East Central University
School of Nursing

Instructions and Application to the Pre-licensure Nursing Program at East Central University
Ardmore Campus

Submission Deadline: September 15 by close of business (5:00 pm)

Please submit your application to:

East Central University, School of Nursing
Ardmore Campus
617 West Broadway
Ardmore, OK 73401

(580) 223-2904
E-mail address: bvladyka@ecok.edu
◊ Application Checklist ◊

Use the checklist below to ensure that you have completed and submitted all the required documents for admission into the nursing program at East Central University:

☐ Form #1 – School of Nursing Application for Admission
☐ Form #2 – Signature Form
☐ Form #3 – Curriculum Plan Sheet
☐ Verification of successful completion of the TEAS Pre-Entrance Exam. (Minimum scores: 60% Comprehensive, 70% Reading, and 60% English.)

☐ Official transcript(s) from EACH university or college you have attended. These must verify completion of 22 credit hours of support courses and retention and program GPAs of 2.7 on a 4.0 or higher scale.

◊ Instructions for Applying to the Nursing Program ◊

Please read the following instructions very carefully. An incomplete application will not be considered.

You must submit an OFFICIAL TRANSCRIPT for ALL colleges you attended with your application. Even if you are currently an ECU student who has previously submitted official transcripts to the university, you must still submit official transcripts with your nursing application.

If your university WILL NOT release your transcripts directly to you please notify the School of Nursing office.

Each applicant who wishes to be admitted to the Nursing Program at ECU must meet the criteria for acceptance and must present a completed application for review. This application is to be received by the School of Nursing, Office Administrator by September 15. Those received after the deadline will be marked LATE and may not be considered. Do NOT submit applications to all three campuses; only apply to the campus you prefer to attend.
Scope of Practice for the Registered Nurse

The practice of nursing is defined in the Oklahoma Nursing Practice Act (ONPA) as “the performance of services provided for purposes of nursing diagnosis and treatment of human responses to actual or potential health problems consistent with educational preparation. Knowledge and skill are the basis for assessment, analysis, planning, intervention, and evaluation used in the promotion and maintenance of health and nursing management of illness, injury, infirmity, restoration or optimal function, or death with dignity. Practice is based on understanding the human condition across the human lifespan and understanding the relationship of the individual within the environment. This practice includes execution of the medical regime including the administration of medications and treatments prescribed by any person authorized by state law to so prescribe.”

Registered nurses are prepared in nursing education programs offered in colleges and universities. Registered nurses have completed general education courses in social and behavioral sciences, biological and physical sciences, and the humanities. In addition, registered nurses have successfully completed nursing courses that prepare them for the full scope of nursing practice, including the following roles:

• Assessing the health status of individuals, families and groups
• Analyzing assessment data to determine nursing care needs
• Establishing goals to meet identified health care needs
• Planning a strategy of care
• Establishing priorities of nursing intervention
• Implementing the strategy of care
• Delegating tasks that may safely be performed by others, consistent with educational preparation and the Oklahoma Nursing Practice Act
• Providing safe and effective nursing care
• Evaluating responses to interventions
• Teaching the principles and practice of nursing
• Managing and supervising the practice of nursing
• Collaborating with other health professionals in the management of health care
• Performing additional nursing functions in accordance with knowledge and skills acquired beyond basic nursing preparation
• Delegating tasks that can be performed by the advanced unlicensed assistive person

Inability to perform any of the above due to physical limitation may prevent admission to the program and prevent the graduate from obtaining a license as a Registered Nurse.

◊ Pre-Entrance Exam (TEAS V) Registration Information ◊

As part of the Application to the Nursing Program, all applicants are required to register and successfully completed the TEAS (Test of Essential Academic Skills) Pre-entrance exam. The exam consists of the following subjects:

- English and Language Usage - grammar & word meanings in context, spelling & punctuation, structure
- Math - Numbers
- Science - (Biology, Chemistry, & Anatomy and Physiology)

In order to successfully pass the TEAS V exam and have their application considered, the applicant must earn a **minimum Composite score** (reported as Adjusted Individual Total Score) of 60%, a **minimum Reading score** of 70%, and a **minimum English score** of 60%. Applicants who do not meet these minimum requirements will not be considered.

**Study Materials**

Study guides are available for pre-entrance examinations. One is available online from [http://www.atitesting.com/Solutions/pre-program/TEAS/study-guide.aspx](http://www.atitesting.com/Solutions/pre-program/TEAS/study-guide.aspx). The guides may also be available in the ECU Bookstore.

**Exam Dates**

The test is offered at all three sites on June 24th, July 24th, and September 12th. (It was also offered at the Ada campus only May 11th 2015.) The test taker should be at the test site to sign-in approximately 30 minutes before the test. Please note: there are two versions of the TEAS V exam. The exams that will be given in May, June and July are the SAME version; you may only take the exam on ONE of these three testing dates. Registering and taking the **same version** of the exam **twice** will result in your application being immediately rejected.

The September exam will be a different version.

The test will be administered at all three ECU School of Nursing campuses:

a. **Ada:** East Central University’s Science Hall is at the corner of Main and Highland Streets, third floor. This building is located at the east end of Main Street and has a Tiger fountain in front. Come to the top floor of the building. There will be a sign-in table in the hallway. Park in the Student Lot located at the corner of Francis and 9th Streets. If you go to [www.ecok.edu](http://www.ecok.edu) and click on the campus map then scroll over the buildings you will find Science Hall.

b. **Ardmore:** 617 W. Broadway, in a small shopping center, west of the Dollar General store. When you enter the building you are in the lobby of ECU’s School of Nursing. Park in the lot directly in front of the building and as close to Broadway as possible. **Please do not park in the first double-row of parking spaces in front of the building.**

c. **Durant:** Science Building, room 312. Go to [www.se.edu/campus-map](http://www.se.edu/campus-map) and click on the blue shaded building nearest the west end of the green shaded parking lot.

**Cost**

The May and June TEAS exams will cost **$56.00.** On July 1, 2015 the price will increase to **$66.00.**
Registration Information
To register and pay for the TEAS exams go online to www.atitesting.com and create an account, then click on ‘Register for TEAS’.

Submitting Official Scores
Any applicant who has taken the TEAS anywhere other than ECU anytime from January 2015 to present is required to submit official copies of your scores for each attempt. These scores should be attached to the application form and submitted. Official scores must be sealed or stamped by the college/university or testing center where you originally took the exam. Unofficial scores will not be accepted.

Retake Policy
If an applicant is unsuccessful (i.e. if an applicant did not meet the minimum scores) an opportunity to retake the TEAS exam will be offered under the following conditions:
All applicants are allowed a maximum of TWO attempts to take the TEAS exam during the calendar year. This means that if you took the TEAS exam two times (or more) from January 2015 to present, including any exams you took at East Central University, you may not be eligible for the retake opportunity. Please note: This policy only applies to TEAS exams that have the exact same components currently utilized by the ECU School of Nursing.

◊ Notification of Acceptance/Non-acceptance ◊
A letter detailing faculty action on your application will be mailed to you approximately one month after the submission deadline. (Please make sure the ECU School of Nursing has your current mailing address on file.) Fulfillment of the above specified criteria DOES NOT guarantee admission to the nursing program. Please note that space in nursing courses with clinical rotations is limited.

◊ Dates and Deadlines in the Acceptance Packet ◊
A letter of intent will be included in the acceptance packet and must be submitted to the ECU School of Nursing on or before November 1. If a student is provisionally accepted to the nursing program, by December 1st the student must do the following:
1. Pay for malpractice insurance (details will be included in the Acceptance Packet). These payments are made to the School of Nursing prior to enrollment into NRSG2104 Nursing Process and are nonrefundable.
2. Create an account with CertifiedBackground and submit the required documentation (CPR Certification, Proof of Immunization, Background Check, etc.)

By January 11, 2016 student must submit to the School of Nursing office any official transcripts that include Fall 2015 grades for college credits from institutions other than East Central Univ.
Students: These are the guidelines for immunizations required for admission to the Nursing Program. Upon provisional acceptance to the Nursing Program, you will be required to provide copies of your immunization records to CertifiedBackground. If these guidelines are not followed precisely, your acceptance into the Nursing Program may be withdrawn.

Purpose: To document student's readiness to enter clinical training at local clinical facilities.

1. The student is advised to wait until after receiving notice of provisional acceptance before getting immunizations and CPR certification.
2. Providing fraudulent or misleading immunization dates may result in the student being dropped from the Nursing Program.
3. The immunizations must be individually documented by the physician or nurse who is administering the immunization. This can be done by individual signature or official agency stamp. The applicant must provide an official record of his/her immunization card. If positive proof of immunizations is not possible, the student will be required to obtain a serological titer at the student’s expense.
4. If you need clarification about your immunization status, please contact the School of Nursing Office Administrator and not the community facilities. Your immunizations must be current and submitted on or before December 1. Students are not allowed to attend clinicals if immunizations are not completed.

IMMUNIZATION RECORD: The immunizations listed on the following pages are required of all persons seeking admission to the nursing program. The only exceptions are medical reasons. If the student cannot supply documentation then he/she will have to be immunized as is indicated for an adult or provide results of a titer that documents immune status. Records from a doctor's office, county health department, hospital or school are acceptable. Statements such as, "as a child", "up to date", or "not needed", are not acceptable.

1. **TUBERCULIN SKIN TEST (PPD):** This test is required within one year prior to entering the clinical program. If it has been more than a year since you received your last PPD skin test or if you have never had one before, you must obtain two skin tests separated by one to three weeks then one every year. If the skin test is negative, nothing further is needed. If the skin test is positive or the student has a history of a previous positive skin test, then further explanation is necessary. The student’s personal physician should be contacted by the student. The physician will document what steps were taken after a previous positive skin test or take proper steps in case of a recent conversion to positive. If the student has a history of a positive TB skin test in the past a repeat skin test should not be given. The student may obtain tuberculin skin testing from University Student Health Services or from a private physician, or a health department.

   **East Central University requires that all International students submit a negative skin test to Student Health Services. This test MUST be completed in Oklahoma.** Students who require chest x-rays must submit a copy of the chest x-ray report to Student Health Services. The chest x-ray report will be accepted as long as it was taken in the U.S.
2. **MMR I & II**

**MEASLES (Rubeola):** As “hard” measles is such a severe, obvious disease, documentation of clinical disease by a physician is acceptable. IF the student has not had the disease, two measles vaccinations (separated by 28 days) given after age 12 months is required. A positive serological titer is also acceptable.

**MUMPS:** Since many people confuse the symptoms of mumps with other conditions, documentation of a student having had mumps must be by a physician. Otherwise, the student must either submit proof of a mumps vaccination or submit a positive serological titer that shows immunity.

**RUBELLA:** The diagnosis of rubella cannot be made with certainty without laboratory confirmation. Therefore either a rubella vaccine or rubella titer showing immune status is required. If the result of the titer shows the student to be non-immune or equivocal to rubella then the rubella vaccine must be obtained. The student may choose to bypass the titer and just obtain the rubella vaccine. Measles, mumps and rubella vaccines are available at the local Health Departments, or from a private physician.

3. **HEPATITIS B VACCINE SERIES:** Hepatitis B vaccine is administered in a series of three injections. The second injection must follow the first by a period of **30 days.** The third injection is administered **five months after the second.** Approximately 95% of young adults respond with appropriate titer levels. **The student must have completed the first two Hepatitis B injections prior to entering the nursing program!** Proof of the third injection must be submitted by the student prior to N3218 Child-Adult Nursing II clinical experiences. **Students who are not in compliance must either sign a waiver, refusing the Hepatitis B vaccinations or drop N3218. Students are strongly encouraged to obtain the Hepatitis B immunizations.**

4. **VARICELLA ZOSTER (Chicken Pox):** If the student has had varicella (chicken pox), documentation by a physician is required; personal history of having the disease will not be accepted. If the student has not had the disease, two varicella vaccinations (separated by 28 days) are required. A serological titer showing immunity is also acceptable.

5. **TDAP (Tetanus, Diphtheria, and Pertussis):** Tdap vaccine is recommended for preteens at ages 11 or 12 years for protection against tetanus, diphtheria and pertussis (whooping cough). Protection provided by the DTaP vaccine received in childhood wears off as kids get older, so preteens and teens need a booster shot known as Tdap. Our facilities currently require that all clinical personal, including nursing students, provide proof of having the Tdap shot within the last ten (10) years.
6. **INFLUENZA:** Students are required to submit proof of annual influenza vaccination.

7. **MENINGITIS:** Oklahoma law requires that those students who reside on-campus in student housing be vaccinated against meningococcal disease. However, the School of Nursing recommends that all students get immunized against meningococcal disease. Students are advised to discuss the need for the meningitis vaccine with their private health care provider. At this time the vaccination is not a requirement for acceptance into the clinical area, but is strongly recommended for students. However, this strong recommendation may soon change to a requirement.

Students will be required to obtain a TB skin test and renew their malpractice insurance each summer while progressing through the nursing program.

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**NOTICE:** Criminal background, violent offender and sex offender registry searches will be required as part of the acceptance packet. Convictions of a felony will be an absolute bar to licensing for five years. If you have a criminal record, and/or have been arrested and/or summoned to appear in court, you are required to notify the Director of the School of Nursing in writing PRIOR to submitting your Application to the Nursing Program. For further information, please contact the School of Nursing Director @ (580) 559-5434 or (888) 691-0001.
POSITION TITLE:  Student Nurse

POSITION SUMMARY:  Under the guidance and supervision of the clinical instructor, preceptor, or registered nurse employed by the facility, the student nurse implements the nursing process for patients, families and/or groups of clients. She/he assesses temperature, pulse, blood pressure, and other vital signs to detect variances from normal and assesses status of patient. Observes patient, records responses to medication and treatments, reactions and significant occurrences. Administers prescribed medications and treatments in accordance with standards of practice, standards of care, and policies and procedures. Identifies the need for and carries out health teaching, assesses health/illness practices and the influence of the environment on health status. Provides nursing care in various clinical services such as medical, pre and post-surgical, pediatrics, obstetrics, intensive care, emergency, rehabilitation, outpatient and admitting, surgery and post-anesthesia, mental health and community settings as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Certifications:  Meets or exceeds academic standards outlined in the current East Central University catalog, and Level “C” (Healthcare Provider/ Professional Rescuer) CPR and required immunizations.

Qualifications and Skills:  Requires demonstrated good human relations/communication skills, to establish rapport with patients, faculty, and health care personnel, application of nursing process, critical thinking/judgment making skills. Maintain current skill in basic life support. Adherence to high standards of professional and ethical conduct.

Physical:  Medium work classification.

Working Conditions:  Clean, well-lighted, climate controlled acute care facilities and/or clinics, schools, community centers, private homes in varying states of cleanliness, repair and accessibility. Potential for exposure to: communicable disease, odors, body fluids; electrical and radiation hazards and sharp objects; minimized by implementation of standard safety practice and use of protective equipment. Potential for verbal and physical abuse.
ESSENTIAL JOB FUNCTIONS WITH APPROPRIATE SUPERVISION

1) Assess, plans and implements the nursing process and when assigned directs others in the implementation of the plan of care in accordance with the Oklahoma Nursing Act and ANA Code for Nurses.

PR: 3, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

2) Coordinates and provides care for a patient or a group of assigned patients in a safe, effective manner.

PR: 3, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

3) Collaborates with other members of the health care team to assist in the plan of care.

PR: 3, 14, 15, 16, 18

4) Evaluates patient care given by self and team members working with and under supervision.

PR: 3, 14, 15, 16, 18

JOB STANDARDS

Performs and documents patient, family, and or community assessments with consideration of biophysical, psychosocial, environmental, self care, educational and discharge planning factors.

MEASUREMENT METHOD: Documentation, observation reported variances.

Daily plans, coordinates, delegates and provides care based on standards of patient care that reflect the stated diagnosis, patient care needs, problems or knowledge deficits based upon the patient assessment

MEASUREMENT METHOD: Documentation, observation, reported variances.

Communicates with health care team in a neat, legible, organized and accurate manner. The interventions implemented are relevant to the patient’s identified care needs or knowledge deficits.

MEASUREMENT METHOD: Documentation in patient records, observation, reported variances.

Documents outcomes of nursing interventions including patient’s responses to nursing interventions.

MEASUREMENT METHOD: Documentation, observation, reported variances.
5) Evaluates patient’s and/or family’s knowledge of disease process and intervenes and educates patients and significant others as appropriate. Evaluates effectiveness of teaching plan by documenting methods and patient and significant others understanding of teaching plan. Also evaluates the understanding of teaching as demonstrated by patient and significant others.

PR: 3, 14, 15, 16, 18

MEASUREMENT METHOD: Documentation, observation, reported variances.

6) Prepares patient for discharge.

Ensures continuing care needs are assessed and referrals for such care are documented in the medical record.

PR: 3, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

7) Care for patients and/or families in community settings.

Documents assessment of client/environment interaction, implements appropriate interventions under supervision.

PR: 3, 14, 15, 16, 18

8) Continues professional growth and development through attendance and active participation in classroom activities, professional affiliations, in-service, seminars, workshops, conferences and continuing education.

Attends all classes regularly and is prepared for clinical assignments. Maintains CPR certification and immunization status. Keeps current on infection control, safety and hazardous substances.

PR: 3, 14, 15, 16, 18

MEASUREMENT METHOD: Documentation

9) Performs other student nursing duties as directed.

Participates in departmental committees or activities; presents in-service, programs or performs other assignments.

MEASUREMENT METHOD: Documentation

DIRECTORY OF PHYSICAL REQUIREMENTS

PR1: Lifting, pushing, pulling, carrying or otherwise moving 10 pounds maximum and occasionally lifting and/or carrying such articles as files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking, standing and/or mobility is often necessary in carrying out job duties.
SEDENTARY WORK CLASS
PR2: Lifting, pushing, pulling, carrying or otherwise moving 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking, standing and/or mobility to a significant degree of pushing and pulling of arm and/or leg controls. LIGHT WORK CLASS.
PR3: Lifting, pushing, pulling, carrying or otherwise moving 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. MEDIUM WORK CLASS.
PR4: Lifting, pushing, pulling, carrying or otherwise moving 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. HEAVY WORK CLASS.
PR5: Lifting, pushing, pulling, carrying or otherwise moving objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. VERY HEAVY WORK CLASS.
PR6: Walking/standing 80% or above of scheduled work shift.
PR7: Climbing: Ascending/Descending ladders, stairs, etc using feet/legs and/or hands/arms.
PR8: Balancing: Maintaining body equilibrium to prevent falling when sitting, walking, standing, crouching, or running.
PR9: a) Stooping: Bending the body downwards and forward by bending the spine at the waist.
     b) Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
     c) Crouching: Bending the body downward and forward by bending the legs and spine.
     d) Crawling: Moving about on the hands and knees or hands and feet.
PR10: Reaching: Extending the hands and arms in any direction.
PR11: Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved). MANUAL DEXTERITY.
PR12: Fingering: picking pinching or otherwise working with the fingers primarily (rather than with the whole hand or arms as in handling). FINGER DEXTERITY.
PR13: Feeling: Perceiving such attributes of object/materials as size, shape, temperature, texture, movement or pulsation by receptors in the skin, particularly those of the finger tips.
PR14: Talking: Expressing and exchanging ideas by means of the spoken word.
PR15: Hearing: Perceiving the nature of sounds by the ear, discerning and understanding the human voice and hearing ausculatory sounds.
PR16: a) Acuity, far - clarity of vision at 20 feet or more
     b) Acuity, near - clarify of vision at 20 inches or less
PR17: Depth perception - three dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
PR18: Field of vision - the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
PR19: Accommodation - adjustment of the lens of the eye to bring an object into sharp focus especially important for near-point work at varying distances from the eye.
PR20: Color vision - the ability to identity and distinguish colors.
# School of Nursing – Ardmore Campus
Application for Admission

## APPLICANT INFORMATION

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E-mail Address *(Required)*

## EDUCATIONAL BACKGROUND

Do you have a previous Associate in Science or Arts Degree from an Oklahoma College or University?

- YES □
- NO □

*If you answered yes to the previous question, please list the College or University and the year you graduated.*

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Do you have a previous Bachelor Degree?

- YES □
- NO □

*If you answered yes to the previous question, please list the College or University and the year you graduated.*

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## PRIOR ATTENDANCE IN A REGISTERED NURSING PROGRAM

*If you have ever attended a School of Nursing (ADN or BSN only), please provide the following information:*

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<th>Name of School</th>
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Reason for Leaving

*If you have previously attended a School of Nursing (ADN or BSN only), please familiarize yourself with our policy for equating nursing courses, available on the ECU School of Nursing website at ecok.edu/nursing under ‘Transferring to the Nursing Program’.*

Signature

Date
Signature Form

I,__________________________, hereby apply for admission to the nursing program at

(Please Print Name)

East Central University, beginning the Spring 2016 semester. I understand that the number of students admitted by the School of Nursing is limited by availability of faculty and clinical resources. Therefore, the School may be unable to admit all potentially qualified applicants. I affirm that I have read and understand the Student Nurse Position Description established by the School of Nursing. I certify that I can perform the essential job functions as set forth therein.

Further, I understand that I will be required to have criminal background and sex offender searches during the spring semesters of my sophomore and senior years.

Please select the appropriate response to the following statements:

_____ I affirm that I do NOT have a criminal record and/or history. I have never been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or plead guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter.

_____ I affirm that I do have a criminal record and/or history. I have been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or plead guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter. I understand that I must immediately contact the Director of the School of Nursing to discuss my options PRIOR to submitting my Application to the Nursing Program.

I affirm that the information I have provided is true and in compliance with East Central University’s policy of Academic Integrity as stated in the ECU Student Handbook. I understand that any misrepresentation I provide on this application will result in penalties, including but not limited to, my application be immediately rejected.

Signed: ___________________________ Date: _______________

Applicant’s Signature
CURRICULUM PLAN (Please type or print legibly)

Please indicate the college you will be attending in order to meet these requirements. For example, if you are attending ECU in the Spring of 2016, please put ECU in the corresponding box. If you are completing a course by correspondence, place a CC in the appropriate box. If you need any assistance, please see your advisor. If you clepped out of a course, put CLEP under “Grade” section and insert hours under “CLEP Hours”. CLEP hours are not counted in Program GPA. NOTE: The listing of courses does not guarantee the availability of courses offered.

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<th>SUPPORT COURSES</th>
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Earned Credits:  A=4   B=3   C=2

Retention GPA: _____________

Total Hours (C + A)   B + A = _____________

Program GPA

If you’ve completed a course listed below, please insert grade received, otherwise, mark the semester you plan to take the course with the university abbreviation (ECU, OU, etc.) ** See www.ecok.edu/academics/degree-requirements for an overview of ECU Humanities G1, G2, G3.

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<tr>
<th>CATEGORY</th>
<th>GRADE RECEIVED</th>
<th>GENERAL EDUCATION/GRADUATION REQUIREMENTS</th>
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<tbody>
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<td>GOVERNMENT</td>
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<tr>
<td>HISTORY</td>
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<tr>
<td>HUMANITIES (G1)**</td>
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<td>HUMANITIES (G1, G2, or G3)**</td>
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<tr>
<td>FRESHMAN SEMINAR</td>
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<tr>
<td>GENERAL EDUCATION SEMINAR</td>
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</table>
SAMPLE CURRICULUM PLAN

STUDENT NAME: Imas T. Udent ______________________________ DATE: 9/1/2015

Please indicate the college you will be attending in order to meet these requirements. For example, if you are attending ECU in the Spring of 2016, please put ECU in the corresponding box. If you are completing a course by correspondence, place a CC in the appropriate box. If you need any assistance, please see your advisor. If you clepped out of a course, put CLEP under “Grade” section and insert hours under “CLEP Hours”. CLEP hours are not counted in Program GPA. NOTE: The listing of courses does not guarantee the availability of courses offered.

<table>
<thead>
<tr>
<th>SUPPORT COURSES</th>
<th>SUPPORT COURSES REMAINING</th>
<th>SUPPORT COURSES COMPLETED</th>
<th>CALCULATION OF PROGRAM GPA</th>
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<tr>
<td></td>
<td>FA15 SP16 SU16</td>
<td>When Taken Where Taken Grade CLEP Hours</td>
<td>No. of Hrs in Course Multiply by Earned Credits Total Course Credits</td>
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<tr>
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<td></td>
<td>FA14 OSU CLEP 3            X =</td>
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<tr>
<td>FRESHMAN COMPOSITION II</td>
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<td>SP15 OU CLEP 3            X =</td>
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<tr>
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<td>COLLEGE ALGEBRA</td>
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<td>FA14 OSU C 3 X 2 = 6</td>
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<td>ECU</td>
<td>FA14 OSU B 4 X 3 = 12</td>
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<tr>
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Earned Credits: A=4 B=3 C=2

Retention GPA: 3.15

Total Hours (C + A) = 26 3.10

Program GPA

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If you’ve completed a course listed above, please insert grade received, otherwise, mark the semester you plan to take the course with the university abbreviation (ECU, OU, etc)