ADVANCEMENT GUIDE

Spring 2022 Traditional Prelicensure Clinical Nursing Program
Spring 2022 Accelerated BSN

COMPLETE APPLICATION MATERIALS DUE BY:

Wednesday, September 1, 2021 by 11:59 PM

Revised July 2021
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Introduction and Overview

This advancement guide is designed to help prospective students through the application process into Arizona State University’s clinical nursing programs starting in spring 2022 at the Edson College of Nursing and Health Innovation. This guide contains information on applying to the following clinical nursing programs: the Traditional Prelicensure Clinical Nursing Program and the Accelerated BSN. Applicants should review this document carefully to ensure understanding of the advancement process and requirements for each of the clinical nursing programs for which they plan to apply.

The **Traditional Prelicensure Clinical Nursing Program** is a four semester (fall, spring) program and requires completion of 15-16 credit hours per semester, including theory, lab and clinical rotations.

The **Accelerated BSN** is a 12-month, full-time program. The program requires 50 credit hours of nursing coursework over three consecutive terms (fall, spring and summer), including theory, lab and clinical rotations.

Students are encouraged to treat participation in either program track as equivalent to the demands of full-time employment. There are many settings in which nursing students gain experience — hospitals, nursing homes, public health and community agencies, private homes, school settings, and clinics. Clinical rotations will take place at various sites. Students are responsible for providing their own transportation to clinical locations. Clinical and classroom experiences may be scheduled during the daytime, evening or on weekends seven days a week, and may be for as long as 12-hour time periods. Students can expect their clinical schedules to vary each semester, and even within semesters. Because clinical placement is not determined until each semester begins, it is not possible for faculty or staff to inform students of their clinical schedule in advance. Due to the high demand and limited supply of clinical practice experiences, we require flexibility in scheduling these learning experiences.

Following successful completion of either clinical nursing program, a student will earn a Bachelor of Science in Nursing (BSN) and will be eligible to sit for National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Edson College of Nursing and Health Innovation prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state-to-state, we recommend that you visit Professional Licensure ([asuonline.asu.edu/about-us/licensure](asuonline.asu.edu/about-us/licensure)) to determine the requirements of individual state licensures or national certifications.

In addition to tuition and fees set by the university, students in all clinical nursing programs are subject to program fees each semester. Students may estimate tuition and fees at the following link: [students.asu.edu/tuition](students.asu.edu/tuition).

This cycle, applicants have **two** cohort options:

<table>
<thead>
<tr>
<th>Clinical Program</th>
<th>Start Date</th>
<th>Program Type</th>
<th>Location</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated BSN</td>
<td>Spring 2022</td>
<td>12 months (Year-Round)</td>
<td>Phoenix, AZ</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring, Summer, Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Prelicensure Clinical Nursing Program</td>
<td>Spring 2022</td>
<td>24 months (Academic Year)</td>
<td>Phoenix, AZ</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring, Fall, Spring, Fall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Traditional Prelicensure Clinical Nursing Program

**Required Courses**
There are 17 prerequisite courses (also referred to as critical courses) that students must complete to be eligible for advancement. Refer to Appendix A for a list of course requirements and policies.

**Advancement Pathways**
Students earn advancement into the Traditional BSN two ways: through direct admission or through the competitive application process. Students who are directly admitted into the nursing major must meet specific standards each semester to maintain guaranteed advancement into the Traditional BSN program. Remaining spaces – or those spaces not filled by direct admission students – are earned through the competitive application process. There is no guarantee that there will be remaining spaces available through the competitive process.

**Direct Admission**
Some applicants earned direct admission status upon entering ASU as a first-year nursing major. These students must meet continuing eligibility criteria each semester to maintain this status. If direct admission is retained throughout the advancement process, these students are guaranteed placement into the clinical nursing program. Advancement of qualified direct admission students will take place within one year of the semester in which all 17 critical courses are completed. Direct admission students are required to submit a Clinical Nursing Advancement Application and are not guaranteed their first cohort preference. In the event that more direct admission students request placement in a specific cohort than spaces are available, placement will be determined by random selection.

**Continuing Eligibility Criteria**
- Enroll in the courses following the published course sequence on the major map.
- Courses taken at institutions other than ASU, during the required semester, must have the grades recorded on the ASU system by the final grading deadline (degree conferral dates) per the ASU Academic Calendar.
- 3.50 minimum critical (prerequisite) course GPA each semester.
- Grades of C or better in critical (prerequisite) courses.
- Successful completion of all Health and Safety Requirements.

**Test of Essential Academic Skills (TEAS)**
While direct admission students are not required to take the TEAS, opting to complete the exam may provide a safeguard if a student is concerned about meeting the 3.50 semester GPA requirement by the end of fall 2021. By opting to take the TEAS before the application deadline, a direct admission student may still be considered a competitive applicant should their GPA drop below a 3.50 critical course GPA in fall 2021. Students can review specific TEAS requirements in Appendix C. If a student loses direct admission and opted to take the TEAS, they can be considered a competitive applicant using the Advancement Score Calculation. If the calculated advancement score is higher than the lowest score advanced for the cycle, the student may retain their space, although they may not receive their same cohort placement. If the calculated advancement score is not higher than the lowest score advanced, however, the student will forfeit their space.
Competitive Application Process

After direct admission students are placed into the program, any remaining spaces will be offered to competitive applicants with the highest advancement scores. The advancement score calculation is 50% Select GPA and 50% Test of Essential Academic Skills (TEAS) score. At this time, no other academic, professional or philanthropic items are considered.

The traditional prelicensure program is only open to students that have not yet completed a bachelor’s degree. Competitive applicants must be in good academic standing at Arizona State University to apply. There is no guarantee that there will be remaining spaces available through the competitive application process. Competitive applicants who have applied for advancement in an earlier cycle and wish to be considered in a new cycle are not given preference in the advancement process. There is no limit on the number of times a student can apply for advancement, but students who are reapplying should meet with an academic advisor in the college to discuss academic options.

Select GPA and Prerequisite GPA

Grade eligibility for advancement is measured in two ways: the first is called the “Select GPA,” and the second is called the “Prerequisite GPA.” Both GPAs must meet or exceed 3.25 for eligibility, though typically applicants who advance have much higher GPAs. Plus (+) and minus (-) grades are not used in either calculation (e.g. a “B+” grade becomes a “B,” an “A-” grade becomes an “A,” etc.). Grades earned at ASU and at other colleges are given the same weight. Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

1. The **Select GPA** must meet or exceed 3.25 and is calculated from 13 of the 17 critical course grades. A student may have up to four of the remaining 17 critical courses in progress while an applicant is being considered, though only completed courses on file with ASU may be used in the Select GPA. Each applicant identifies which courses to use in the Select GPA on the Gold Course Information Worksheet. Please review APPENDIX E for an example of how to fill out the Course Information Worksheet. The 13 courses used to compute the Select GPA must include:

   1. **First-Year Composition courses.** ENG 101 and ENG 102 or approved equivalent courses.

   2. **Three of the four required laboratory science courses** (BIO 201, BIO 202, CHM 101 and MIC 205/206 or approved equivalent courses). Note: Science courses, including the lab sciences and HCR 240, must have been taken within 10 years of the semester in which the Traditional BSN will start (i.e., spring 2012 or thereafter).

   3. **Eight (8) additional critical courses.**

2. After all 17 courses are completed in fall 2021, a **Prerequisite GPA** is calculated and must meet or exceed 3.25 to retain a space in the program. All 17 critical courses are included in this GPA calculation which occurs December 13, 2021.

Test of Essential Academic Skills (TEAS)

All competitive applicants must take the TEAS test by August 31, 2021. Refer to Appendix C for information on the TEAS including exam topics, requirements and registration.

Refer to Appendix D for additional details on advancement score calculation.
Accelerated BSN

Advancement Pathways
Both postbaccalaureate applicants and current Edson College first-bachelor’s degree seeking applicants will be considered for the Accelerated BSN through the competitive application process. Postbaccalaureate applicants are given priority placement. Remaining spaces, if available, will be awarded to first-bachelor’s degree seeking students. Eligibility requirements for postbaccalaureate and first-bachelor’s degree seeking students vary. Read below for the requirements.

Postbaccalaureate Applicants (Second Degree)
A prospective student is considered a postbaccalaureate applicant if they have a conferred bachelor’s degree from a regionally accredited college or university on file with ASU by the application deadline. Postbaccalaureate applicants may also be completing an undergraduate degree from Arizona State University by December 2021. Refer to requirements below for more details.

Postbaccalaureate Requirements
- Conferred bachelor’s degree from a regionally accredited college or university on file with ASU by September 1, 2021 or, if completing an undergraduate degree from Arizona State University by December 2021, degree audit (DARS) must show that all requirements are in progress at ASU, and will be completed by December 13, 2021. It is the student’s responsibility to contact their academic unit well before the September 1st deadline to ensure the degree audit is not missing any coursework. Edson College will not contact other units to verify coursework completion. In progress degrees from other regionally accredited colleges/universities are not eligible for consideration into the Accelerated BSN.
- 3.00 Select GPA by 09/01/21 and a 3.00 Prerequisite GPA by 12/13/21.
- Three of the four lab science courses (BIO 201, BIO 202, CHM 101, and MIC 205 +206) and at least five other critical courses completed by 09/01/21. If transferring courses to fulfill these requirements, official transcripts must be on file with ASU Admission Services by the deadline.
- Enrolled in the remaining two or fewer critical courses in fall 2021, and any unfulfilled general studies – including First Year Composition, general studies and awareness areas (excluding upper-division Literacy and upper-division Humanities/Social Behavioral Science, which are included in the Accelerated BSN curriculum).
- Admitted to ASU by 09/01/21 as a degree-seeking undergraduate student, eligible to enroll for spring 2022 and in academic good standing.
- Valid TEAS score on file with ASU by 08/31/21 (score must be less than one year old on 09/01/21).
- Applicants with an international degree (earned from a non-U.S. institution) – degree must be evaluated as equivalent to a U.S. bachelor’s degree by ASU and Edson College. To request this evaluation, send your official transcripts to ASU Admission Services and email AcceleratedBSN@asu.edu. A third party evaluation will not be accepted. If deemed equivalent, students must meet with an academic advisor to confirm all of the following will be completed before the Accelerated BSN program begins in January 2022: minimum of 70 credit hours, First-Year Composition general studies and awareness areas (excluding upper-division Literacy and upper-division Humanities/Social Behavioral Science).

Postbaccalaureate Required Courses
There are 10 prerequisite courses (also referred to as critical courses) that students must complete to be eligible for advancement. Refer to Appendix B for a list of course requirements and policies.

Tuition & Program Fees – Postbaccalaureate / Second Bachelor’s Degree Students
A $5,500 per semester program fee is assessed for postbaccalaureate students pursuing the Accelerated BSN. Applicants are encouraged to file a FAFSA with ASU for spring 2022 and to contact Financial Aid and Scholarship Services to discuss financial aid options for postbaccalaureate students.

First-Bachelor’s Degree Seeking Applicants
Edson College undergraduate students currently enrolled in their first bachelor’s degree who will not complete their degree by December 2021 are eligible for consideration into the Accelerated BSN as a degree completion pathway. Applicants are also encouraged to apply to the Traditional Prelicensure Clinical Nursing Program.

First-Bachelor’s Degree Seeking Requirements
- Current Edson College undergraduate student in academic good standing and eligible to enroll in spring 2022.
- Must have a minimum of 70 credit hours completed before the Accelerated BSN program begins in January 2022.
- Must complete all general studies (excluding upper-division Literacy and upper-division Humanities/Social Behavioral Science) before the Accelerated BSN program begins in January 2022.
- 3.25 Select GPA by 09/01/21 and a 3.25 Prerequisite GPA by 12/13/21.
- First-Year Composition courses (ENG 101 and ENG 102), three of the four lab science courses (BIO 201, BIO 202, CHM 101, and MIC 205 + 206) and at least eight other critical courses completed by 09/01/21. If transferring courses to fulfill these requirements, official transcripts must be on file with ASU Admission Services by the deadline.
- Enrolled in the remaining four or fewer critical courses in fall 2021 at ASU.
- Valid TEAS score on file with ASU by 08/31/21 (score must be less than one year old on 09/01/21).

Edson College First-Bachelor’s Degree Seeking Required Coursework
There are 17 prerequisite courses (also referred to as critical courses) that students must complete to be eligible for advancement. Refer to Appendix A for a list of course requirements and policies.

Tuition & Fees and Scholarships
A $385 per semester program fee is assessed for first-bachelor’s degree seeking students pursuing the Accelerated BSN. Please refer to students.asu.edu/tuition. Students with merit scholarships will be able to continue using their awards.

Selection
Applicants are selected for the Accelerated BSN through the competitive application process based on an advancement score. The advancement score calculation is 50% Select GPA and 50% Test of Essential Academic Skills (TEAS) score. At this time, no other academic, professional or philanthropic items are considered.

Current ASU students who are completing a degree by December 2021 or alumni with completed degrees in the following Edson majors and meet the minimum eligibility criteria will be given preference for up to 50% of
available seats in the Accelerated BSN each cycle: Community Health, Health Care Coordination, Health Care Compliance and Regulations, Health Entrepreneurship and Innovation, and Integrative Health.

**Select GPA and Prerequisite GPA**

Grade eligibility for advancement is measured in two ways: the first is called the “Select GPA,” and the second is called the “Prerequisite GPA.” For eligibility, both GPAs must meet or exceed 3.00 for postbaccalaureate applicants or 3.25 for Edson College first-bachelor’s degree seeking applicants, though typically applicants who advance have much higher GPAs. Plus (+) and minus (-) grades are not used in either calculation (e.g. a “B+” grade becomes a “B,” an “A-” grade becomes an “A,” etc.). Grades earned at ASU and at other colleges are given the same weight. Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

The Select GPA must meet the minimum required GPA by September 1, 2021.

1. **Postbaccalaureate Applicants** – Select GPA is calculated from 8 of the 10 critical course grades – including three of the four required lab sciences and five additional courses. Science courses (including HCR 240) must have been taken within 10 years of the semester in which the clinical nursing program will start (i.e., spring 2012 or later).

A student may have up to two classes in progress fall 2021 while an application is being considered, though only completed courses may be used in the Select GPA. Each applicant identifies which courses to use in the Select GPA on the Maroon Course Information Worksheet. Please review APPENDIX E for an example of how to fill out the Course Information Worksheet.

2. **First-Bachelor’s Degree Seeking Applicants** – Select GPA is calculated from 13 of the 17 critical course grades – including First-Year Composition courses (ENG 101 and ENG 102), three of the four required lab science courses and eight additional courses. Science courses (including HCR 240) must have been taken within 10 years of the semester in which the clinical nursing program will start (i.e., spring 2012 or later).

A student may have up to four classes in progress in fall 2021 at ASU while an application is being considered. Each applicant identifies which courses to use in the Select GPA on the Gold Course Information Worksheet. Please review APPENDIX E for an example of how to fill out the Course Information Worksheet.

The Prerequisite GPA is calculated after all critical courses are completed in fall 2021 and must meet or exceed the minimum GPA to retain a space in the program. All critical courses are included in this GPA calculation which occurs on December 13, 2021.

**Test of Essential Academic Skills (TEAS)**

All competitive applicants must take the TEAS test by August 31, 2021. Refer to Appendix C for information on the TEAS including exam topics, requirements and registration.

Refer to Appendix D for additional details on advancement score calculation.
Admission to ASU and Transfer Coursework

Overview
Advancement into the clinical nursing programs – including the Traditional Prelicensure Clinical Nursing Program and the Accelerated BSN – is a two-step process:

1. Earn admission into Arizona State University (ASU) as an undergraduate degree-seeking student, preferably a community health major.
2. Earn advancement into the clinical nursing program through this advancement process.

Applying to Arizona State University
Applicants must be admitted to ASU for the spring 2022 enrollment term and eligible to enroll by the September 1, 2022 clinical nursing advancement deadline. It is critical for all applicants to confirm that their admission and enrollment eligibility is valid for spring 2022. Accordingly, it is recommended to apply to ASU 2-3 months before the September 1, 2022 advancement deadline. The application for ASU is conveniently located online:

1. **Apply to ASU.** Complete an application to the university: [students.asu.edu/apply](students.asu.edu/apply)
2. **Send official transcripts.** For admission purposes, ASU requires official transcripts from all previous institutions attended. Please contact the registrar’s office at any colleges or universities you have attended and request for official transcripts to be sent directly to Admission Services. This should be done well in advance of the advancement deadline to account for processing time. More information on sending transcripts to ASU can be found at [admission.asu.edu/transcripts](admission.asu.edu/transcripts).
3. **Send test scores (if applicable).** Students who have earned Advanced Placement (AP) or CLEP credit must contact [collegeboard.org](collegeboard.org) for AP and CLEP scores, and International Baccalaureate (IB) scores can be sent directly to ASU via [ibo.org](ibo.org).

In-Progress Prerequisite Coursework

**Final Grades Due to ASU by December 13, 2021**
Students who are taking their final prerequisite courses during the fall 2021 semesters must disclose on the application where they are taking the coursework and course end dates. If any remaining required coursework is being completed outside of ASU in fall 2021, the following guidelines must be followed:

1. After fall 2021 grades have posted, request for official transcripts to be sent to ASU Admission Services. [admission.asu.edu/transcripts](admission.asu.edu/transcripts)
2. Verify that the final transfer course grades have posted at ASU no later than the deadline listed above to retain eligibility.

**IMPORTANT NOTE:** Maricopa County Community College District offers courses of varying lengths with multiple start and end dates. Students completing remaining critical courses in fall 2021 outside of ASU must be careful to choose courses with an end date that allows enough time for official transcripts with final grades to be received at ASU by the deadline listed above.
Confused if you need to apply to ASU? Follow the chart below.

Note: Students admitted for fall 2021 are eligible to enroll in spring 2022. Students must be admitted to ASU and eligible to enroll in the spring 2022 term by the 09/01/21 advancement application deadline.

<table>
<thead>
<tr>
<th>Current Student Status</th>
<th>Admitted for Spring 2022 Enrollment Term</th>
<th>Apply for Spring 2022 Enrollment Term</th>
<th>Steps to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled at ASU during fall 2021 semester as an undergraduate degree-seeking student and not graduating in December 2021.</td>
<td>✓</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Not currently enrolled at ASU but enrolled at ASU as an undergraduate degree-seeking student within past seven consecutive fall or spring semesters, not academically disqualified, and did not graduate.</td>
<td>✓</td>
<td></td>
<td>Confirm eligibility for quick re-entry with Admission Services at (480) 965-7788.</td>
</tr>
<tr>
<td>Admitted to ASU as an undergraduate degree-seeking student for fall 2021 but did not take any coursework.</td>
<td>✓</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Attended ASU in the past, but have not been enrolled in ASU courses for seven or more consecutive fall or spring semesters.</td>
<td></td>
<td>✓</td>
<td>Student must reapply as an undergraduate degree-seeking student for spring 2022 to an Edson College major, such as community health.</td>
</tr>
<tr>
<td>Graduated ASU prior to spring 2022, or will be graduating from ASU in December 2021.</td>
<td></td>
<td>✓</td>
<td>Student must reapply as an undergraduate degree-seeking student for spring 2022 to an Edson College major, such as community health.</td>
</tr>
<tr>
<td>Never admitted to ASU, or currently admitted as a graduate or non-degree seeking student.</td>
<td></td>
<td>✓</td>
<td>Student must reapply as an undergraduate degree-seeking student for spring 2022 to an Edson College major, such as community health.</td>
</tr>
</tbody>
</table>
Submitting the Advancement Application
The clinical nursing advancement application must be submitted electronically by September 1, 2021 by 11:59 pm AZ time. Applications are time stamped to confirm on-time submission. Late applications will only be considered on a space available basis. The online advancement application will be available early August 2021 at the following link: Clinical Nursing Advancement Application.

Before beginning the electronic application, students must:

1. Be admitted to ASU for spring 2022 as a degree-seeking undergraduate student. Confirm with Admission Services at 480-965-7788.
2. Ensure all official transcripts for completed coursework are on file with grades posted at ASU. Students may check their transfer coursework by using the Transfer Credit Report located on My ASU: (My ASU>Grades & Transcripts>Transcripts & Test Scores>Transfer Credit Report).
3. Have a valid TEAS score on file with ASU.
4. Complete and save the applicable Course Information Worksheet (see example in APPENDIX E).
5. It is strongly recommended that all applicants review their application materials with an Edson College advisor prior to submitting the advancement application. To schedule an advising appointment, use the online appointment scheduler or call (602) 496-0888.

Once steps one through five are complete:

6. Complete and submit the online application located at the following link: Clinical Nursing Advancement Application (available early August 2021).

Communication Timeline for Advancement

Notification of Advancement Status by October 15, 2021
Communication with students through the advancement process will be done via ASU email. It is the applicant’s responsibility to ensure proper access to their ASU e-mail account, and that is accessed, read, and acted upon in a timely manner. It is the applicant’s responsibility to seek assistance from the academic advising office if communication is not received.

Notification of advancement will be sent via email to ASU email addresses. Students will receive one of four notifications:

- **Provisional Advancement Status:** given to students with all eligibility items satisfied and an advancement score above the cut-off. There are additional Health and Safety Requirements (see Appendix F) that must be fulfilled before students are fully qualified for advancement.

- **Alternate Status:** given to a select group of students with an advancement score just below the cut-off. If students higher on the advancement list decline or forfeit their spaces, alternates will advance in order of highest advancement score. If a student does not advance off the alternate list, they will have to reapply to be considered for a future application cycle. The college does not disclose a student’s position on the alternate list. Students who are identified as alternates will be prompted to complete the Health and Safety Requirements (see Appendix F) to preserve consideration. If an alternate does not comply, they will forfeit their position as an alternate.

- **Denied Advancement:** given to students who are below the cut-off score; are not on the alternate list, and/or did not meet advancement criteria.

- **Withdrawn from Consideration:** given to students who do not meet all of the application requirements.
Provisional Advancement

Students who earn provisional advancement have a space secured in the clinical nursing program indicated on their provisional advancement notice. Provisional advancement status will be forfeited if a student is unable to do any of the following:

- Complete required documentation by deadlines provided.
- Earn grades of "C" or better in final prerequisite/critical courses by deadline provided.
- Meet the minimum prerequisite GPA requirement.
- Complete the Health and Safety Requirements – including passing the background check, passing the drug and alcohol screening and submitting health clearance.
- Direct Admission students only – Meet Continuing Eligibility Criteria

Health and Safety Requirements

Due October 30, 2021
The Health and Safety Requirements – described in detail in Appendix F – are due approximately two weeks after a student is notified of advancement. **October 30, 2021 is the expected deadline and is subject to change. The final deadline will be included in each student’s notification of advancement status.** In order to meet the deadline, advancement applicants should begin collecting the necessary documentation for Health and Safety Requirements as early as possible – preferably during the application process so they are ready to submit when required.

Successful Completion of Prerequisite Courses

Final Grades Due to ASU by December 13, 2021
Students must successfully complete all fall 2021 classes with a grade of a "C" or better and meet the minimum Prerequisite GPA for the program of advancement. If enrolled in any of the final prerequisite/critical classes outside of ASU, ASU must have your official transcripts no later than the deadline listed above. It is the student’s responsibility to verify that Admission Services has received the official transcripts. Failure to have transcripts to ASU by the deadline will result in a forfeiture of space in the clinical nursing program.

Direct admission students advancing to the Traditional Prelicensure Clinical Nursing Program must also meet Continuing Eligibility Criteria – including earning a minimum 3.50 critical course GPA for fall 2021.

Prelicensure Welcome Meeting

Date to be Determined ~ November 2021
Provisionally advanced students are required to attend a Prelicensure Welcome Meeting prior to their program start date. The welcome will provide an overview of the prelicensure program, clinical dress code, necessary textbooks and uniform and equipment requirements.
APPENDIX A: Course Requirements for Traditional BSN and Accelerated BSN (First-Degree Applicants)

These are the course requirements for the following two groups of applicants:
- All Traditional Prelicensure Clinical Nursing Program applicants
- All first-degree seeking applicants to the Accelerated BSN

### Prerequisite/Critical Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201*</td>
<td>Human Anatomy and Physiology 1/Lab (SG)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOS 202*</td>
<td>Human Anatomy and Physiology II/Lab (4 Credits)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CDE 232</td>
<td>Human Development (SB) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM 101*</td>
<td>Introductory Chemistry/Lab (SQ) (4 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>First Year Composition (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>First Year Composition (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCR 210</td>
<td>Ethics for the Health Care Professional (HU) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCR 220</td>
<td>Intro to Health Professions and the U.S. Health Care System (H) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCR 230</td>
<td>Culture &amp; Health (C,G) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCR 240*</td>
<td>Human Pathophysiology (4 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCR 241</td>
<td>Human Nutrition (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIC 205 + 206*</td>
<td>Microbiology with Lab (SG) (4 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NTR 241</td>
<td>Introduction to Psychology (SB) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Statistics (CS) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td>Humanities/Fine Arts or Social Behavioral Science (SB) (3 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 142</td>
<td>College Mathematics or Higher (3 Credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transfer Coursework

All transfer coursework must be evaluated and approved by the Transfer Guide prior to the application deadline. If a transfer course is not deemed equivalent, students are expected to meet with an academic advisor before the advancement deadline to discuss additional options (a petition for substitution might be possible).

### Course Repeat Policy

Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

### Science Course Expiration

Science courses marked with an asterisk (*) in the chart above – including BIO 201, BIO 202, CHM 101, MIC 205 + MIC 206, and HCR 240 – must have been taken within 10 years of the semester in which the clinical nursing program will start (i.e., spring 2012 or thereafter). Please speak with your academic advisor about expired lab science course options.
APPENDIX B: Course Requirements for Accelerated BSN (Postbaccalaureate Applicants)

These are the course requirements for the following group of applicants:

- All postbaccalaureate (second degree) applicants to the Accelerated BSN

### Prerequisite/Critical Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201*</td>
<td>Human Anatomy and Physiology 1/Lab (SG)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202*</td>
<td>Human Anatomy and Physiology II/Lab (4 Credits)</td>
<td>4</td>
</tr>
<tr>
<td>CDE 232</td>
<td>Human Development (SB)</td>
<td>3</td>
</tr>
<tr>
<td>CHM 101*</td>
<td>Introductory Chemistry/Lab (SQ)</td>
<td>4</td>
</tr>
<tr>
<td>MIC 205 + 206*</td>
<td>Microbiology with Lab (SG)</td>
<td>4</td>
</tr>
<tr>
<td>HCR 240*</td>
<td>Human Pathophysiology (4 Credits)</td>
<td></td>
</tr>
<tr>
<td>NTR 241</td>
<td>Human Nutrition (3 Credits)</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology (SB)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics (CS)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Transfer Coursework

All transfer coursework must be evaluated and approved by the Transfer Guide prior to the application deadline. If a transfer course is not deemed equivalent, students are expected to meet with an academic advisor before the advancement deadline to discuss additional options (a petition for substitution might be possible).

### Course Repeat Policy

Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

### Science Course Expiration

Science courses marked with an asterisk (*) in the chart above – including BIO 201, BIO 202, CHM 101, MIC 205 + MIC 206, and HCR 240 – must have been taken within 10 years of the semester in which the clinical nursing program will start (i.e., spring 2012 or thereafter). Please speak with your academic advisor about lab science course options. Please speak with your academic advisor about expired lab science course options.
APPENDIX C: Test of Essential Academic Skills (TEAS)

All competitive applicants must take the TEAS test by August 31, 2021. It is strongly recommended that applicants take the exam through ASU's University Office of Evaluation and Educational Effectiveness. For tests taken outside of ASU, applicants must contact ATI Testing to request that an official transcript is sent and received by ASU no later than August 31, 2021.

The TEAS measures essential skills in reading, mathematics, science, and English language and usage. Applicants are allowed one attempt at the TEAS per application cycle, unless a failing score below 58.7% is earned. If a student earns less than 58.7% one retest is permitted, but the student must wait a minimum of 30 days between tests, and the second attempt must be on or before August 31, 2021. For example, if a student takes the TEAS on July 1, 2021 and earns a 48.9%, the TEAS could be attempted a second time on any testing date starting July 31, 2021, but no later than August 31, 2021. Scores are valid up to one year from when a student took the test (score must be less than one year old on September 1, 2021). Students must confirm with their academic advisor whether a TEAS score will be valid for a second application cycle.

Application cycles are defined as:
- February 1 – August 31 (for September 1 deadline)
- September 1 – January 31 (for February 1 deadline)

Registering for the TEAS at ASU
Applicants are encouraged to reserve a test date early as reservations fill quickly and seats are limited.

1. Registration and information regarding cost, format, requirements, special accommodations, parking and more can be found through the following website: https://uoeee.asu.edu/exam/TEAS
2. Prior to arriving to take the exam, students need to create an account with ATI. Please go to www.atitesting.com and click on “Create an Account.” Under the institution section, please note that Arizona State University is listed as "AZ State U". Remember the login ID and password, as students will need to enter this information the day of the examination.

Preparing for the TEAS
Students should adequately prepare for the TEAS prior to their testing date. Preparation materials can be found through the testing publisher, ATI Testing, at https://atitesting.com.
APPENDIX D: Advancement Score Calculation

The advancement score calculation is 50% Select GPA and 50% TEAS score. The maximum advancement score a student can earn is a 2.000, which is a 4.000 Select GPA and 100% TEAS score. All applicants requesting advancement are ranked from highest to lowest advancement score. Students are then assigned spaces based on their ranking until all vacant spaces are filled. In the event of an advancement score tie, admission will be determined by random selection.

Note: For the Accelerated BSN, first-round preference will be given to students who are completing degrees by December 2021 or who have completed degrees in the following majors at ASU: Community Health, Health Care Coordination, Health Care Compliance and Regulations, Health Entrepreneurship and Innovation, and Integrative Health. Following the first-round selection process of up to 50% of available seats, remaining spaces will be offered to applicants with the highest advancement scores.

Select GPA
Based on your desired clinical nursing program and advancement pathway, identify which eligible courses will be used in the “Select GPA,” and calculate a GPA from those courses. The Select GPA is converted to a 1-point scale by dividing by 4.000. For example, a Select GPA of 3.832 will be divided by 4.000, to be converted to 0.958 out of a possible 1.000. Only courses completed and on file with ASU by September 1, 2021 will be considered.

TEAS Score
To calculate the score, divide the TEAS score by 100 for the point value. A passing TEAS score can range from 58.7% to 100%, which is converted to a 0.587 to 1.000, respectively. For example, if a student achieves an 87.3% on the TEAS, that student will earn 0.873 points out of a possible 1.000.

<table>
<thead>
<tr>
<th>Converted Select GPA</th>
<th>+</th>
<th>Converted TEAS</th>
<th>=</th>
<th>Advancement Score</th>
</tr>
</thead>
</table>

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APPENDIX E: Course Information Worksheet

There are two versions of Course Information Worksheet (CIW) –

- The **Gold Course Information Worksheet** is for the following applicants:
  - Traditional Prelicensure Clinical Nursing Program – All Applicants
  - Accelerated BSN – **First-Bachelor’s Degree Seeking Applicants** only

- The **Maroon Course Information Worksheet** is for the following applicants:
  - Accelerated BSN – **Postbaccalaureate Applicants** only

These forms are located at the following link: Course Information Worksheet

**Gold Course Information Worksheet – Example**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number Taken</th>
<th>Final Grade (+ or - will not be included)</th>
<th>College or University</th>
<th>Points</th>
<th>Credit Hours in DARS</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENG 101 or 105</td>
<td>ENG 101</td>
<td>A</td>
<td>College-Based</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>2</td>
<td>ENG 102</td>
<td>ENG 102</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>3</td>
<td>CHM 101</td>
<td>CHM 101</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>4</td>
<td>080 201</td>
<td>080 201</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>4</td>
<td>11</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>5</td>
<td>013 202</td>
<td>013 202</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>4</td>
<td>16</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>6</td>
<td>CDE 232</td>
<td>CDE 232</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>7</td>
<td>HCR 270</td>
<td>HCR 270</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>8</td>
<td>MGT 450</td>
<td>MGT 450</td>
<td>A</td>
<td>Rio Salado Community College</td>
<td>3</td>
<td>3</td>
<td>12</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>9</td>
<td>Math 142</td>
<td>Math 142</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>10</td>
<td>PSY 101</td>
<td>PSY 101</td>
<td>A</td>
<td>Arizona State University</td>
<td>3</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>11</td>
<td>Electron</td>
<td>MUS 354</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>12</td>
<td>Statistics</td>
<td>STP 226</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>13</td>
<td>BIO 205 + 206</td>
<td>BIO 205</td>
<td>A</td>
<td>Arizona State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>14</td>
<td>MTH 241</td>
<td>MTH 241</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>15</td>
<td>HCR 210</td>
<td>HCR 210</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>16</td>
<td>HCR 230</td>
<td>HCR 230</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>17</td>
<td>HCR 245</td>
<td>HCR 245</td>
<td>Currently Enrolled</td>
<td>Arizona State University</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>

Select 8 additional prerequisite courses to include in the Select GPA from the drop-down menu below:

Select remaining 6 prerequisite courses not included in the Select GPA from the drop-down menu below:

Enter your TEAS score here: 1.000

<table>
<thead>
<tr>
<th>Quality Points [Letter Grade * Credit Hours]</th>
<th>Total Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>159</td>
<td>40</td>
</tr>
</tbody>
</table>

Select GPA (Quality Points/Total Hours): 3.975

Converted Select GPA (Select GPA/4): 0.99375

Advancement Score: 1.99375
### APPENDIX E: Course Information Worksheet (continued)

#### Maroon Course Information Worksheet – Example

Please read carefully. The worksheet must be attached to the Online Nursing Application. Failure to provide accurate or complete information will be violation of the academic integrity policy, resulting in the forfeiture of your application.

**Directions:** Please fill out form completely using the most current version of Microsoft Excel. You must include information about all 19 prerequisite courses. The calculator should extend vertically to row 62 and horizontally to column J. Right-click on each course to be included in the Prerequisite GPA calculation, which must include those of the four listed sciences. Select the prerequisite course from the drop-down menu. Click inside the input cell for additional information. For reference, there is an instruction sheet, and a reference graph is included in the app below. You should reference your OARS when inputting course data.

http://asun.edu/curriculum-development/

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Final Grade (1-6)</th>
<th>College or University</th>
<th>Points</th>
<th>Credit Hours in DBMS</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CHM 101</td>
<td>CHM 1045</td>
<td>A</td>
<td>Florida State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>2</td>
<td>ENO 200</td>
<td>ENO 2000</td>
<td>A</td>
<td>Florida State University</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>3</td>
<td>ENO 200</td>
<td>ENO 2000</td>
<td>A</td>
<td>Phoenix College</td>
<td>4</td>
<td>4</td>
<td>12</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>

Select 5 additional prerequisite courses to include in the Select GPA from the drop-down menu below:

| 4             | CSCI 230               | CSCI 230              | A                 | Phoenix College        | 4      | 3                    | 12             | Spring 2019       |
| 5             | MATH 241               | MATH 241              | A                 | Florida State University | 4      | 3                    | 12             | Spring 2019       |
| 6             | PSY 211                | PSY 211                | A                 | Florida State University | 3      | 3                    | 9              | Fall 2018         |
| 7             | STA 200                | STA 200                | A                 | Arizona State University | 3      | 3                    | 9              | Spring 2019       |

Select remaining 2 prerequisite courses not included in the Select GPA from the drop-down menu below:

| 8             | HIST 200               | HIST 200               | A                 | Mesa Community College | 0      | 3                    | 0              | Fall 2019         |

#### Enter your TEAS score here:

- Total Points (Letter Grade + Credit Hours)
- Select GPA (Quality Points/Total Hours)
- Converted Select GPA (Select GPA/4)

**Advance Score:** 1.85144
APPENDIX E: Course Information Worksheet (continued)

Fall 2021 courses cannot be used in calculating the Select GPA as these courses would still be in progress when decisions for advancement are made. Only courses completed and on file with ASU by September 1, 2021 can be considered in the Select GPA.

Applications will NOT be considered for students who fail to have official transfer transcripts sent to ASU Admission Services or to verify that the transcripts have been posted by the provided deadlines.

Completing the Course Information Worksheet
When filling out the application, students must provide the following information on all prerequisite/critical courses:

**Course Prefix & Number.** List the course and prefix of the course taken to fulfill an ASU requirement, regardless of where the course was taken. For example, if FON 241 was taken for NTR 241, then write “FON 241” in this column. If CHM 151 and 151L were taken for CHM 101, write CHM 151 and CHM 151L in the respective spaces.

Students who took a replacement course should write the course prefix and number in the “Course Prefix & # Taken” column. For example, if ENG 217 was taken to replace the grade for ENG 101, then type “ENG 217” in the “Course Prefix & Number Taken” cell for ENG 101.

**Final Grade.** Do not include plusses (+) or minuses (-), only whole grades. Only list earned grades. Do not write in expected grades.

**College/University.** Type the institution where each course was taken.

**Credit Hours.** Students must provide the number of credit hours for each course. For transferred science with lab courses, be sure to indicate the lecture and lab credits. For example, chemistry taken at Mesa Community College, would be listed as “CHM 130”, for 3 credits, and “CHM 130LL” for 1 credit and the grade listed for each. Science with lab courses taken at a college where the lecture and lab were all rolled into 4 credits will be reported with the grade for the course on the top line and leave blank the credit-hour box next to the lab.

Courses limited to 3 credit hours: CDE 232, ENG 101, ENG 102, HCR 210, HCR 220, HCR 230, HU/SB course, Math, NTR 241, PSY 101, Elective, and Statistics.

Courses limited to 4 credit hours: BIO 201, BIO 202, CHM 101, MIC 205 + 206, and HCR 240.

Courses that exceed the credit hour limit will be adjusted to reflect the apportioned hours. Courses which fall short of the allotted credit hour limits will be used at face value (e.g., 2.67 hours).

**Course Completion.** List the semester and year the course was completed (ex: Spring 2019). If any of the remaining critical courses are in progress, type the exact course end date including month, day, and year in the “Course Completion” column (ex: 12/01/2021).
APPENDIX F: Health and Safety Requirements

Due October 30, 2021

All Health and Safety Requirements will be submitted and verified online through CastleBranch, a background screening and compliance tracker. Information collected is secure, tamper proof and confidential. This service costs $30 and is a one-time fee to students. Students will be asked to create this account after they have been notified of provisional advancement or alternate status. Students are responsible for making sure that all documents have been uploaded and approved by CastleBranch by the specified deadline.

Vaccinations vs. Titers

A vaccination is the act of introducing a vaccine into the body to produce immunity to a specific disease. A quantitative titer is a blood test used to check the level of antibodies in the blood and measures the strength of a person’s immunity to a disease. Most can have a titer drawn from a primary care provider, private laboratory accepting patient orders, or ASU Health Services can help students complete these requirements.

<table>
<thead>
<tr>
<th>Required Titers</th>
<th>Vaccinations</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Rubeola (MMR) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details below)</td>
<td>Hepatitis B (Vaccination series or positive titer)</td>
<td>Arizona Level One Fingerprint Clearance Card (unrestricted and unexpired)</td>
</tr>
<tr>
<td>Mumps (MMR) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details in below)</td>
<td>Influenza (Flu) Vaccination (Influenza vaccine administered within the current flu season (vaccine must have been given after August 1, 2021))</td>
<td>CPR Basic Life Support (BLS) for the Healthcare Professional from American Heart Association (current within last 2 years)</td>
</tr>
<tr>
<td>Rubella (MMR) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details below)</td>
<td>Tdap or Dtap Vaccination (Must contain Tetanus, Diphtheria and Pertussis (current within last 10 years))</td>
<td>Tuberculin Blood Test</td>
</tr>
</tbody>
</table>
| Varicella (Chicken Pox) (lab report required) (if negative, nonreactive, or equivocal, proof of immunization series required - See details below) | COVID-19 Vaccination (vaccination record) Students should complete the full series (12 doses depending on manufacturer) of an authorized COVID-19 vaccine. | 1. Negative IGRA blood test (lab report required). Note: A skin test will not be accepted.
2. If positive results, Annual ASU TB Screening Questionnaire signed by a licensed healthcare provider. (Current within last 12 months) |

Renewal:
If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within January 1 - April 30, students must renew prior to December 20th.
If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within May 1 - July 31, students must renew prior to April 20th.
If CPR, Tdap, Fingerprint Clearance Card, or TB renewal date falls within August 1 - December 31, students must renew prior to July 20th.
APPENDIX F: Health and Safety Requirements (continued)

Measles (Rubeola), Mumps, and Rubella (MMR) Quantitative Titer
Students are required to submit quantitative titers for Measles (Rubeola), Mumps, and Rubella. The requirement for MMR may be met through one of the following:

1. If you have positive quantitative antibody titers for Measles, Mumps, and Rubella:
   a. Provide proof of titer lab results.

   OR

2. If any of the quantitative titers are negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age and administered at least 28 days prior to the titer draw:
   a. Provide proof of titer lab results, proof of 2 MMR vaccinations, and Potential Exposure to MMR form. It is highly recommended a student receive a booster dose of MMR.

   OR

3. If any of the quantitative titers are negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of MMR at least 28 days apart.
   b. Have titer(s) redrawn no sooner than 28 days after the 2nd MMR vaccination.
      i. If the second titer(s) is positive, provide proof of titer lab results.
      ii. If any of the second titers are still negative, nonreactive, or equivocal, provide proof of titer lab results, proof of 2 MMR vaccinations, and Potential Exposure to MMR form. It is highly recommended a student receive a booster dose of MMR.

Varicella (Chicken Pox) Quantitative Titer
Students are required to submit a quantitative titer for Varicella. History of chicken pox (Varicella) does not constitute immunity. The requirement for Varicella may be met through one of the following:

1. If you have a positive quantitative antibody titer for Varicella:
   a. Provide proof of titer lab results.

   OR

2. If the quantitative titer is negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination administered at least 28 days apart after the first year of age and administered at least 28 days prior to the titer draw:
   a. Provide proof of titer lab results, proof of 2 Varicella vaccinations, and Potential Exposure to Varicella form. It is highly recommended a student receive a booster dose of Varicella.

   OR

3. If the quantitative titer is negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of Varicella at least 28 days apart.
   b. Have titer redrawn no sooner than 28 days after the 2nd Varicella vaccination.
      i. If the second titer is positive, provide proof of titer lab results.
      ii. If the second titer is still negative, nonreactive, or equivocal, provide proof of titer lab results, proof of 2 Varicella vaccinations, and Potential Exposure to Varicella form. It is highly recommended a student receive a booster dose of Varicella.
APPENDIX F: Health and Safety Requirements (continued)

Tetanus, Diphtheria, Pertussis (Tdap or Dtap)
Students are required to provide proof of a tetanus, diphtheria, pertussis vaccination administered within the last ten years. A titer is not acceptable to fulfill this requirement. Students are required to keep this immunization current throughout the advancement process and while enrolled in the clinical nursing program.

Tuberculin Blood Test (TB) IGRA
Students are required to provide proof of negative Tuberculosis within the past 12 months. Students are required to keep this current throughout the advancement process and while enrolled in the clinical nursing program. The requirement for Tuberculosis may be met through one of the following:
1. Negative IGRA blood test within the past 12 months (lab report required).
   OR
2. If you have had a previous positive TB result (over 10 mm):
   a. A licensed healthcare provider must sign the Annual ASU TB Screening Questionnaire.

Important Note: A negative skin test or evidence of a clear chest x-ray will not meet this requirement.

Hepatitis B
Students are required to provide proof of Hepatitis B through one of the following:
1. Documentation of three Hepatitis B vaccinations (Engerix-B or Recombivax HB) that meets the minimum durations listed below.
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1
   c. Dose 3 – At least 8 weeks (56 days) between Doses 2 and 3 and at least 16 weeks (112 days) between Doses 1 and 3
   OR
2. Documentation of two Heplisav-B vaccinations that meets the minimum duration below.
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1
   OR
3. Positive antibody titer for Hepatitis B.

Influenza (Flu) Vaccine
Students will be required to provide proof of an influenza vaccine given within the 2021-2022 influenza season administered after August 1, 2021. Students are required to keep this vaccination current while enrolled in the clinical nursing program.

COVID-19 Vaccine
Students should complete the full series (1-2 doses depending on manufacturer) of the COVID-19 vaccine. While the COVID-19 vaccine is not currently required to be an ASU or Edson College student, we anticipate that most clinical placement agencies will require students to be vaccinated. If you are assigned to a clinical agency that requires the vaccine, you will need to have the vaccine completed to complete your clinical requirements.

Hepatitis A
For enhanced safety during clinical experiences, we recommend that students obtain a Hepatitis A immunization, but at this time it is not a requirement for the clinical nursing program.
APPENDIX F: Health and Safety Requirements (continued)

Arizona Level 1 Fingerprint Clearance Card
All ASU nursing students must possess a valid, unrestricted Arizona Level One Fingerprint Clearance card from the State of Arizona to be advanced to and maintain enrollment in ASU’s clinical nursing programs. Students are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program. This is a multiple step process and may take up to 6 weeks to complete. Applicants outside of Arizona may also obtain this clearance card and will request a mail-packet process in the steps below. Instructions below are subject to change, the critical information needed from ASU is provided in bolded text below. Please contact Arizona Department of Public Safety (AZDPS) at 602-223-2279 for application help.

General steps for obtaining Arizona Level One Fingerprint Clearance Card

Begin the process at the following link: https://www.azdps.gov/services/public/fingerprint

On this webpage, click the links described below and follow these steps:

- Apply for a Card
- Apply for a Fingerprint Clearance Card
- Fingerprint Clearance Card – Continue
- Apply for a Card/Request a Replacement – Continue
- Create an account – fill out forms
- Check for confirmation email – Click link in email to confirm
- Login to account
- Will you be working or volunteering in a public or charter school? – NO (make sure to answer No to this question)
- Review Privacy Act Statement – Continue
- Select reason for applying (scroll down to Additional Sponsors) – Select Health and Sciences Student and Clinical Assistant ARS § 15-1881 – Click Continue
- Fill in Applicant Information – Continue
- Employer Information:
  - Name: Salina Bednarek, ASU Edson College
  - Address: 500 N. 3rd St. - HLTHN
  - City: Phoenix
  - State: AZ, Zip: 85004
  - Phone: 602-496-2244
- Fingerprinting Preference:
  - If you are physically present in AZ, choose Electronic
  - If you are physically present outside of AZ, choose Mail
- Complete Signature Page – Continue
- Review application and continue to order
- Submit and Pay
- Emailed a link to your AZ PSP in-box with the 10 digit Reference Number and link to register for fingerprinting.
If you chose the AZ/Electronic fingerprinting option you should receive information in your portal for Thanes-Gemalto sites to schedule your live scan. Read notifications in red first, then use the step by step guide for help on how to schedule fingerprinting appointment.

- Use your 10 digit reference number in the email to register for fingerprinting
- Verify all info from previous application
- Pay fingerprinting fee (typically $8)
- Registration receipt & Review the list of fingerprint locations

If you chose the out of AZ/Mail fingerprinting option you will be sent a fingerprint card to take locally for rolled, ink fingerprints, then you will send it back to AZDPS for processing. You must include your 10 digit reference number from the application process with your fingerprint card.

If you already have an active Arizona Level One Fingerprint Clearance Card

If you have already obtained an Arizona Level One Fingerprint Clearance Card using an institution other than Arizona State University, please contact Arizona Department of Public Safety at 602-223-2279 to request a change to the academic sponsor using the information located in the “Employer” section above.

**Cardiopulmonary Resuscitation (CPR): BLS Provider**

Students are required to provide, and keep current, proof of a current American Heart Association Healthcare Professional BLS Provider Certificate. The blended learning option is acceptable but must include an in-person skills session. A 100% online CPR certification will **not** be accepted. Only BLS certification from American Heart Association will be accepted. Please use the link below to search for a local training center in your area.

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of CPR Certification Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Heart Association (<a href="https://cpr.heart.org/">https://cpr.heart.org/</a>)</td>
<td>BLS Provider Certificate</td>
</tr>
</tbody>
</table>

**Health Insurance Coverage**

Students will be prompted to provide proof of health insurance coverage to CastleBranch within a designated time period. Clinical sites require nursing students have health insurance coverage. Students can purchase private health insurance or enroll in ASU student health insurance. If there are changes to a student’s health insurance coverage while in the clinical nursing program, students must notify the Student Academic Services Office within 10 business days with the new information. The cost of health insurance is the student’s responsibility. Please visit the following link for additional information on ASU student health insurance: [eoss.asu.edu/healthcoverageoptions](http://eoss.asu.edu/healthcoverageoptions).

**Statement of Health Clearance**

Students must have a healthcare professional sign a college-provided form verifying that they meet the requirements to perform the functions of a nursing student. The cost of the service to obtain a healthcare provider’s clearance is the student’s responsibility. Students will have approximately a two-week period in which to return the form.

**Drug and Alcohol Screening**

Students will be prompted to order a drug and alcohol screen through CastleBranch within a designated time period. All results must come back negative. Students will have approximately a two-week period in which to provide their specimen. The cost of the drug and alcohol screen is the student’s responsibility.
APPENDIX F: Health and Safety Requirements (continued)

Students who are currently on approved prescription or over-the-counter drugs that can result in a positive drug screen will need to work with the Medical Officer from CastleBranch if a test is failed. This allows a student to provide sufficient documentation for legal prescriptions. See APPENDIX H for additional details on which substances are screened during this process.

**Additional Criminal Background Check**
Students will be prompted to order a background check through CastleBranch within a designated time period. Students participating in clinical experiences must pass an extensive background check in addition to possessing a valid, unrestricted AZ fingerprint clearance card. The cost of the background check is the student’s responsibility. For more information on the background check, please see APPENDIX I.

**Consent to Verify Personal Information to Clinical Agencies**
Students will be asked to authorize the college to release health, immunization and other information kept in their file or on CastleBranch to clinical placement agencies in order for students to participate in a clinical experience. While enrolled in the clinical nursing program, students must ensure all non-academic items stay current. Students may need to submit non-academic information and documentation directly to clinical placement agencies before they are eligible to participate in any college clinical experiences or practice related to course work. The college will provide students plenty of notice when applicable. Inaccurate, incomplete and/or outdated information regarding health status, immunizations, TB blood test or CPR training may prohibit any student from participating in required clinical experiences.

**Statement of Disclosure**
The Edson College of Nursing and Health Innovation is committed to providing students with clinical learning environments that are conducive to their needs. In this form, students acknowledge that they may be at risk to known or unknown exposure to devices, equipment or treatments that may be potentially harmful. The Edson College of Nursing and Health Innovation and Student Accessibility and Inclusive Learning Services, ASU’s disability resource center, are committed to working collaboratively with students to find appropriate clinical learning sites that minimize risk. However, due to the unpredictable environment in clinical agencies, it is not possible to guarantee no exposure to devices, equipment or treatments that may be potentially harmful to students.
APPENDIX G: Fingerprint Clearance, Lawful Presence and Legal Limitations for Nurse Licensure

Lawful Presence
The college follows the Arizona State Board of Nursing policy regarding lawful presence in the United States. “On January 2, 2008, ARS 1-504 (HB2467) was implemented by the Board requiring ALL applicants to provide the Board with satisfactory documentation demonstrating the applicants’ citizenship, alien status, legal residency or lawful presence in the United States.”

Legal Limitations for Nursing Licensure
Legislation regarding the Board of Nursing (SB 1096) became law, and was effective August 21, 1998. The law prohibits an individual convicted of a felony from applying for licensure or certification until five years after the date of absolute discharge of sentence. This means that all court-ordered terms of probation or parole must be completed at least five years prior to the date of application. If five years has not elapsed since the date of absolute discharge, the individual is not eligible to apply for licensure or certification and the application, if submitted, will be returned to the applicant. If five years or more has elapsed, the individual can apply for licensure or certification, however, each case will be considered by the Board on its own merits. The elapse of more than five years does not guarantee licensure or certification; it simply permits the submission and Board consideration of an application.

In addition, the Arizona State Board of Nursing can deny anyone for a license if the applicant has committed any acts of unprofessional conduct, such as those listed below. Contact the Arizona State Board of Nursing at 602-771-7800 with questions concerning licensure.

A. Committing fraud or deceit in obtaining, attempting to obtain, or renewing a license.
B. Aiding or abetting in a criminal abortion or attempted, agreed, or offered to procure or assist in a criminal abortion.
C. Any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public.
D. Addiction to alcohol or other drugs.
E. Mentally incompetent or physically unsafe to a degree that is or might be harmful or dangerous to the health of a patient or the public.
F. Having a license to practice practical or professional nursing denied, suspended, or revoked in another jurisdiction and not reinstated by that jurisdiction.
G. Willfully or repeatedly violating a provision of this charter or a rule adopted pursuant to this chapter.
H. Committing fraud or deceit in obtaining or attempting to obtain a registered nurse practitioner certificate.
I. Committing an act that deceives, frauds, or harms the public.
J. Failing to comply with a stipulated agreement, consent agreement, or Board order.
K. Violating a rule adopted by the Board which relates to the practice of nursing.

Visit the Arizona State Board of Nursing website at http://www.azbn.gov/
APPENDIX H: Drug Screening Requirement

Students selected for the clinical nursing program must provide evidence of a negative drug and alcohol screen during the period identified by the Student Academic Services Office. Students are only allowed a two-week period in which to provide their specimen.

Students who refuse to comply with this requirement will forfeit their advancement status.

Students whose drug screen results are positive, and who do not submit data about prescription drugs that can result in a positive drug screen will forfeit their placement status to the clinical nursing program.

Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine are subject to further investigation including, but not limited to, retesting at the student’s expense or assessment by a healthcare provider. Dilute or inconclusive results may result in forfeiture of the student’s placement status. The Prelicensure BSN Program Office will make the final determination.

The cost of the drug screen is approximately $75.00, and is the responsibility of the student. Payment must be made to CastleBranch. If a second drug screen is required, the cost of this second drug screen is also the student’s responsibility.

Additional laboratory test, and/or immunizations, or documentation can be required for clinical experiences by certain health care agencies.

Medicinal Marijuana and CBD
Among other substances, drug screens identify marijuana metabolites. Students with a positive drug screen resulting from medicinal marijuana or CBD use will forfeit their seat in the clinical nursing program.

The drug screen will include the following substances:

1. Alcohol
2. Amphetamine
3. Barbiturate
4. Benzodiazepine
5. Buprenorphine &/or metabolite
6. Butorphanol
7. Cocaine metabolites
8. Creatinine
9. Fentanyl
10. Ketamine
11. Ketamine metabolites
12. Marijuana metabolites
13. Meperidine
14. Meprobamate
15. Methadone
16. Methaqualone
17. Nalbuphine
18. Naltrexone
19. Naltrexone metabolites
20. Opiates
21. Oxycodone
22. Pentazocine
23. pH
24. Phencyclidine
25. Propoxyphene
26. Tramadol &/or metabolite
27. Zolpidem
APPENDIX I: Criminal Background Clearance Requirements

Students who are selected for advancement into the clinical nursing program are required to complete a Criminal Background Clearance in order to enroll in the Traditional BSN. The requirements for the clearance are:

- Students must pass the required background clearance obtained from ASU’s authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed within two months prior to enrollment in a clinical or research program.
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

During the Background Clearance process students have a duty to provide updated information as requested by the background clearance vendor promptly. The following information may be requested by the background clearance vendor:

- Legal name, maiden name, and other names used
- Social Security number
- Date of birth
- All places of residence
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized ASU background clearance vendor will determine pass or fail status for each student based on the standards of Arizona State University and the Edson College of Nursing and Health Innovation. The sole recourse of any student who fails the background clearance and believes that failure may have been in error is with the background clearance vendor and not ASU or the Edson College of Nursing and Health Innovation.

Students must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.

Failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.

Students will not be able to complete a clinical or research program, if a clinical or research agency to which they have been assigned does not accept them based on the results of my background clearance.

Arizona State University and the Edson College of Nursing and Health Innovation reserves the authority to determine eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice. Students have a duty to report to the Program Director within 3 business days, any arrests, convictions, or placement on exclusion databases.
APPENDIX I: Criminal Background Clearance Requirements (continued)

The following databases will be searched for the required background clearance. Searchable information may include but is not limited to the following:

- Social Security verification
- Searches of all names and aliases
- Searches of all counties of residence
- Criminal history search including local state and county and nation
- Searches of all counties of residence
- National and local sex offender database search
- Motor vehicle records
- Professional licenses
- Government watch list
- FACIS
- Nationwide Federal Healthcare Fraud and Abuse Databases
- Health care sanction history (exclusions, termination of license, debarments)
  - Health and Human Services/Office of Inspector General (HHS/OIG)
  - List of Excluded Individuals/Entities (LEIE)
  - General Services Administration List of Contractors Excluded from Federal Procurement and Non Procurement Programs (GSA)
  - Excluded Parties List System (EPLS)
  - U.S. Food and Drug Administration Debarment List and Disqualified/Totally Restricted List for Clinical Investigators (FDA)
  - Drug Enforcement Administration (DEA)
  - Tri-Care (Military Health System)
  - Public Health Services (PHS)
- Homeland Security Search - 47 different National, International Terrorists and Fugitive Lists including
  - Office of Foreign Assets Control (OFAC) Specially Designated Nationals/Terrorist List
  - Specially Designated Nationals
  - U.S. Bureau of Industry and Security Denied Persons
  - Postal Inspection Service
  - Most Wanted Fugitives by U.S. Secret Service
  - U.S Immigration and Customs Enforcement (ICE)
  - Bureau of Alcohol, Tobacco and Firearms (ATF)
  - FBI
  - DEA

The criminal offenses for disqualification may include but are not limited to any or all of the following:

- Social Security Search - Social Security number does not belong to applicant.
- Any inclusion on any registered sex offender database.
- Any inclusion on any of the Federal exclusion lists or Homeland Security watch list.
- Any conviction of felony no matter what the age of the conviction.
- Any warrant in any state.
- Any misdemeanor conviction for the following - No matter age of crime
  - Violent crimes
  - Murder, attempted murder
  - Abduction
  - Extortion
  - Pandering
  - Fraud
  - Aggravated DUI
- Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- Sex crime of any kind including non-consensual sexual crimes and sexual assault
- Any misdemeanor controlled substance conviction within last 7 years.
- Any other misdemeanor convictions within last 3 years.

Exceptions: Any misdemeanor traffic (DUI is not considered traffic)
APPENDIX J: Academic Rigor, Responsibility and Advancement

Disclaimer

Students that are selected for the program will be asked to sign a Statement of Understanding regarding academic advising and graduation from the nursing program. In the statement, students will agree to the following terms:

- The academic advisement they receive from the ASU Edson College of Nursing and Health Innovation Student Academic Services Office is to assist students in their endeavors to obtain an education. It is the student’s responsibility to seek academic advisement for degree completion.
- It is the student’s responsibility to complete their college education and not the responsibility of academic advisors or members of the faculty.
- Admission to the Edson College of Nursing and Health Innovation does not guarantee graduation from the college with a BSN.
- Graduation from the college is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.),
- Students must satisfy requirements independently of completion of any requirements for graduation from the college in order to practice as a nurse.
APPENDIX K: Functional Expectations and Equal Access of the Undergraduate Nursing Student

As part of the advancement process, students are asked to read the “Functional Expectations of the Undergraduate Nursing Student”. Once you are accepted into the program you will be asked to sign a copy of this statement indicating that you can and will perform the functions expected of you in the program.

Functional Expectations of Students
In collaboration with other health team members, nursing students work toward the goal of lifting the burden of physical and emotional pain of those assigned to their care. In order to assist others in regaining health, students must attain and maintain their own level of wellness.

Nursing students must have the ability to direct client care, engage in therapeutic communication and counseling, and function effectively in stressful situations. They must be able to communicate with faculty, clients and their families, healthcare professionals, and others. Therefore, they must demonstrate English speaking and writing skills as well as reading and listening comprehension before consideration for advancement to the Upper Division Nursing program.

Clinical Experiences and Requirements
There are many settings in which nursing students gain experience — hospitals, nursing homes, public health and community agencies, private homes, school settings and clinics — and students are responsible for providing their own transportation to clinical locations. The terrain at the clinical sites will vary and students must be able to walk long distances and stand for many hours. In addition, clinical nursing experiences are active and complex and require that nursing students have the ability to simultaneously keep track of a large number of activities. Clinical experiences may be scheduled during the daytime, evening, nights or on weekends and may be for as long as 12-hour time periods.

Essential functions for clinical experiences include the use of all of the senses to gather information — the ability to see color changes in skin, the ability to hear heart and lung sounds through a stethoscope, and to feel pulses and the temperature of skin. During clinical experiences nursing students administer medication and direct client care so the needs of the clients must be placed first, over the nursing students’ own needs. Client care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. Nursing students must be focused and alert to maintain client safety and must be prepared to respond appropriately to medical emergencies.

Nursing students are expected to respect and care for persons whose appearance, condition, behaviors and values may be in conflict with their own. Quality nursing care is to be provided regardless of the race, ethnicity, age, gender, religion, sexual orientation or diagnosis of clients. Nursing students may be asked to participate in procedures which conflict with their own personal beliefs and values. They must conduct themselves in a composed, respectful manner in all situations and with all persons.

Nursing students will be responsible for client assessment and evaluation; planning client care and performing nursing care; reviewing client charts; developing individual nursing plans; implementing physicians’ orders; assessing the physical- psychosocial-cognitive-spiritual aspects of the client and client’s family; and communicating verbally, in writing and with a computer, with healthcare professionals, faculty, peers and others.

Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate the feedback they receive into practice.
APPENDIX K: Functional Expectations and Equal Access of the Undergraduate Nursing Student (continued)

Client care will include:

a) Assisting clients with meals
b) Moving and positioning clients in bed
c) Assisting clients with walking, with and without mechanical devices
d) Lifting, transferring, and transporting clients using wheelchairs and stretchers
e) Administering medications
f) Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, other care
g) Educating clients and their families
h) Responding to emergencies
i) Supervising others in community based and clinical settings

Nursing Students must be able to:

- See
- Hear
- Touch
- Smell
- Stoop/Bend
- Squat
- Climb
- Kneel
- Push
- Pull
- Lift
- Grasp/handle

Reach: over shoulders, at waist level, and below waist level; stand, lift and walk for the duration of assigned clinical hours; physically negotiate around tables and chairs in clients’ rooms; stoop/bend/reach to retrieve supplies from storage areas; push and pull to operate medical equipment, administer medications, and manage other items for client care; lift clients with and without mechanical devices; and, use their senses to assess clients and changes in their conditions.

Nursing students use many different kinds of equipment and supplies including computers, stethoscopes, blood pressure cuffs, IV poles, tubing and pumps, portable monitoring units, clamps and scissors, needles and syringes, client support bars, hospital beds, wheelchairs, stretchers, bed scales and traction units.

Equal Access of Students

The ASU Edson College of Nursing and Health Innovation is committed to making learning experiences accessible and inclusive for all students including those with an identified disability or disabling condition.

In compliance with the ASU policy on Students with Disabilities SSM 701-02, http://www.asu.edu/aad/manuals/ssm/ssm701-02.html, every effort will be made to accommodate students with special needs, to find cost effective methods to address the identified student condition, and serve the needs of the patients. These accommodations can include resources and assistive aids for those students with cognitive and perceptual disabilities, specialized equipment for hearing or vision deficits and modifications to the physical environment or clinical hours.

Students with disabilities are required to document their condition with Student Accessibility and Inclusive Learning Services (SAILS) upon admission to the college, and to be key participants in identifying their needs. The college will provide reasonable and appropriate accommodations for all students who have documented a disability or disabling health condition. Please contact SAILS at Arizona State University by phone (voice) at (480) 965-1234 or e-mail DRC@asu.edu to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student’s responsibility to request accommodation in a timely manner and to provide appropriate documentation to verify eligibility for support services. eoss.asu.edu/drc