



Limited Entry Academic Program Admissions Procedures and Guidelines

Effective July 1, 2026 to June 30, 2027

Supersedes all previous Limited Entry Academic Program Admissions policies, procedures, Procedures and Guidelines, and Handbooks.

Learners (aka students) are required to comply with the policies and procedures contained in the current Engelstad School of Health Sciences Student Handbook which can be found at <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students,” and find the handbook under “Accepted Student Information.”

Learners are also required to comply with the CSN Academic Integrity Policy which can be found at https://www.csn.edu/csnmedia/documents/policies-and-procedures/2017_academic-integrity-policy_2_0.pdf.

Qualified applicants must meet all admission requirements, and learners accepted into a Limited Entry Program must fulfill all progression criteria and the program’s Essential Functions. To review the Essential Functions for your program, go to <https://www.csn.edu/health-sciences-program-requirements>, click on “Limited Entry Programs,” select your program, click on “Important Information and Forms,” and click on the “Essential Functions” link. Learners seeking an accommodation must contact the Disability Resources Center (<https://www.csn.edu/disability-resource-center>).

Application Deadline Date: The application deadline date is determined by the Program Director or Department Chair, as applicable to the program. The Limited Entry Application must be submitted through the Limited Entry Application Portal on or before the application deadline date by 11:59 p.m., PST. Access to submit an application will close at the specified deadline date and time. Learners can go to <https://www.csn.edu/education-and-training/limited-entry-admission> and click on the link for the Limited Entry Application provided under number 7 to start the application process for the semester and year they will be applying for.

READ CAREFULLY. THE FOLLOWING PROCEDURES AND GUIDELINES GOVERN THE APPLICATION PROCESS FOR LIMITED ENTRY ACADEMIC PROGRAMS. APPLICANTS ARE RESPONSIBLE FOR UNDERSTANDING AND COMPLYING WITH THESE TERMS AND CONDITIONS.

Exception Waiver – The waiver allows learners to apply to a program when certain eligibility requirements have not been met or awarding of points for selection purposes (i.e., minimum pretest scores, 3-attempt rule, 7-year expiration for science courses, etc.). The waiver is issued by respective Program Directors and permits the learner’s application to be considered along with all other complete applications. The waiver is valid for the semester and year indicated on the form and must be uploaded into the Limited Entry Application Portal with the Limited Entry Application. Program Directors are not, under any circumstances, obligated to provide a waiver.

Exception Memorandum – The memorandum allows learners to apply to a program when certain eligibility requirements have not been met (i.e., minimum pretest scores, 3-attempt rule, 7-year expiration for science courses, etc.). The memorandum is issued by respective Program Directors and the learner’s application will be considered only if there are seats remaining after all qualified applicants who have met the minimum requirements have been considered. The memorandum is valid for the semester and year indicated on the form and must be uploaded into the Limited Entry Application Portal with the Limited Entry Application. Program Directors are not, under any circumstances, obligated to provide a memorandum.

Substitution Request – Allows substitution of a course that is similar in content, but not listed as a program requirement, for a required program course. A copy of the entire approved Substitution Request, **major-specific to the program of interest**, received from the Graduation Department must be uploaded into the Limited Entry Application Portal with the Limited Entry Application.

A. LIMITED ENTRY APPLICATION PROCESS

1. **Prerequisites:** The courses and/or documents established by the respective program as eligibility requirements for admission to the program.
 - a. Prerequisite courses cannot be waived.
 - b. The program prerequisite courses will be used to calculate the prerequisite GPA for selection into the program.
 - c. A letter grade of A, A-, B+, B, B-, C+ or C must have been received and appear in the learner’s MyCSN account for prerequisite courses. A letter grade of C- or below in a program prerequisite course will not be accepted.
 - d. Current program prerequisites, minimum acceptable grades, and deadline dates to apply are posted on the advisement sheets, which are available in the Health Programs Advising Office and online at <https://www.csn.edu/health-sciences-program-requirements>. Advisement sheets will be available one year prior to the application deadline date. Once advising materials are posted, they will not be altered until the next selection cycle. CSN may modify prerequisites with a minimum of one year’s notice. Actual program courses are subject to revision and will have no impact on program admissions.
 - e. Program Directors may issue an Exception Memorandum for prerequisite requirements if they deem this necessary to fill available seats. An Exception Memorandum is valid for the current selection only and must specifically address/justify each prerequisite that has not been met. A Program Director may not submit Exception Memorandums for all program prerequisites for any learner. It is the responsibility of the Program Director to ensure that the conditions listed on the Exception Memorandum are satisfied. If the learner does not meet the conditions, they may be administratively withdrawn.
 - f. The 3-Attempt Rule for Program Prerequisites
 - i. If a prerequisite course has been taken three or more times, the highest of the first three eligible attempts, including grades, test credits, withdrawals, and audits, appearing in the learner’s MyCSN account will be used for calculating the prerequisite GPA.
 - ii. Expanded and/or honors courses, such as MATH 120E or ENG 101H, are considered the same as their traditional course versions for attempts. For example, if MATH 124E and MATH 124 are taken, that is considered two attempts.
 - iii. An Exception Memorandum or Exception Waiver for the 3-Attempt Rule may be obtained at the discretion of the respective Program Director and must be uploaded into

- the Limited Entry Application Portal with the Limited Entry Application.
- iv. Science courses older than 7 years will not count as attempts. See program specific advising materials for more information.
 - v. Spring 2020 courses with “W or WT” will not be considered as an attempt.
 - vi. Withdrawals (W/WT): Withdrawals expire 10 years from the date the W/WT was earned and once expired will not count as attempts. Letter grades (A/B/C/D/F), pass/fail designations, and audits will always count as attempts. Expiration dates are determined by the final month of the term in which courses are taken.

2. College Transfer Credits

- a. “P, TP, S, and TS” Grades.
 - i. A grade of “P, TP, S, or TS” assigned to a course taken prior to Spring 2020 will be considered equivalent to a “C” unless an official sealed transcript is provided to the Limited Entry Office by the program’s specified deadline date showing a higher grade. If the course and grade can be verified as the course transferred to CSN, the grade on the official transcript will be used.
 - ii. A grade of “P, TP, S, or TS” assigned to a course taken in Spring 2020 or later will be considered equivalent to a “D-“ unless an official sealed transcript is submitted to the Limited Entry Office by the program’s specified deadline date showing a higher grade. If the course and grade can be verified as the course transferred to CSN, the grade on the official transcript will be used.
- b. Courses transferred in with a designation of “TR” on the MyCSN Transfer Credit Report will not be accepted unless an official sealed transcript is provided to the Limited Entry Office by the program’s specified deadline date, and the course and grade can be verified.
- c. Courses transferred in with a designation of “LELC” on the MyCSN Transfer Credit Report may not be accepted unless a copy of the entire approved Substitution Request received from the Graduation Department is uploaded into the Limited Entry Application Portal with the Limited Entry Application. **Substitution Requests must be major-specific.** The Health Sciences Substitution Request Form can be located here: <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students,” and find the form under “Limited Entry Information.”
 - i. Exceptions: If the Catalog and Student Handbook lists that any prefix course (i.e., SOC, PSY, MUS, etc.) satisfies the graduation requirement for general education courses, a Substitution Request is not required.
 - ii. A course evaluated as PSCUS LELC satisfies the US History requirement and a Substitution Request is not required, with the exception of programs where the Catalog and Student Handbook specifically lists PSC 101 or HIST 100 only.
- d. The Limited Entry Office is not responsible for the evaluation of transfer courses, Course Equivalency Requests, or Substitution Requests. The Office of the Registrar is responsible for transfer course evaluations and Course Equivalency Requests. Individual Academic Departments receive and process program specific Substitution Requests.
- e. The prerequisite GPA will be calculated using the credit hours for CSN courses and/or credit hours transferred and evaluated by CSN’s Office of the Registrar. For example, earning a B in BIOL 223 at CSN (4 credits) equates to 12 quality points towards a cumulative GPA. An ENG 101 course transferring into CSN with a B (2.01 credits) equates to 6.03 quality points towards a cumulative GPA. The prerequisite GPA will not be rounded up.

3. **College Science Courses and Grades**

- a. Completion of prerequisite courses cannot be waived.
- b. To receive consideration for courses and grades from institutions other than CSN, those courses and grades must have been evaluated by CSN's Office of the Registrar, and must appear on the MyCSN Transfer Credit Report, on or before the program's specified deadline date.
- c. Prerequisite science courses may be no older than seven (7) years at the time of the application deadline date.

4. **Alternative Credits:** For purposes of calculating the prerequisite GPA and/or general education courses, a "P or TP" assigned to alternative credits will be considered equivalent to a "C" unless an official sealed transcript is provided to the Limited Entry Office by the program's specified deadline date showing a higher grade, if applicable.

a. **Military**

Credits earned for military training will be considered equivalent to a "C."

b. **Advanced Placement (AP) and International Baccalaureate (IB)**

Points will be awarded for "P or TP" if the course is listed on the Program's Selection Criteria Sheet as eligible to receive points for a grade of "C" or higher. If the Selection Criteria Sheet specifies a grade of "B" or higher, points will not be awarded for a grade less than a "B." If the high school course and grade can be verified as the test credit transferred to CSN, the grade on the official sealed transcript provided to the Limited Entry Office by the program's specified deadline date will be used.

c. **College Level Examination Program (CLEP)**

CLEP test credits may be accepted for prerequisite courses, general education courses, and/or courses listed on the program's Selection Criteria Sheet. However, the CLEP test credit name and number of credits must appear on the MyCSN Transfer Credit Report. If CLEP scores are reported, the following will be used to determine the grade: A score of 70 to 80 will be processed as a grade of "A." A score of 60 to 69 will be processed as a grade of "B." A score of 50 to 59 will be processed as a grade of "C." CLEP grades reported as a "P or TP" will be processed as a grade equivalent to a "C."

5. **Academic Renewal Policy:** Limited Entry academic programs may consider the excluded coursework in their decision-making per the Limited Entry Academic Program Admissions Procedures and Guidelines. Nothing in the Academic Renewal Policy shall supersede any Limited Entry program continuance or Student Reapplication Process.

6. **National League for Nursing (NLN) Proficiency Exams for Expired Anatomy & Physiology Courses**

- a. An NLN Anatomy & Physiology proficiency exam is only offered for Diagnostic Medical Sonography (DMS) learners. If a minimum grade of "C" or higher has been met, the learner may opt to take a proficiency exam instead of retaking the course(s). If the learner passes the **NLN Proficiency Exam at or above the "50th percentile,"** the learner's previous course and grade will be accepted for the Limited Entry program, with an Exception Waiver obtained from the Program Director and uploaded into the Limited Entry Application Portal with the Limited Entry Application. Only one attempt at the proficiency exam will be permitted. The program is responsible for managing the proficiency exam. The proficiency exam is valid for 7 years from the date of the exam. DMS proficiency exam information can be found at https://www.csn.edu/_csnmedia/documents/program- documents/diagnostic-medical-sonography-program/profexam_dms.pdf.
- b. The ADN Nursing and Practical Nursing Programs: The NLN Anatomy & Physiology,

Microbiology, and Pharmacology Proficiency exams are no longer accepted.

7. Application to Multiple Limited Entry Programs – Provisions/Exceptions: During each application cycle, a learner may apply to as many Limited Entry programs as they wish, as long as the program's requirements have been met. A separate \$20.00 non-refundable Limited Entry Application Fee must be paid for each application submission and proof of payment must be included with each submission. A learner may not apply to another Limited Entry program if currently enrolled or accepted into a Limited Entry program until they complete or exit the current program.

8. Application to Multiple Program Tracks - Provisions/Exceptions

- a. For programs that have multiple tracks (Surgical Technology, Radiation Therapy, Nursing (RN), and Diagnostic Medical Sonography), learners can only apply to one track.
- b. Learners who intend to apply to a program that features a Las Vegas track and a Northern Nevada track can only apply to one of the two tracks. Learners who accept a seat into either track must complete the coursework in the location of the track into which they were accepted.
- c. Learners enrolled in either track of the Diagnostic Medical Sonography program may be allowed to apply to the other track, with an Exception Waiver obtained from the Program Director and uploaded into the Limited Entry Application Portal with the Limited Entry Application, as long as the following conditions are met:
 - i. The learner is in good standing and ready to graduate after the final semester of the track for which they are currently enrolled.
 - ii. The learner has satisfied all prerequisite courses and program requirements.

9. Complete Applications: The Limited Entry Office will only process complete Limited Entry Applications. A complete Limited Entry Application is one submitted through the Limited Entry Application Portal by the program's specified deadline date and includes all required documents and materials in English, as outlined in items 9.a-j.:

- a. All learners regardless of degree pursuing (AS, AAS, BS, BAS, and COA), are required to meet with a Health Programs Advisor within two years of the program's specified application deadline date. Express Advising sessions **will not** satisfy the mandatory appointment with a Health Programs Advisor to be eligible to apply to a CSN Limited Entry health program. Only the Manager of Health Programs Advising, Limited Entry, and Retention, Constance.Shaw@csn.edu, can write an Exception Memorandum to this requirement. **However, applications with an Exception Memorandum will be considered only if there are seats remaining after all qualified applicants.**
- b. A copy of the mandatory Limited Entry Workshop (LEW) quiz demonstrating a minimum of 80%. The mandatory workshop must be completed no more than two years prior to the program's specified application deadline date. Learners that have not passed the quiz within two attempts must contact the Limited Entry Coordinator, Tina.Golyer@csn.edu to complete the LEW quiz prior to the program's specified application deadline date.
- c. Receipt from Cashier's Office (or proof of payment through MyCSN account) for \$20.00 non-refundable Limited Entry Application Fee. A separate \$20.00 non-refundable Limited Entry Application Fee must be paid for each application submission.
- d. Results of appropriate pre-admission assessments, if applicable.
 - i. TEAS Exam: Tests not taken through CSN must be transferred to and received by CSN prior to the application deadline date. Each test is considered a complete attempt. There will be **NO** combination of scores from separate tests for the TEAS. TEAS scores will not be rounded up. Review the current Selection Criteria Sheet for guidelines specific to your

- program.
- ii. Dexterity and Spatial Perception Test / Purdue Pegboard Dexterity Test: A combination of test scores are permitted for the Dental Hygiene and Surgical Technology programs. Review the current Selection Criteria Sheet for guidelines specific to your program.
- e. Recommendation Letters for the Physical Therapist Assistant and Surgical Technology programs must be submitted on the approved form in a signed and sealed envelope to the Limited Entry Office by the program's specified deadline date.
- f. CSN formal evaluation of transcripts from other colleges, if applicable, including any NSHE institution (MyCSN Transfer Credit Report). Learner is responsible for ensuring MyCSN Transfer Credit Report reflects accurate courses, grades, and credits.
- g. Transcripts (official or unofficial), if required for the program of interest, must show a high school or college graduation date for eligibility and/or points towards selection. Official transcripts must be submitted in the original sealed envelope from the awarding institution to the Limited Entry Office by the program's specified deadline date. If the envelope has been tampered with, the transcript will be considered unofficial. International (non-US) transcripts must be evaluated through a NACES member organization (<https://www.naces.org/members>).
- h. Copy of the entire approved Substitution Request received from the Graduation Department for the program of interest, if applicable. **Substitution Requests must be major-specific.**
- i. Standardized Exception Memorandum and/or Exception Waiver from the respective Program Director, if applicable. **These forms are valid for the current selection cycle only and must be major-specific.**
- j. All other program specific documentation listed on the Advisement Sheet and/or Selection Criteria Sheet.

10. Incomplete Applications: An incomplete application is one that does not contain all documents necessary to apply and/or does not meet minimum requirements as listed on the program's advising materials.

11. Reapplication to a Program: Any learner who voluntarily withdraws or has been subject to administrative withdrawal/termination from a Limited Entry program in any semester and is reapplying to enter the same program in the first semester with all program courses to be retaken, must follow the Student Reapplication Process. If approval to reapply is received from the respective Program Director, the learner must upload the Program Director's Reapplication Approval Form into the Limited Entry Application Portal with their Limited Entry Application. This does not apply to first time applicants or applicants who were not accepted into a program and are now reapplying. Each new application must include all required documentation, regardless of prior submissions. Documentation submitted with previous applications will not be carried forward. All documentation must meet current program requirements at the time of application submission.

- a. Application processing is subject to the following provisions:
 - i. Reapplication to the same program may result in a point deduction as determined by the Program Director. This deduction may be up to 10% of the maximum earned points for the first reapplication and up to 20% of the maximum earned points for the second reapplication. If applicable, the number of points deducted appears on the programs' Selection Criteria Sheet. The point deduction does not apply to learner's that have not matriculated into the Limited Entry program.
 - ii. The CSN School of Health Sciences Student Reapplication Process is adopted as part of the Limited Entry Academic Program Admissions Procedures and Guidelines and

learners are required to comply with the policies therein. The procedures and process can be found on the CSN Health Sciences website at <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students,” and find the information under “General Information.”

B. LIMITED ENTRY SELECTION PROCESS

The Limited Entry Selection Process is utilized to accept learners into the first semester of a Limited Entry program. The number of learners accepted into a Limited Entry program is determined by the respective Program Director or Department Chair based on program resources. A selection committee for each program will review the applications, and verify and/or confirm eligibility, and points awarded.

1. The Limited Entry Selection Process

- a. Only complete applications submitted through the Limited Entry Application Portal on or before the program’s specified application deadline date by 11:59 p.m. PST will be processed.
- b. Applications that contain an Exception Waiver will render the application as complete and allow it to be processed along with all other qualified and complete applications.
- c. Applications that contain an Exception Memorandum will be considered only after all complete applications and if the program has adequate space available to accommodate additional learners.
- d. After the initial processing of all applications, the selection committee ranks and makes the final selection of learners into the program as well as an alternate list. Learners with equal points will be ranked by a computerized random selection.
- e. If there are available seats remaining in the program after applicants with complete applications have been accepted, then the respective Program Director, with the Manager’s approval, may request that applicants not satisfying program requirements be ranked and considered, and the next highest ranked applicant(s) may be selected for entry into the program.
- f. A learner who has not successfully completed all sections of the pre-admission assessment(s) with the minimum cut-off scores and is provided an Exception Memorandum will earn 0 points in the category for the pre-admission assessment(s).
- g. If all prerequisites are not completed successfully, with grades identifiable on the CSN transcript or MyCSN Transfer Credit Report at the time of the application deadline date, and an Exception Memorandum is uploaded into the Limited Entry Application Portal with the Limited Entry Application, then 0 points will be awarded for the prerequisite GPA.

2. Selection Results

- a. Each learner who applies through the Limited Entry Application Portal on or before the application deadline date will receive electronic notification via their CSN student email (i.e., NSHE@student.csn.edu) of the selection results within 45 calendar days of the application deadline date.
- b. If a learner is not admitted into a program, the submitted application is considered closed. Wait lists are not maintained. Learners who reapply must meet current requirements, complete a new application submission, and upload all supporting documents at the time of reapplication. The Limited Entry Office will not provide any prior application materials and/or supporting documents for inclusion in a new application submission.

3. Accepting/Declining an offered seat in a Limited Entry Program: Each learner who is offered a seat in a Limited Entry program must do the following:

- a. Complete the Accept/Decline Form in the Limited Entry Application Portal indicating whether the

learner accepts or declines the seat, along with the Acknowledgment of Vaccinations/Immunizations Requirement for Participation in Clinical Externships form within 10 calendar days of the date of the acceptance notification by 11:59 p.m., PST. If the Accept/Decline Form is not submitted by the specified date and time, the seat will be offered to the next highest ranked alternate(s). Once this has occurred, a seat may not be re-offered to a learner outside of the selection process nor will a seat be held for any reason.

- b. Comply with program specific handbooks as a requirement of acceptance.
 - c. For programs ***with*** mandatory orientations: Learners who sign the Accept/Decline Form, along with the Acknowledgment of Vaccinations/Immunizations Requirement for Participation in Clinical Externships form, indicating they are accepting a seat in a Limited Entry program must attend all orientations/events at the time scheduled by the respective program or the seat may be offered to the next highest ranked alternate(s). Learners arriving late to the program specific orientation may not be allowed to attend, therefore forfeiting their seat in the program. Learners will be required to reapply through the Limited Entry Application Portal.
 - d. For programs ***without*** mandatory orientations: Learners who sign the Accept/Decline Form, along with the Acknowledgment of Vaccinations/Immunizations Requirement for Participation in Clinical Externships form, indicating they are accepting a seat in a Limited Entry program and then do not ***enroll*** in program courses will be administratively withdrawn and be required to reapply through the Limited Entry Application Portal.
 - e. If a learner is qualified and offered a seat in more than one Limited Entry program during a selection cycle, the learner can accept a seat into only ***one*** program.
 - f. Once seats in a Limited Entry program have been filled, all other applications become null-and-void.
 - g. Upon successful completion of or exit from a Limited Entry program, a learner is eligible to apply to another program as long as the program's requirements have been met.
- 4. Selection Appeal:** Learners will have 10 calendar days from the date of the notification letter to appeal the result of the selection. The appeal must be sent through email to both the Manager of Health Programs Advising, Limited Entry, and Retention, Constance.Shaw@csn.edu, AND the Limited Entry Coordinator, Tina.Golyer@csn.edu, and contain a detailed explanation for the appeal. The Manager will respond within 5 calendar days.