of Nursing and the ACEN at their respective address.

Program Standards

Students must complete the Nursing Program in three years from the start of the first Nursing course. Students who do not complete the program within three years must wait three years before reapplying to the Nursing Program. A minimum grade of "C+" is required in all NURS courses and Science courses. Other general education courses can have a minimum grade of "C". Students must maintain a cumulative GPA of 2.50 to remain in the Nursing Program. Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II (BIOL 105 and BIOL 106) to progress to 200-level Nursing courses. All NURS courses must be taken in sequence.

Nursing students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Nursing Program of study to advance through the Nursing Program. Course pre-requisites and co-requisites are specified in the RCSJ Academic Catalog. Students who register for college courses must complete prerequisite course requirements before entering the Nursing Program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence, and/or grade requirements will not be able to progress in the Nursing Program.

Medication administration is one responsibility of the student and professional nurse. Students are required to demonstrate competency in calculating medication dosages to ensure safe administration. Errors in calculating dosages pose a threat to patient safety. Students will be instructed and tested in dosage calculation each semester to remain in the program. Each semester, Nursing students are required to demonstrate math competency. Once accepted into the Nursing Program, information on math competency will be provided during the Division Nursing orientation sessions.

- Graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is recommended that students have access to a computer with internet. *(Note: AOL is **not** compatible with many of the applications)* Computers are available to students on the RCSJ campus.

- Nursing students are required to meet specific health standards. **Nursing applicants are notified of comprehensive health requirements upon acceptance to the program.** Health requirements are based on the recommendations of the Center for Disease Control and Prevention *(CDC)* requirements for healthcare providers. **The completed health packet is due no later than September 2, 2027 at 12 p.m.** All blood work should be drawn by **August 19, 2027**. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for all health screening costs.

- Nursing students must maintain current CPR certification while in the Nursing Program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Professional** and is ONLY acceptable through the American Heart Association. **RCSJ offers a one credit course, Healthcare Provider Emergency Response with BLS Certification on both campuses to meet this requirement. Students on both campuses can take EXSI 105.**

- Clinical agencies require criminal history background checks *(CHBC)* for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen. Upon acceptance into the Nursing Program, students must complete the **CHBC and the urine drug screen by the due date of July 22, 2027.** Students are responsible for paying all fees associated with the CHBC.

- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency. *(Source: Rowan College South Jersey's Administrative Rule/Regulation: 8103)*

- If a student is denied the opportunity to participate in the clinical agency as a result of CHBC findings, the student will be dismissed from the Nursing Program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the Nursing Program will be required to complete a comprehensive health packet. The packet consists of medical clearance from a licensed health care provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move immobile patients.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate medical equipment.
- Ability to communicate effectively in a timely manner related to speaking, writing and reading.
- Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks and manipulate medical equipment.



Curriculum (Program of Study)

Rowan College of South Jersey Division of Nursing and Health Professions
Graduation Control Sheet

Nursing, LPN-RN Track Program — Gloucester/Cumberland Campuses

Associate in Applied Science *(A.A.S.)*

This program combines general education with nursing courses to prepare currently Licensed Practical Nurses for entry-level nursing practice. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) and to apply to a Board of Nursing for licensure as a Registered Nurse. The Nursing program is accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing.

The following courses must be completed prior to application for the LPN-RN Track Program		Credits
_____ ENGL 101	English Composition I	3
_____ BIOL 105	Anatomy & Physiology I	4
_____ PSYC 101	General Psychology	3
		10
Fall Semester		
_____ NURS 113	LPN to RN Bridge	4
Additional nursing credits are granted upon completion of LPN to RN Course		3
		7
Spring Semester		
_____ ENGL 102	English Composition II	3
_____ BIOL 106	Anatomy & Physiology II	4
_____ NURS 120	Nursing II	9
_____ NURS 121	Nursing II Lab	1
		17
SECOND YEAR — Fall Semester		
_____ BIOL 203	Microbiology	4
_____ NURS 230	Nursing III	8
_____ NURS 231	Nursing III Lab	1
		13
Spring Semester		
_____ NURS 240	Nursing IV	7
_____ NURS 245	Transition to Practice	4
_____ NURS 210	Nursing Global Issues and Trends	2
		13
	Total Minimum Credits:	**60**

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any NURS courses. Admission packets are available online on the Selective Admissions website.

Clinical agencies require criminal history background checks *(CHBC)* and urine drug screening *(UDS)* for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the Nursing Programs. CHBC and UDS results are sent to the clinical agencies, who have the sole discretion to decide if the student may engage in patient care at the agency. If a student is denied the opportunity to participate in the clinical agency as a result of the findings of the CHBC and UDS, the student will be dismissed from the Nursing Program.

Students must satisfactorily complete all 100-level Nursing courses and Anatomy & Physiology I and II to progress to 200-level Nursing courses. Students who do not meet pre-requisite and co-requisite course requirements, and/or grade requirements will not be able to progress in the Nursing Program.

Students must complete the Nursing Programs in three years from the start of the first Nursing course. Students who do not complete the program within three years must wait three years before reapplying to the Nursing Programs. A minimum grade of "C+" is required in all Nursing courses and Science courses. A minimum grade of "C" is required in all other general education courses.

CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 9/2027

Nursing *(NURS)* Course Descriptions

LPN to RN Bridge NURS 113..... 4 credits

This course introduces the Licensed Practical Nurse to the role of the registered professional nurse and is the foundation for all subsequent nursing courses. The nurse's role in promotion, maintenance and restoration of health is explored within the context of a research and practice-oriented profession in addition to teamwork, collaboration, and effective communication. Nursing trends, the teaching learning process and the art and science of caring are discussed. Legal and ethical aspects of the profession are explored. A component of this course will familiarize the student with technology utilized within RCSJ and the Nursing Program. ***NOTE: Upon successful completion of NURS 113 LPN-RN students will matriculate into generic track.***

Nursing II NURS 120 ..... 9 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will implement evidence-based practice to provide safe and effective care to adults and childbearing and childrearing families. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are utilized to provide care in a variety of healthcare settings.

Nursing II Lab NURS 121 ..... 1 credits

This course builds on acquired knowledge and learned behaviors and requires the demonstration of clinical Nursing skills necessary for student progression. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing III NURS 230 ..... 8 credits

This course builds on previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. Students will collaborate with a variety of healthcare team members to provide safe and effective care to patients across the lifespan and includes an emphasis on mental and behavioral well-being. Concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan are incorporated to provide care in a variety of healthcare settings.

Nursing III Lab NURS 231 ..... 1 credit

This course focuses on the performance of complex advanced Nursing skills necessary for student progression. The expansion of knowledge and behaviors is integrated. Laboratory exercises incorporate real world situational experience with healthcare professionals on the College campus.

Nursing Global Issues and Trends NURS 210 ..... 2 credits

This course focuses on current Nursing issues and trends with a global perspective. Topics include the evolution of Nursing practice, leadership strategies and clinical decision-making skills based on ethical and legal principles of care.

Nursing IV NURS 240 ..... 7 credits

This course incorporates all concepts of previously acquired knowledge and learned behaviors of health, wellness promotion and disease prevention. The student learns to analyze, synthesize and evaluate complex and advanced concepts from pharmacology, nutrition, pathophysiology and safety across the lifespan. Clinical activities are in a variety of healthcare settings.

Transition to Practice NURS 245..... 4 credits

This course focuses on integration of knowledge, continued development of clinical judgment and life-long learning. It provides students with an opportunity for a concentrated capstone clinical experience in a selected area with an individual Registered Nurse Preceptor. Learning through experience is emphasized while preparing students for transition to Registered Nurse practice.

General Education Courses, GPA and Letter Grades

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the Nursing Program. Please note enrollment in general education courses at the College does not guarantee acceptance to the LPN-RN Track Nursing Program. Any general education (non-NURS) courses can be taken prior to program application. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement if the total score is equal to or greater than the ACE Recommended Credit-Granting Score.

For more information and arrangements to take a CLEP subject exam please contact the RCSJ Gloucester Testing Center at 856-415-2268 or email *ssc@rcsj.edu* or contact the RCSJ Cumberland Testing Center at 856-200-4648 or email *testing@cc.rcsj.edu*.

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Gloucester Campus and Cumberland Campus students can take HPRF 102, Medical Terminology (3 credits). This course provides students with a working vocabulary of medical terms.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College which will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet. Gloucester Campus and Cumberland Campus students can take CISM 101, Introduction to Computers (4 credits).

Math skills, including algebraic equations, are essential to succeed in the Nursing Program. Students interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

GPA Requirement

A cumulative grade point average of at least 2.50 is required for consideration for admission into the program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from your last school of attendance.

There is no rounding of the cumulative GPA. The cumulative GPA is calculated to the hundredth digit.

- **Example:** a 2.49 GPA is not considered a 2.50
- **Example:** a 2.578 GPA will be a 2.57

Attention Current RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.50 or higher to start the Nursing Programs. At the time of application, if prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.50 or higher, please contact your Academic Advisor for options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the LPN-RN Program that requires a minimum grade of "C+." For more clarification on this policy, students can contact *SelectiveAdmissions@rcsj.edu.*

Rowan College SOUTH JERSEY

Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester & Cumberland Campuses
- Portfolio Requirements
- Selective Admissions Ranking Criteria
- 2027 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Credits
- Science Course Transfer Policies
- Verification of Instruction Method Information

Frequently Asked Questions

Q: How many students do we accept per year?

A: The number of seats at both campuses varies per year based on clinical site availability, faculty availability, and current program enrollment. There is no set number of seats per year for either the Gloucester or Cumberland Campus.

Q: Do you have a rolling deadline?

A: The portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admission decisions are made after the deadline.

Q: Can I apply to both campuses for Nursing?

A: No. Students must choose one campus to submit their portfolio. Students who submit a portfolio to both campuses for the 2027 LPN-RN Programs will be immediately disqualified for entry on both campuses.

Q: Do I have to have all of my prerequisite courses completed before applying?

A: Applicants must complete the three required prerequisite courses with minimum required grades, plus demonstrate college level placement in mathematics, prior to portfolio submission. Any general education course can be taken prior to application to the LPN-RN Track Program.

Q: If I score below the minimum requirements/don't meet the requirements outlined, can I still apply & be accepted?

A: No. All applicants must meet minimum general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

Q: Admissions has all of my transcripts on file, is it necessary to include them in my portfolio?

A: Yes, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript only if the Admissions office does not have a copy on file.

Q: I finished all of the general education courses in the AAS Nursing curriculum. Does this mean I can finish the program sooner?

A: No. The NURS courses must be completed in the order they are written on the Program of Study.

Q: Can I apply to both the LPN-RN Track program and the Generic RN program?

A: Yes. Since the LPN-RN Track and generic Nursing programs run on separate application cycles, students with an active PN license can apply to both programs. Students with their PN license should note their PN license cannot be applied to the Generic Nursing program.

Q: I want to apply for the "3+1" program. Do I have to fill out another application or am I automatically applying for it?

A: "3+1" is a track of Rowan University's RN-BSN program. Students become eligible for the program when they are accepted to the A.A.S. Nursing Program. Enrollment in "3+1" usually starts in the student's third or fourth semester of the Nursing Program.

Q: Do I need to take the HSRT-AD exam if I have an advanced degree or have taken the HESI or TEAS?

A: The HSRT-AD exam is required for all applicants and is non-negotiable. Previous HESI and TEAS scores are not considered nor accepted for admissions ranking. HSRT-AD scores do not expire for the 2027 LPN-RN Track program.

Q: I am transferring from another school. Will you accept my credits?

A: General education courses may be eligible to transfer to the LPN-RN Track Program. Transfer students should have their transfer credits evaluated prior to submitting a Nursing portfolio. Please find more information on page 21 and 22 of this packet.

Q: Is the time limit just on the lab science or does that also apply to general education classes?

A: Science courses must be no older than four years from point of entry to the LPN-RN Program. All other general education classes do not expire.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA for selective admissions ranking purposes is taken from the institution the applicant either currently attends or most recently attended. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined, and only the most recent cumulative GPA is used.

Q: I met or exceeded all minimum requirements, so that means I am accepted, right?

A: No. Admission to the Generic Nursing Program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 15). Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process — Overview

All selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy.

Both application processes must be completed correctly at the designated campus in order for your Nursing application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.

Note: *Personal letters of recommendation and character references are* ***not*** *considered toward admission.*

STEP 1
General Admission

General Admission is the first step of application to the Nursing Program. This process will provide students with acceptance to the College, but not to the Nursing Program. Students must complete a General Admission application for the campus they wish to attend to complete the Nursing Program **prior** to submitting a Nursing portfolio.

If there are questions regarding application status or an application is needed, contact the Admissions Office on your designated campus:

Gloucester: 856-415-2209

Cumberland: 856-200-4685

1. Complete and submit a general admission application to your designated campus online at ***RCSJ.edu/Apply***. Indicate on the application the intention to apply to the Nursing Programs.
   - Gloucester Campus and Cumberland Campus applicants should declare ***A.A.S. Health Science*** as their intended major

   Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Program.

2. Students must submit an official copy of their high school transcript documenting high school graduation *(or earned GED)* to the Admissions Office. This is **mandatory** for all applicants, regardless of additional degrees earned.

3. Satisfy the RCSJ Placement Test requirement based on one of the following:
   - meet exemption criteria *(Subject to change and specific to intended campus)*
   - test above the remedial level in all areas
   - complete all required remediation **prior** to applying to the Nursing Program

STEP 2
Selective Admission Portfolio

The 2027 LPN-RN Track Portfolio can be found at ***RCSJ.edu/SelectiveAdmissions***

Once submitted, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio

A complete portfolio consists of the following documents:

1. **Portfolio Checklist**
2. **2027 LPN-RN Track Application**
3. **Information Session Proof of Attendance Email** *(Email sent to students 1-2 business days after session) (see page 16 for dates)*
4. **General Admissions Completion Form** *(Signed by RCSJ Admissions)*
5. **Signed Portfolio Submission Agreement**
6. **Completed Ranking Scoresheet**
7. **Verification of Instruction Method Form (if applicable)**
8. **HSRT-AD Test Scores** *(in sealed envelope) (**must** request from the Testing Center campus where you tested)*
9. **Copy of current PN license in good standing.**
10. **Official transcript from high school *(If applicable) (must obtain from high school and be in a sealed envelope) (see page 21)***
11. **Official transcripts from ALL colleges attended*** *(**must** obtain from each college and be in a sealed envelope) (see page 22)*

Note: *If accepted into the program, applicable college credits will automatically be transferred*

**RCSJ transcript can be unofficial*

General Admission — Gloucester Campus

This section is for applicants who need to complete a general admissions application to the Gloucester Campus prior to submitting their Gloucester Campus Nursing portfolio.

Step 1: Apply and Submit Official Documents

A. Complete the free online application at ***RCSJ.edu/Apply***

- **New** students are recommended to declare **A.A.S. Health Science** as their course of study.
- **Current** students do not need to reapply to the College but should verify application status with the Admissions Office and verify their contact information *(including mailing address, telephone number and email)* are current with the Student Records office.
- **Returning** students *(who have not attended the college in 1 or more years)* will need to complete a new application.
- **Graduating HSOP Students** *(class of 2027)* and **Visiting *(Non-Matriculated)* Students** will need to complete an application to the college as a new, degree seeking student.
- **Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Program.**

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Gloucester Admissions Office via the office email address: *admissions@rcsj.edu*. Transcripts must be issued directly from the institution. High school completion credentials are **mandatory** for all applicants.

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (like the LPN-RN Track program) must satisfy the College's traditional placement testing requirements prior to submission of a Nursing portfolio.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Testing Center website: ***RCSJ.edu/student-services/campus-services/testing-services/***

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Please Note: Applicants must fulfill placement test requirements to their intended campus, as test exemption criteria may vary. Responsibility for completing general placement testing requirements lies with the applicant.

General admission application status and placement test exemption status is verified through the General Admissions Completion Form. This form must be completed and signed by an RCSJ admissions representative on your intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: ***RCSJ.edu***

Phone: 856-415-2209
Email: *admissions@rcsj.edu*

Testing Center: ***RCSJ.edu***

Phone: 856-415-2268
Email: *ssc@rcsj.edu*

Selective Admissions, Gloucester:
RCSJ.edu/SelectiveAdmissions

General Email: *SelectiveAdmissions@rcsj.edu*

Contact information is accurate at time of publication

General Admission — Cumberland Campus

This section is for applicants who need to complete a general admissions application to the Cumberland Campus prior to submitting their Cumberland Campus Nursing portfolio.

Step 1: Apply and Submit Official Documents

A. Complete the free online application at ***RCSJ.edu/apply***

- **New** students are recommended to declare **A.A.S. Health Science** as their major.
- **Current** students do not need to reapply to the College, but should verify application status with the Admissions Office and verify their contact information *(including mailing address, telephone number and email)* are current with the Student Records office.
- **Returning** students *(who have not attended the college in 1 or more years)* will need to complete a new application.
- **Graduating HSOP Students** *(class of 2027)* and **Visiting (Non-Matriculated) Students** will need to complete an application to the college as a new, degree-seeking student.
- **Designation as a potential Nursing applicant does not guarantee nor imply special consideration for acceptance to the Nursing Programs.**

B. Send official high school transcript or high school equivalency documents and any college transcripts to the Cumberland Admissions Office via the office email address: *admissions@cc.rcsj.edu.* Transcripts must be issued directly from the institution. High school completion credentials are **mandatory** for all applicants.

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (like the LPN-RN Track Program) must satisfy the College's traditional placement testing requirements prior to submission of a Nursing portfolio.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about exemption criteria can be found on the Testing Center website: ***RCSJ.edu/student-services/campus-services/testing-services/***

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Please Note: Applicants must fulfill placement test requirements to their intended campus, as test exemption criteria may vary. Responsibility for completing general placement testing requirements lies with the applicant.

General admission application status and placement test exemption status is verified through the General Admissions Completion Form. This form must be completed and signed by an RCSJ admissions representative at their intended campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office:

RCSJ.edu/apply

Phone: 856-200-4685

Email: *admissions@cc.rcsj.edu*

Testing Center: ***RCSJ.edu***

Phone: 856-200-4648

Email: *testing@cc.rcsj.edu*

Contact information is accurate at time of publication

Selective Admission Portfolio Requirements

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the Nursing portfolio.

Each Nursing applicant is required to gather all documentation listed on the checklist *(page 25)* and present it to the Admissions Office of your designated campus as a completed portfolio. Once submitted, the portfolio is a final document and property of the College. **Applicants may not add, remove or edit their portfolio once submitted to the College.**

All documentation must be submitted in a large manila envelope to the intended campus no later than June 17, 2027, at 5 p.m. Late submissions are not considered for admission.

The following items are REQUIRED for all applicants to the LPN-RN Program at time of portfolio submission:

1. Completed General Application to Intended Campus

- General Application *(completed and submitted online at **RCSJ.edu/Apply**)*
- Submission of High School Transcript
- Satisfied Placement Test Requirements on Intended Campus

2. Attended one Information Session for the 2027 LPN-RN Track Program

- Proof of attendance email must be printed and included in portfolio
- Information sessions for the Generic Nursing program and Practical Nursing program are not valid

3. Submission of official HSRT-AD Exam scores
(must be in sealed envelope from Testing Center where you took the exam)

4. Completion of the following forms in the 2027 LPN-RN Track Portfolio:

- 2027 LPN-RN Track Portfolio Checklist
- 2027 LPN-RN Track Admissions Ranking Score sheet
- 2027 LPN-RN Track Application
- General Admissions Completion Form
- Portfolio Submission Agreement
- Verification of Instruction Method Form, **if applicable** (if in-person A&P courses were completed at another College)

5. Submission or Resubmission of ALL official college transcripts, if applicable
(in sealed envelopes obtained from institution)

- RCSJ Transcript should be unofficial.
- Printed copies of electronic transcripts are not considered official
- Applicants must include a transcript showing a graduation date from an accredited Practical Nursing program.

6. Submission or Resubmission of official high school transcript, if applicable *(in sealed envelope obtained from high school) Not required if official copy is on file with general admissions office.*

7. Copy of current PN License in good standing *(photocopy is acceptable)*

Note: The portfolio is considered complete at the time of submission when all General and Selective Admissions requirements are satisfied.

Selective Admission Ranking Criteria

Value of Points Toward Admission Ranking	
	— IMPORTANT — All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in **all** areas to be considered eligible. **Meeting or exceeding minimum requirements in one or more areas does not guarantee acceptance.**
33.33%	**Health Science Reasoning Test—Associate Degree (HSRT-AD) Exam** Previous HESI and TEAS scores **not accepted.** ***No Rounding of Scores Accepted.*** Scores from only one attempt may be submitted for admission. **Minimum Composite Score: 77**
28.33%	**Science Course Requirement** Must be taken from 2023–present **Final grade received must be equivalent to a "C+" or better** *The highest completed science grade of "C+" or better submitted will be used for admission ranking* **Applicants will choose one of the following options for admissions ranking purposes:** **A. Anatomy and Physiology I with Lab** College level only/equivalent to RCSJ's BIOL 105 **OR** **B. Anatomy and Physiology II with Lab** College level only/equivalent to RCSJ's BIOL 106 • Applicants transferring Anatomy I, Anatomy II, and/or Microbiology from another college should verify transferability well before submission of their portfolio
5%	**In-Person Science Course** *Only applicable for Anatomy & Physiology I and Anatomy & Physiology II* Applicants are **not required** but **highly encouraged** to complete Anatomy I and/or Anatomy II in an in-person format. Must be taken from 2023–present Must be fully face-to-face (no hybrid)
33.34%	**Cumulative GPA Requirement** **Minimum Cumulative GPA: 2.50** Verified from official transcript from school the applicant currently attends or most recently attended at time of portfolio submission. ***No Rounding of GPA Accepted.*** **GPA will be calculated to the hundredth digit.**
	Required, but not a Ranking Factor: **Prerequisite Courses:** The following courses **MUST** be completed at time of portfolio submission with minimum required grades: • **ENGL 101** English Composition I *("C" or better final grade)* • **PSYC 101** General Psychology *("C" or better final grade)* • **BIOL 105** Anatomy and Physiology I *("C+" or better final grade)* ***WHILE NOT A REQUIREMENT, BIOL 106 IS HIGHLY RECOMMENDED TO BE COMPLETED OR IN-PROGRESS AT TIME OF APPLICATION.*** Current PN License: All applicants must hold an active PN license in good standing at time of portfolio submission. All applicants must graduate from an accredited Practical Nursing program.

LPN-RN Track Information Sessions

All LPN-RN Track Information Sessions will be held through Zoom webinar.

Information sessions are held annually for prospective applicants to learn about the current application procedures and to allow an opportunity to ask and have questions answered.

- Attendance at one information session is **mandatory** in order to apply to the 2027 LPN-RN Track Program and must be completed prior to submission of the portfolio.
- Portfolios submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.
- **Advance registration is required for each information session.**
  - Links to register will open one month prior to the session date and close a half-hour prior to the session start time.
  - Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.
  - Attendees must join the session using the link they received in their registration confirmation email to join — do not use a link forwarded to you by another attendee.

To register for an information session, please visit:

RCSJ.edu/admissions-aid/steps-to-enroll/selective-admissions/lpn-rn-selective-admissions/

2027 LPN-RN Program Information Sessions		
Wednesday	February 3, 2027	6:00 p.m.
Thursday	March 11, 2027	3:00 p.m.
Monday	April 12, 2027	10:00 a.m.
Tuesday	May 18, 2027	3:00 p.m.
Monday	June 14, 2027	6:00 p.m.

**This is the FINAL information session for the 2027 LPN-RN Track Program. Additional information sessions will not be scheduled after this date.*

Information session dates and times are accurate at time of publication. All updates will be posted on the Selective Admissions website for both campuses.

LPN-RN Track Information Sessions *(continued)*

What to Expect at Your Information Session

Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: ***https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar***
- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited. ***Please plan accordingly!***
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet do so at their own risk.

3 Informational Segments

- **Admissions:** Representatives from both Gloucester and Cumberland campuses will review the two-step application process for the LPN-RN Track Program
- **Program:** Representatives from the Nursing Programs will review Nursing Programs' information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either "live on-air" at the end of the information session or privately by one of the panelists in attendance.
  - Questions may also be submitted ahead of the session to *SelectiveAdmissions@rcsj.edu*

Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A proof of attendance email* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their 2027 LPN-RN portfolio.

  **This email, sent from SelectiveAdmissions@rcsj.edu, may arrive 1–3 business days after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the 2027 LPN-RN Track Program.

Information sessions for the Generic Nursing program and the Cumberland Campus LPN and program are not valid for the LPN-RN Track Program.

Orientation and individual appointments with Admissions staff or Advisement staff do not count as LPN-RN Track information sessions.

Health Science Reasoning Test — *Associate Degree* (HSRT-AD)

About the Exam

The Health Science Reasoning Test – Associates Degree (HSRT-AD) is a multiple-choice test specifically designed for two-year and certificate programs. The HSRT-AD is an online test administered in a timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios in clinical and professional practice contexts with information provided in text-based and diagrammatic formats.

HSRT-AD questions ask test takers to apply their skills in order to:

- Make interpretations
- Analyze information
- Draw inferences and warranted inferences
- Identify claims and reasons
- Evaluate the quality of arguments

All applicants are required to earn a minimum score of 77 to apply to the 2027 LPN-RN Track Program

Note: *Submitted HSRT-AD scores below the minimum required score will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance.*

Students can prepare for the test by accessing sample questions available at:
Insightassessment.com/article/sample-thinking-skills-questions

HSRT-AD Testing Logistics

- Students are not permitted to test more than three times per application cycle.
- There is no required waiting period between the three HSRT-AD attempts during an application cycle.
- HSRT-AD scores do not expire.
- The HSRT-AD is computerized and timed *(will not exceed an hour).*
- The cost of the HSRT-AD is ***$50 (fee subject to change).***
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took the exam in their Nursing portfolio.

HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland campus. Exams taken at another institution will not be acceptable for admission.

Testing dates may vary at each campus. It is the applicant's responsibility to confirm their registration and payment at the Testing Center offering their selected test date.

RCSJ's Testing Centers

Cumberland Campus
3322 College Drive
Vineland, NJ 08360
testing@cc.rcsj.edu

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
ssc@rcsj.edu

HSRT-AD Registration — Gloucester Campus

- Registration must be completed in-person at the Testing Center where you plan to take the exam.
- Gloucester Campus Testing Center is in the Student Services Building, Room 1162.
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

Gloucester Campus HSRT-AD Test Dates 2026-2027			
Date of Test		**Regular Deadline $50** (subject to change)	**Late Deadline $65** (subject to change)
Monday	11/9/2026	Monday, October 26th, 2026	Friday, November 6th, 2026
Thursday	11/19/2026	Thursday, November 5th, 2026	Wednesday, November 18th, 2026
Wednesday	12/2/2026	Wednesday, November 18th, 2026	Tuesday, December 1st, 2026
Tuesday	12/15/2026	Tuesday, December 1st, 2026	Monday, December 14th, 2026
Friday	1/15/2027	Wednesday, December 23, 2026	Thursday, January 14th, 2027
Monday	1/25/2027	Monday, January 11th, 2027	Friday, January 22, 2027
Tuesday	2/9/2027	Tuesday, January 26th, 2027	Monday, February 8th, 2027
Wednesday	2/17/2027	Wednesday, February 3rd, 2027	Tuesday, February 16th, 2027
Friday	2/19/2027	Friday, February 5th, 2027	Thursday, February 18th, 2027
Monday	2/22/2027	Monday, February 8th, 2027	Friday, February 19th, 2027
Wednesday	2/24/2027	Wednesday, February 10th, 2027	Tuesday, February 23rd, 2027
Friday	3/12/2027	Friday, February 26th, 2027	Thursday, March 11th, 2027
Tuesday	3/23/2027	Tuesday, March 9th, 2027	Monday, March 22, 2027
Monday	4/5/2027	Monday, March 22nd, 2027	Friday, April 2nd, 2027
Thursday	2/22/2027	Thursday, April 8th, 2027	Wednesday, April 7th, 2027
Wednesday	5/12/2027	Wednesday, April 28th, 2027	Tuesday, May 11th, 2027
Tuesday	5/25/2027	Tuesday, May 11th, 2027	Monday, May 24th, 2027
Wednesday	6/2/2027	Wednesday, May 19th, 2027	Tuesday, June 1st, 2027
Tuesday	6/8/2027	Tuesday, March 25th, 2027	Monday, May 7th, 2027
Wednesday	6/16/2027	Wednesday, June 2nd, 2027	Tuesday, June 15th, 2027

Fees and dates subject to change

Contact Information *(Gloucester Campus)* • Address: 1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162
Email: ssc@rcsj.edu • Phone: 856-415-2268

HSRT-AD Registration — Cumberland Campus

- Registration for a Cumberland campus date may be completed in-person at the Testing Center or by emailing *testing@cc.rcsj.edu.*
- Cumberland Campus Testing Center is in Arpino Building, 1st Floor, Testing Lab *(#4 on Campus Map)*
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.
- Regular Registration deadline is 2 weeks before the exam date. $15 will be added to the exam fee after the deadline.
- There is a $15 rescheduling fee.

Cumberland Campus HSRT-AD Test Dates 2026-2027		
**Fees subject to change based on company pricing.*		
**Dates subject to change due to Development Days, emergency college closures, etc.*		
**Regular deadline is 2 weeks before the exam date. Add $15 to the exam fee after the deadline.*		
**There is a $15 rescheduling fee.*		
Date of Test		**Regular Deadline ($50) *Add $15 to exam fee after this date**
Wednesday	11/4/2026	10/21/2026
Thursday	11/5/2026	10/22/2026
Wednesday	12/2/2026	11/18/2026
Thursday	12/3/2026	11/19/2026
Wednesday	1/27/2027	1/13/2027
Thursday	1/28/2027	1/14/2027
Wednesday	2/17/2027	2/3/2027
Thursday	2/18/2027	2/4/2027
Wednesday	2/24/2027	2/10/2027
Thursday	2/25/2027	2/11/2027
Thursday	3/4/2027	2/18/2027
Thursday	4/1/2027	3/18/2027
Thursday	5/6/2027	4/22/2027
Thursday	6/3/2027	5/20/2027

Fees and dates subject to change

Contact Information *(Cumberland Campus)* • 3322 College Drive, Vineland, NJ 08360 • Arpino Building, 1st Floor, Testing Lab
Email: *testing@cc.rcsj.edu* • Phone: 856-200-4648

RCSJ Placement Test

All applicants to the LPN-RN Track Program must demonstrate college-level placement in reading, writing and math prior to submission of their portfolio.

Applicants will submit a completed General Admissions Completion Form to verify exemption from or completion of placement test requirements. The form must be completed by the applicant and an Admissions representative from the student's intended campus *(ex: a Gloucester Nursing form will need to be signed by a Gloucester admissions representative).* Once both sections are completed and signed, the student can submit it in the portfolio.

Placement test exemption criteria may vary between campuses. Applicants are responsible for ensuring they meet or exceed placement test requirements on their intended campus prior to submission of a Nursing portfolio. Unless students meet one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or better at RCSJ.

Questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268 *(Gloucester)* or 856-200-4648 *(Cumberland)*.

Any questions about exemption from taking the RCSJ Placement Test or getting the General Admissions Completion Form signed, contact the Admissions Office at 856-415-2209 *(Gloucester)* or 856-200-4685 *(Cumberland)*

Transcripts

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included in the portfolio.

Applicants are encouraged to contact the Admissions office for clarification on which transcripts may need to be submitted or resubmitted**. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the LPN-RN Track program.**

High School Transcripts

For general admission to RCSJ *(step 1, page 10)*, submission of an official copy of the student's high school transcript documenting high school graduation *(or earned GED)* is **mandatory** for all applicants, including those who may have earned additional college degree(s).

Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for Nursing admissions ranking, and have already submitted their official high school transcript to the Admissions office, do not need to resubmit their high school transcript in the portfolio. International high school transcripts must be evaluated and submitted to the Admissions Office prior to submitting the Nursing portfolio.

RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will submit an unofficial RCSJ transcript in their portfolio. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

Current RCSJ students planning to apply to the other campus (ex. a Gloucester campus student submitting a Nursing portfolio to Cumberland campus) may be asked to provide an official copy of their transcript if accepted to the program for transfer credit evaluation purposes.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of their high school transcript and a course-by-course evaluation of their college transcript(s). International transcripts must be evaluated by any of the following organizations:

- NACES ***(naces.org)***
- IEEES, Inc. ***(edevals.com)***
- FCSA ***(foreigncredentials.org)***,
- WES ***(wes.org)***
- SpanTran ***(SpanTran.com)***

More information is available on the Gloucester campus international student website: ***RCSJ.edu/admissions-aid/future-students/international-students/***. Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at *ckulisek@rcsj.edu* or 856-681-6273

Transcripts *(continued)*

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted for Nursing admission ranking requirements is acceptable prior to submission of the Nursing portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the Nursing portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: ***RCSJ.edu/admissions-aid/future-students/transferring-to-rcsj/***

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the LPN-RN Track Programs. Applicants who are currently enrolled or were previously enrolled in another college's Generic Nursing (RN) Programs should be advised that those Nursing courses cannot transfer to the RCSJ Nursing Programs.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of both Anatomy and Physiology and Microbiology that **may not be equivalent** to the Anatomy and Physiology and Microbiology courses at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well ahead** of the portfolio deadline.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or better for coursework in the LPN-RN Track Programs that requires a minimum grade of "C+." For more clarification on this policy, students can contact *SelectiveAdmissions@rcsj.edu.*

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college, and students enrolled in high school dual credit programs.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their Nursing portfolio. **The transcripts must be official, physical copies generated directly from the institution.**

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (National Student Clearinghouse, Parchment, etc.) must request a physical copy be mailed to their personal address, not RCSJ, to place in the portfolio. Copies of electronic transcripts printed by the applicant are not considered official copies.

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion is permissible before submission of the portfolio.**

It is the applicant's responsibility, not the institution's, to ensure transcripts are requested in time to be placed in the portfolio. Letters cannot be used in place of transcripts for schools that are closed. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (exception: RCSJ transcripts) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for admission.**

Please contact the Admissions Office on your intended campus with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474 Cumberland: 856-200-4685

Science Course Transfer Policy

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. **Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours** and provide a letter grade.

For more information, or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-681-6273. NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at ***njtransfer.org***

Verification of Instruction Method

Applicants who use a fully in-person (not hybrid or online) Anatomy & Physiology 1 or Anatomy & Physiology 2 course for LPN-RN admissions ranking purposes will receive an extra point when being ranked.

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey do not include Verification of Instruction Method in their portfolio. Admissions Staff will be able verify the format of courses completed at RCSJ through the RCSJ Registrar Office.

Students who choose to use online or hybrid courses for admissions ranking purposes do not include Verification of Instruction Method in their portfolio

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission.

Verification of Instruction Method Form* *(if applicable)*

**Only required for A&P courses taken at another college.*

- For students who took Anatomy I and/or II at another college
- Completed by instructor of the course or college representative (registrar, department head, etc.)
- Confirms in-person delivery method of course

It is the student's responsibility to obtain this information and provide it in the portfolio. It is **highly** recommended to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. The extra point for admissions ranking purposes will not be awarded if this information is not included.

For more information, or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 8207 or call 856-681-6273. NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey college. Visit the NJ Transfer website at ***njtransfer.org***