



# Southern Union

State Community College  
Health Sciences Division

## ***Dear Prospective Registered Nursing Student:***

We are pleased that you are interested in the nursing program at Southern Union State Community College. Should you choose to apply for admission to a nursing program, you must submit a complete application packet in order for your application to be considered. A complete application packet consists of the following items:

1. **Unconditional Admission to College:** Required prior to application for program. Applicants must complete the SUSCC Application for Admission and all documents required according to College admission policy.
2. **Application for Program:** A complete nursing program application must be submitted prior to the published deadline of the program for which you are applying.
3. **Essentials Functions Form:** *Essential Functions* form read and signed by applicant and submitted with the nursing program application. This form must also be signed by a physician AFTER acceptance to the program.
4. **Transcripts:**
  - a) All official college (or high school transcripts if you have no previous college work) **must be on file** in the Registrar's Office before the application deadline of the program for which you are applying. Contact each college you have previously attended to request transcripts as soon possible as this may be a lengthy process. (*You do not need to request official SUSCC transcript.*) Please note that there may be a cost to you for this step as many colleges now charge a handling fee before they will mail official transcripts.  
AND (steps a and b must be completed for your application to be considered complete)
  - b) Unofficial copies of transcripts from every college that you have attended, or your high school transcript if you have not previously attended college, **must be attached to your application**. Unofficial copies may be printed from the internet for most colleges.
5. **High School Transcript or Waiver:** In addition to the requirements for unconditional admission to the college, an official high school transcript must be on file in the Registrar's office prior to the deadline for receipt of applications IF you would like it to be considered for use in the admission process. An unofficial copy must also be attached to your program application. If you have attended college and do not want your high school transcript considered in the admission process, you may sign in the provided space on the *Nursing Application Cover Sheet*.
6. **COMPASS or ACT Reading Score:** An official ACT or COMPASS reading test score that has been taken within 3 years of the application deadline must be on file with the Records Office prior to the application deadline. Attach a copy of the score to your program application. *ACT or COMPASS reading scores are required regardless of courses taken or degrees previously earned.*

### **ADDITIONAL REQUIREMENTS FOR MOBILITY (LPN / PARAMEDIC TO ADN)**

7. **Employment Verification for Mobility:** Licensed Practical Nurses (LPN) or Paramedics applying for the ADN Mobility program must submit the appropriate verification of work experience. The **employer** must complete the form included in the application packet. Form must be submitted prior to registering for nursing courses.
8. **Proof of Licensure:** LPN's or Paramedics applying for the ADN Mobility program must submit proof of current, unencumbered or nonrestricted licensure in Alabama.

***Applications that do not contain all of the above items will be considered to be an incomplete application and will not be considered. All required materials must be submitted each time that you apply for a program.*** Southern Union State Community College will not duplicate transcripts or any of the application materials. It is HIGHLY recommended that you keep a copy of all materials submitted.

**Notice: Admission requirements and procedures may change without prior notice. Please check with Health Sciences Division and/or website for updates.**

## NURSING APPLICATION COVER SHEET

Full Name (Last name, First Name, Middle Initial, Maiden Name): \_\_\_\_\_ Student # \_\_\_\_\_

Date: \_\_\_\_\_

The following is a list of items that should be included in your application for the nursing program. If the application packet is incomplete, the packet will be discarded and you **MUST** resubmit the entire packet. Please check the following items indicating that you have included them in your admission packet.

Check (✓)	Required Items for Application Packet
	Make sure that you have completed the following list:
	<b>Completed</b> requirements for general admission to Southern Union.
	<b>Completed application form for the specific program and campus</b> for which you are applying. It is your responsibility to ensure that the admission's office has received your COMPLETE application for the <b>correct</b> program. You may verify by email at <a href="mailto:aminfield@suscc.edu">aminfield@suscc.edu</a>
	<b>Official transcripts.</b> OFFICIAL transcripts from <b>EACH college attended and/or high school transcript</b> must be in the Registrar's office before the deadline. Applicants with previous college work are not required to submit high school transcripts UNLESS they wish to use certain coursework for points in the ranking process. It is your responsibility to check with Records Office and verify that transcripts have been received by the Registrar's office before the application deadline. Faxed transcripts are not considered as official.
	<b>Unofficial copies of ALL transcripts attached.</b> Unofficial copies of <b>EACH college transcript</b> must be attached to this application, including your SUSCC transcript, if applicable. Transfer credit listed on your SUSCC transcript will NOT be accepted in lieu of transcripts from other colleges. <b>ATTACH COPY OF EACH INDIVIDUAL TRANSCRIPT.</b>
	<b>High School transcript.</b> For consideration of high school grades for additional points towards admission, an official copy of your high school transcript must be on file in the Registrar's office and an unofficial copy of the transcript must be attached to your application.  If you do <i>not</i> want your high school transcript considered in the admission process, please indicate this choice by signing the following statement: <b>I prefer NOT to have my high school transcript considered in the admission process: (signature):</b> _____/date _____ <i>If the above space is not signed, your application will be considered incomplete without your high school transcript attached and on file with Registrar's office.</i>
	<b>COMPASS or ACT reading</b> score that is less than 3 years old. Attach a copy. Official scores must be submitted to SUSCC Registrar's office if taken at another school.
	<b>Essential Functions form:</b> Must be read and signed by applicant. Physician's signature NOT required until after admission.
	<b>Mobility Options Only: Employment Verification:</b> Form must be completed by employer and returned prior to registering for nursing courses.
	<b>Mobility Options Only: Proof of an unencumbered or nonrestricted license</b> as a practical nurse or paramedic in Alabama.

READ and sign below:

**\*I have included the above checked items in my application packet including a copy of EACH college transcript regardless of the fact that transfer credit is listed on my SUSCC transcript. I understand that meeting minimal admission requirements does not guarantee admission to the program. I further understand that if my official college transcripts are not in the registrar's office by the deadline for applications, my application will not be considered for admission to the program.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Mail or deliver the entire (completed) application packet to: Southern Union State Community College, ATTN: Ashley Minnifield, HS Admissions, 1701 Lafayette Parkway, Opelika, AL 36801**

(For office use only):			
Received Date:		Reviewed By:	

### NURSING PROGRAM APPLICATION

Full Name (Last name, First Name, Middle Initial, Maiden Name): \_\_\_\_\_

Date: \_\_\_\_\_

Program application for: (check correct choice):

- Associate Degree Program (RN)** – Opelika Campus (Deadlines- May 15<sup>th</sup> for fall and September 15<sup>th</sup> for spring semester)
- LPN to ADN Mobility Option (RN)** – Opelika Campus (Deadline – September 15<sup>th</sup> for spring) Option for applicants holding a current Alabama license as an LPN.
- Paramedic to ADN Mobility Option (RN)** – Opelika Campus (Deadline – September 15<sup>th</sup> for spring) Option is for paramedics with a minimum of 1 year paramedic work experience
- Track II LPN Mobility Option (RN)** – Opelika Campus (Deadline – March 9<sup>th</sup> for summer and September 15<sup>th</sup> for spring) Option for LPN’s who have graduated from an Alabama Community College System LPN program within 2 years of application.

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**PERSONAL DATA**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Maiden: \_\_\_\_\_  
 SUSCC Student # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PRIOR EDUCATION**

Name of High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_  
 GED (if applicable): \_\_\_\_\_ Date Completed: \_\_\_\_\_

College: List all colleges attended with degrees earned as applicable:

Name of College	City	State	Degree

Have you ever been enrolled in another nursing program? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 If yes, give the name of the institution attended, dates attended, and the reason for withdrawal: \_\_\_\_\_

**TESTING**

Have you taken the COMPASS or (ACT) Test within 3 years Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Name as documented at the time of testing: \_\_\_\_\_

**OTHER LICENSURE**

Do you hold a current Alabama LPN license? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Do you hold a current Alabama Paramedic license? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Name as documented on your current license: \_\_\_\_\_

## MINIMUM ADMISSION STANDARDS

Minimum admission standards include the following:

1. Unconditional admission to the college.
2. Receipt of completed application for the nursing program(s).
3. Minimum of 2.5 cumulative GPA for the last 24 semester hours of completed college coursework from a regionally accredited institution.
4. Minimum of 2.5 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Minimum 2.0 GPA at Southern Union or entry to the College on clear academic status.
6. Eligibility for English 101 and Math 100
7. Minimum score of 76 on the COMPASS reading test or equivalent score on the ACT exam completed within 3 years of application to the program.
8. Good standing with the college.
9. Meeting the essential functions required for nursing.

Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

## ELIGIBILITY FOR LICENSURE:

Legal requirements for licensure in the State of Alabama are listed in the Alabama Board of Nursing Administrative Code. The Alabama Board of Nursing determines the eligibility for licensure based on the applicant's response to certain questions. **It is important that you understand that successful completion of the nursing program does not guarantee eligibility to take the NCLEX exam. The Board of Nursing may deny an individual permission to take the National Council Licensure Examination (NCLEX) based on an investigation.** Applicants do not need to respond to the questions for application to the program, but must be aware that when applying for licensure they must answer the questions honestly or risk denial of application for licensure. For more information, please contact the Alabama Board of Nursing.

## PROGRAM ENROLLMENT REQUIREMENTS

Students accepted for enrollment into the nursing program will be required to submit the following **AFTER** admission to the program but prior to registering for nursing courses:

- Current medical history & physical completed by a licensed physician, nurse practitioner, or physician's assistant (form provided by the school).
- Current CPR certification at the Health Care Provider Level.
- Medical documentation of all required immunizations (form provided by the school) including a tuberculin (TB) skin test.
- Clear drug screening as stipulated by the agencies with which the Department of Nursing contracts for clinical experiences.
- Clear criminal background check(s) as stipulated by the agencies with which the Department of Nursing contracts for clinical experiences.
- Ability to meet *Essential Functions* with or without reasonable accommodations. Any student requiring accommodations must meet with the ADA Coordinator.

## HIV or HEPATITIS B REPORTING POLICY

Public law #102-141, Section 633, and "The Alabama Infected Health Care Worker Management Act" require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

## NURSING PROGRAM ESSENTIAL FUNCTIONS

Student must maintain ability to meet essential functions for nursing with or without reasonable accommodations. Applicant signature required verifying receipt of Nursing Program Essential Functions.\* Physician's signature required following admission to program.

# Nursing Program Essential Functions

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with Southern Union State Community College Policy, when requested, reasonable accommodations may be provided for individuals with disabilities. The essential functions below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
  - a) Visual (with or without corrective lenses)
    - i) Observe and discern subtle changes in physical conditions and the environment
    - ii) Visualize different color spectrums and color changes
    - iii) Read fine print in varying levels of light
    - iv) Read for prolonged periods of time
    - v) Read cursive writing
    - vi) Read at varying distances
    - vii) Read data/information displayed on monitors/equipment
  - b) Auditory
    - i) Interpret monitoring devices
    - ii) Distinguish muffled sounds heard through a stethoscope
    - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
    - iv) Effectively hear to communicate with others
  - c) Tactile
    - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d) Olfactory
    - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
  - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - b) Work effectively in groups
  - c) Work effectively independently
  - d) Discern and interpret nonverbal communication
  - e) Express one's ideas and feelings clearly
  - f) Communicate with others accurately in a timely manner
  - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
  - a) Effectively read, write and comprehend the English language
  - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
  - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d) Satisfactorily achieve the program objectives
- 4) Motor Function
  - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
  - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
  - c) Maintain balance from any position
  - d) Stand on both legs
  - e) Coordinate hand/eye movements
  - f) Push/pull heavy objects without injury to client, self or others
  - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
  - h) Walk without a cane, walker or crutches
  - i) Function with hands free for nursing care and transporting items
  - j) Transport self and client without the use of electrical devices
  - k) Flex, abduct and rotate all joints freely
  - l) Respond rapidly to emergency situations
  - m) Maneuver in small areas
  - n) Perform daily care functions for the client
  - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
  - p) Calibrate/use equipment

- q) Execute movement required to provide nursing care in all health care settings
- r) Perform CPR and physical assessment
- s) Operate a computer
- 5) Professional Behavior
  - a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - c) Handle multiple tasks concurrently
  - d) Perform safe, effective nursing care for clients in a caring context
  - e) Understand and follow the policies and procedures of the College and clinical agencies
  - f) Understand the consequences of violating the student code of conduct
  - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
    - i) Not to pose a threat to self or others
    - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
    - k) Adapt to changing environments and situations
    - l) Remain free of chemical dependency
    - m) Report promptly to clinical and remain for 6-12 hours on the clinical unit
    - n) Provide nursing care in an appropriate time frame
    - o) Accepts responsibility, accountability, and ownership of one's actions
    - p) Seek supervision/consultation in a timely manner
    - q) Examine and modify one's own behavior when it interferes with nursing care or learning

### \*STUDENT VERIFICATION

*Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to direct your request to the Coordinator of Disability Services.*

\_\_\_\_\_ I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge **I currently have the ability to fully perform these functions.** I understand that further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and progression through the program.

\_\_\_\_\_ I have read the Essential Functions for this program and I **currently am unable to fully meet the items indicated without accommodations.** I am requesting the following reasonable accommodations: (use additional sheet if needed)

Student Signature	Date
Printed Name	SS#

### PHYSICIAN'S VERIFICATION

Is this person's mental and physical health sufficient to perform the classroom and clinical duties of a nursing student? Upon Admission to program must be signed by physician.

YES \_\_\_\_\_ NO \_\_\_\_\_ / If no, please explain (use additional sheet if needed)

MD Signature	Date
Printed Name of MD	

**NON-DISCRIMINATION POLICY**

It is the official policy of the Alabama State Board of Education and Southern Union State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Southern Union State Community College ADA Coordinator at (334) 745-6437 extension 5351.

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**Applicants please read and sign below:**

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I understand this application must be resubmitted if I am not selected for the indicated application period. All application materials become the property of Southern Union State Community College. It is the sole responsibility of the applicant to ensure that the Nursing Department has received all of the requested documentation.

I hereby certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**NOTE: APPLICATION DEADLINE IS May 15<sup>th</sup>** for fall admissions (generic ADN only) and **September 15<sup>th</sup>** for spring admission (generic and mobility options) into the Associate Degree Program.

The completed application packet, **official copies** of college and/or high school transcripts or GED test results, and current COMPASS or ACT **Reading** scores must be on file by the deadline(s). It is strongly recommended that you check with the records office to make sure that your official transcripts have been received prior to the application deadline.

Southern Union State Community College  
ATTN: Ashley Minnifield, Health Sciences Admissions  
1701 Lafayette Parkway  
Opelika, AL. 36801

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## SUSCC Nursing Program Applicant Worksheet

This worksheet must be completed and submitted WITH YOUR APPLICATION in order for the application to be considered for admission to the program. Meeting minimal requirements does not guarantee acceptance. If you have any questions, please attend information sessions for health sciences. See [www.suscc.edu](http://www.suscc.edu) for dates and times

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Read the descriptions for each section (Sections A through E) and answer the corresponding questions. All information will be checked for accuracy.

### SECTION A: GPA REQUIREMENT

**REQUIRED Grade Point Average (GPA) of 2.5 on last 24 hours of completed college work and minimum 2.0 GPA at SUSCC or entry to College on clear academic status.** Students without prior college work must have a minimum 2.5 GPA from 12<sup>th</sup> grade coursework (GED acceptable). Applicants not meeting minimum GPA requirements will not be considered for admission.

1. HAVE YOU MET THE MINIMUM GRADE POINT AVERAGE REQUIREMENT? Yes: \_\_\_ No: \_\_\_

NOTE: Complete attached worksheet to compute grade point average.

2. What is your GPA\*\* from last 24 hours (or 12<sup>th</sup> grade GPA for applicants lacking college coursework)? \_\_\_\_\_

\*\**(Use worksheet on page 8 of this application packet to compute GPA)*

### SECTION B: COMPASS OR ACT READING SCORES

**COMPASS or ACT Reading Test Score:** The score you submit must have been achieved within the past 3 years. Students not meeting the minimum COMPASS score of 76 or the Act **Reading** score of 17 should seek advisement regarding retesting and/or remediation from the health sciences advisor.

1. HAVE YOU MET THE MINIMUM COMPASS OR ACT SCORE REQUIREMENT? Yes: \_\_\_ No: \_\_\_

2. Scoring criteria for COMPASS/ACT: A possible score of 76-99 = equivalent number of points *(For example: if your COMPASS or ACT score was "80", enter "80" in the column for your score).* Maximum of 99 points possible. (Call health sciences advisor for equivalency score for ACT exam.) Attach a copy of your score.

List your COMPASS or ACT Reading Test Score →-      **Your score:** \_\_\_\_\_ (=points)

### SECTION C: ADDITIONAL POINTS FOR SPECIFIC COURSEWORK

**Additional Points Awarded for Specific Coursework.** Additional points are awarded to students who have completed Bio.201 (Anatomy & Physiology I), Bio. 202 (Anatomy & Physiology II), and/or Bio. 220 (Microbiology). High school students (or college students who have not taken the previous courses) who wish to have their high school transcripts considered are awarded additional points for the following high school courses: Algebra II, Highest level biology (including Anatomy & Physiology), and/or Chemistry. **Courses will not be counted twice.** You will receive points for your high school AND/OR your college grades. College coursework will be used first. For example if you took math 100 or higher in college, you cannot use your math grade from high school.

A maximum of three grades can be used for points as indicated in the following scale. These additional points are awarded based on the grades achieved in the above coursework.

**POINTS SCALE: Grade of: A = 30 points, B = 20 points, C = 10 points, D/F = 0 points**

College Grades				High School Grades (see above for directions)			
Course	Year Taken	Grade	Points	Course	Year Taken	Grade	Points
BIO 201 A&P I				Algebra II or highest math in high school			
BIO 202 A&P II				Highest Biology			
BIO 220 Microbiology				Chemistry			
<b>Total Points:</b>				<b>Total Points:</b>			

**(Maximum of 3 grades used and/or 90 points. College course work used first).**

\*Courses to be transferred from other college systems must be approved prior to application date for use in the ranking process. Submit official transcripts at least 4 weeks in advance. Course descriptions may be needed in some cases to determine transferability of courses.

**SECTION D: SUSCC STUDENTS**

**Completion of pre-requisites and co-requisite courses:** Eleven (11) additional points are awarded to students who have completed certain coursework at Southern Union State Community College. Those points are earned by students who have completed a minimum of 12 credit hours for the following courses at **SUSCC**: ENG 101 (3 hrs), MTH 100 or higher level math (3 hrs), BIO 201 (4 hrs), BIO 202 (4 hrs), BIO 220 (4 hrs), PSY 200 (3 hrs), PSY 210 (3 hrs), SPH 107 (3 hrs), HUM Elective (3 hrs), and ORI 101 (1 hr). All courses must have been completed with a grade of “C” or better.

**SECTION D:** For 12+ hours of the above courses completed at SUSCC, enter 11 points \_\_\_\_\_  
 (No points earned for less than 12 hours of the core curriculum taken at SUSCC)

**SECTION E: TOTAL OF SECTIONS B THROUGH D**

**Final Total:**

Total of Section B (reading score) →: \_\_\_\_\_

Total of Section C (points from grades) →: \_\_\_\_\_

Total of Section D (coursework at SUSCC) →: \_\_\_\_\_

**TOTAL POINTS (Enter total in space to the right) →**

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**FOR TRANSFER STUDENTS ONLY:**

***An official copy of all transcripts for any prior college coursework must be available in the Admissions Office. No transfer credit granted in a health sciences program for courses with grade of D.***

SUSCC Course number and name	Title of Course that you completed	College/University Granting Credit	Grade	Year
English 101 (English Composition I)				
Math 100 (Intermediate Algebra) or higher level math				
Biology 201 (Anatomy & Physiology I)				
Biology 202 (Anatomy & Physiology II)				
Biology 220 (Microbiology)				
Psychology 200 (General Psychology)				
Psychology 210 (Human Growth & Development)				
Speech 106 or 107 (Public Speaking)				
Humanities Course (Such as Art, Music, or Theater Appreciation, etc. )				

**\* Completing this form does not ensure transfer of college credit. It is the applicant’s responsibility to verify transferability with the Academic Advisor for Health Sciences.**

## GRADE POINT AVERAGE (GPA) WORKSHEET

**Guidelines: You must use a copy of your transcripts to compute GPA**

1. Hours used in calculation are considered in reverse chronological order.
2. Only completed, transcribed terms may be considered from colleges accredited by one of the six regionally accrediting agencies (ex. Southern Association of Colleges and Schools, SACS).
3. Count last 24 semester hours in reverse chronological order. (i.e., use latest transcripts first.). When doing so, you may reach 24 hours by using whole term totals and partial hours from an additional term. If an “additional” term is used to reach a total of 24 hours, factor those courses in the “additional term” with the highest letter grade.
4. Some colleges denote columns labeled “quality hours” in addition to “attempted hours”. For such colleges, use “quality hours” in GPA calculations. For colleges not denoting “quality hours” use “attempted hours” in GPA calculations.
5. For colleges operating on quarter system, compute gpa on last 36 quarter hours.
6. Grades to be included in calculations include the following grade types: A, B, C, D, F, I, and WF. Grades of W and WP do not factor as attempted hours/quality hours. Grades of I or WF factor as F. Grades of IP, S, and U are to be excluded from GPA calculations.
7. Repeats:
  - a. For course(s) repeated once, only the second is considered.
  - b. For courses repeated more than once, the second and all subsequent grades earned for the course are considered.
8. Do not include courses for which Academic Bankruptcy or Grade Forgiveness policies have been applied.

Enter Course Number/ Name (begin with latest course completed and go back until you have at least a total of 24 semester)	College	Term and Year course completed	Attempted hours or Quality hours per course	Quality Points per course
<b>Example worksheet</b>				
<i>Mth 100 Inter. Algebra</i>	<i>SUSCC</i>	<i>Fall 2007</i>	<i>3</i>	<i>9</i>
<i>Eng 101 Eng Comp I</i>	<i>UAG</i>	<i>Spring 2006</i>	<i>3</i>	<i>12</i>
Grand Totals			<u>6 Ahrs/Qhrs</u>	<u>21 Qpts</u>
Example GPA (Divide Qpts by Ahrs (Qhrs) = GPA) ex: $21 \div 6 = 3.5$				3.5 GPA

**\*Applicant’s Worksheet:** (Complete to best of ability. Incorrect GPA calculation will NOT result in exclusion of application for consideration. All GPA calculations will be verified by Admissions Office) For your convenience, you may use the criteria listed above to enter the information into the GPA calculator at the following website and attach a printout : <http://www.sfsu.edu/~gradstdy/gpa-calculator-sfsu.htm>

Course Number/Name	College	Term and Year	Ahrs or Qhrs per course	Qpts per course
Grand Total: Attempted (or Quality) hours and Quality Points			_____	_____
			Ahrs/Qhrs	Qpts.
GPA: To compute gpa, divide total Quality Points by total Attempted Hours (see example above)				

