

COLLEGE OF SAN MATEO NURSING PROGRAM
Merit-Based Acceptance Criteria Handout Fall 2025 Admission

Criteria		Points	Mandatory Supporting Documentation & Details
1	Previous Academic Degrees: (5 points max)		
Save your document(s) using the following format: Last name_First name_G number-File content. Here's an example: Doe_Jane_G12345678-TEASversion7scoresheet Then upload the document(s) via the link in the application when the cycle is open.			
1a	AA/AS OR BA/BS OR higher degree (ie: MS, Psy.D., Ph.D.)	5	Upload a transcript from regionally accredited U.S. colleges or universities with the degree posted.
1b	OR A foreign degree equivalent to BA/BS degree OR higher	5	Click on https://smccd.edu/transcript/foreign-transcripts.php to get your transcript evaluated by a CSM approved foreign evaluation service.

2	Relevant Health Care Licenses, Certificates, or Volunteer Experience: (12 points max)		
2a	California Licensed Vocational Nurse (LVN) or Paramedic	6	Upload an official copy of the current California license . Include the front and back. If you cannot access a copy, please provide verification that you hold a valid license.
2b	OR Healthcare Certificate ie: EMT, Acupuncture, Dental assisting, MA, or CNA	4	Upload a copy of a current California or national certificate including the certificate number, date of issue, and expiration date.

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2c Licensed Health Care Worker: Work experience is required in direct patient care. ie: LVN or Paramedic work	4	Upload a letter on official letterhead from a current or former employer verifying employment under the current license. Also, attach a current resume. The letter must include the following from an employer: signature, applicant's name, start and end dates (if applicable), employee status (full time/part time), number of hours worked per week (or total hours from/to date), job title, department, if applicable, and last paystub OR attach a paystub verifying hours within the last 18 months. The minimum requirement is 1000 hours within the last 18 months.
2d OR Certified Health Care Worker: Work experience is required in direct patient care. ie: EMT, Acupuncture, Dental assisting, MA, or CNA	3	Upload a letter on an official letterhead from a current or former employer verifying employment under the current license. Also, attach a current resume. The letter must include the following from an employer: signature, applicant's name, start and end dates (if applicable), employee status (full time/part time), number of hours worked per week (or total hours from/to date), job title, department, if applicable, and last paystub OR attach a paystub verifying hours within the last 18 months. The minimum requirement is 1000 hours within the last 18 months.
2e AND/OR Health Care Volunteer Hours Minimum of 50 hours of health care related service completed within the last 5 years.	2	Upload a letter on an official letterhead written by a supervisor indicating your name, the type of volunteer work, the number of hours, and the dates. The supervisor's signature is required. Volunteer hours are accepted if they were completed <i>after</i> February 1, 2020.

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Criteria		Points	Mandatory Supporting Documentation & Details
3	Grade Point Average & Additional Nursing Coursework: (53 points max)		
3a	Biology Prerequisites: -Anatomy -Microbiology -Physiology	40 Points Max: 3.9 – 4.0 = 40 3.7 – 3.89 = 36 3.5 – 3.69 = 32 3.4 – 3.49 = 28 3.3 – 3.39 = 24 3.1 – 3.29 = 20 3.0 – 3.09 = 16 2.8 – 2.99 = 12 2.6 – 2.79 = 8 2.5 – 2.59 = 4 Repeat = -2	To be eligible for the program, applicants are required to possess a minimum of a 2.5 GPA average in the three required biology courses: anatomy, microbiology, and physiology. There is a 5-year recency policy. Each Biology course must be completed after January 1st, 2020, for Fall 2025 admissions. Any biology coursework taken before January 1st, 2020 will not be counted. This applies to the number of Biology retake attempts as well. All prerequisite courses must be completed with a grade of ‘C’ or better. The nursing program will only accept PASS grades (applying the point of 2.75 for a PASS grade) for all prerequisite courses taken ONLY between Spring 2020 and Summer 2022. Students may repeat each biology course only once. Two points will be deducted for each repeated course within the 5-year recency. If a letter grade or a pass/fail was issued for the course, it counts as an attempt. For any course in which a grade of “C” or better was earned, the best course grade will be counted within the 5-year recency. Here’s an example. A student took anatomy three years ago and earned a ‘C’. They then took the course again last year and earned an “A.” The best score will be counted which is an “A” and there will be a 2 point deduction imposed. Withdrawals for the biology prerequisite courses (Anatomy, Microbiology, and Physiology) do not count as attempts.

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		The nursing program will accept (retroactively) prerequisite biology courses (Anatomy, Microbiology, Physiology), and Chemistry with an online lab component between the Spring 2020 and Summer 2022 time frame. We will accept hybrid science courses. We will not accept exclusive online courses. All labs must be in-person/face to face style. Review the Prerequisite Evaluation Form- Fall 2025 Admission to see which details apply to your situation. Based on where you completed your prerequisite courses, there is a form that you MAY need to be fill out and email to Marsha Ramezane at ramezane@smccd.edu by January 10, 2025. Official transcripts are accepted only from regionally accredited U.S. institutions. Transcripts outside the US must be evaluated by a CSM approved foreign evaluation service. Click on https://smccd.edu/transcript/foreign-transcripts.php to get your transcript evaluated by a CSM approved foreign evaluation service. Each applicant will request that their academic institution(s) send official transcripts to the CSM Nursing Program. Electronic transcripts are preferred. Have the official transcripts be sent to csmnursing@smccd.edu or via the postal service. CSM Nursing Health & Wellness Building 5, Room 361 1700 W. Hillsdale Blvd. San Mateo, CA 94402 The due date is February 28, 2025.

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		All prerequisite courses must be completed by the time you apply (February 1, 2025 for Fall 2025 admissions). Prerequisite courses cannot be in progress when you apply. The CSM Nursing Program has the right to deny admissions to an applicant if a course is missing by the time the applicant begins the nursing program.
3b	Non-Biology Prerequisites: - Statistics (MATH 200) - English Composition (ENGL 100 or 105) - General Psychology (PSYC 100) - Developmental Psychology (PSYC 200) - Health Chemistry (CHEM 210 or CHEM 410) - Communication Studies (COMM 110 or 130 or 140 or 150) - Introduction to Sociology (SOCI 100) OR - Cultural Anthropology (ANTH 110)	7 points max 3.8 – 4.0 = 7 3.5 – 3.79 = 6 3.0 – 3.49 = 4 2.5 – 2.99 = 3 2.0 – 2.49 = 2 To be eligible for the program, applicants are required to possess a minimum of a 2.0 GPA average in the required non-biological prerequisite courses. Review the Prerequisite Evaluation Form- Fall 2025 Admission to see which details apply to your situation. Based on where you completed your prerequisite courses, there is a form that you MAY need to be fill out and email to Marsha Ramezane at ramezane@smccd.edu by January 10, 2025. Applicants are allowed to fulfill some prerequisite courses with an Advanced Placement (AP) exam score of 3 or higher. The only prerequisite courses allowed to be fulfilled with AP classes are Math 200, English 100 or 105, and/or Psychology 100. A Prerequisite Evaluation Form- Fall 2025 Admission form must be filled out and emailed to Marsha Ramezane at ramezane@smccd.edu by January 10, 2025. Official transcripts are accepted only from regionally accredited U.S. institutions. Transcripts outside the US must be evaluated by a CSM approved foreign evaluation service. Click on https://smccd.edu/transcript/foreign-transcripts.php to get your transcript evaluated by a CSM approved foreign evaluation service. The CSM nursing program admissions committee needs official transcripts to evaluate your application. The due date is February 28, 2025.

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		Each applicant will request that their academic institution(s) send official transcripts to the CSM Nursing Program. Electronic transcripts are preferred. Have the official transcripts be sent to csmnursing@smccd.edu or via the postal service. CSM Nursing Health & Wellness Building 5, Room 361 1700 W. Hillsdale Blvd. San Mateo, CA 94402 The due date is February 28, 2025. Prerequisite courses are required for the AS degree in nursing from CSM and contain content required by the Board of Registered Nursing. All prerequisite courses must be completed by the time you apply (February 1, 2025 for Fall 2025 admissions). Prerequisite courses cannot be in progress when you apply. All prerequisite courses must be completed by the time you apply (February 1, 2025 for Fall 2025 admissions). Prerequisite courses cannot be in progress when you apply. The CSM Nursing Program has the right to deny admissions to an applicant if a course is missing by the time the applicant begins the nursing program. All prerequisite courses must be completed with a grade of ‘C’ or better. The final grade needs to show on the official transcripts to be valid. Pass/No pass coursework will not be accepted, except for courses taken during the COVID-19 (Spring 2020 to Summer 2022 semesters/quarters). For any course in which a grade of “C” or better was earned, the <u>earliest</u> course grade will be utilized. Here’s an example, a student took General Psychology three years ago and earned a ‘C’ and took the course again last year and got an ‘A.’ The first passing letter grade that will be counted is the ‘C.’

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		COMM 110 (Public Speaking) or COMM 130 (Interpersonal Communication) are preferred but we will accept COMM 140 or COMM 150 as well. The nursing program will accept (retroactively) prerequisite biology courses (Anatomy, Microbiology, Physiology), and Chemistry with an online lab component between the Spring 2020 and Summer 2022 time frame. We will accept hybrid science courses. We will not accept exclusive online courses. All labs must be in-person/face to face style.
3c	Recommended Courses: • Career Exploration in Nursing • Medical Terminology • Pharmacology • Medication Dosage Calculations • Humanities Course or US Gov't Course • Nutrition	1 point can be awarded for each course completed successfully Official transcripts are accepted only from regionally accredited U.S. institutions. Transcripts outside the US must be evaluated by a CSM approved foreign evaluation service. Click on https://smccd.edu/transcript/foreign-transcripts.php to get your transcript evaluated by a CSM approved foreign evaluation service. Each applicant will request that their academic institution(s) send official transcripts to the CSM Nursing Program. Electronic transcripts are preferred. Have the official transcripts be sent to csmnursing@smccd.edu or via the postal service. CSM Nursing Health & Wellness Building 5, Room 361 1700 W. Hillsdale Blvd. San Mateo, CA 94402 The due date is February 28, 2025. Courses must be completed with a grade of 'C' or better or a "passing" grade. The final grade needs to show on the official transcripts to be valid.

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		A potential total of 6 points can be awarded. One point can be awarded for each course completed successfully.

4	Life Experiences or Special Circumstances of an Applicant: (2 points max)		
4a	Disabled	2	Upload documentation for the disability as defined and applied in section 2626 of the Unemployed Insurance Code Visit: http://www.edd.ca.gov/unemployment Search for Unemployment Insurance Code Section 2626. Verification with Disability Provide documentation for the disability from college Learning Disability Support Programs & Services.
4b	OR Low family income	2	Upload proof of eligibility or receipt of financial aid (e.g. BOG fee waiver, Cal Grant or other federal grant, CalWORKS). For help, you can receive information from the Financial Aid office on your college campus.
4c	OR First generation to attend college	2	Upload the ADN Admission Supporting Documentation Form explaining the situation. Write 1-2 sentences (<i>maximum</i>) explaining the situation. This brief explanation is required on the ADN Admissions Form to receive merit points.

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4d	OR Need to work	2	The “Need to work” means an applicant is working at least part-time while completing prerequisite coursework for the CSM Nursing Program. Upload a paycheck stub verifying employment during the time enrolled in prerequisite courses or letter from employer verifying employment was at least part-time while completing prerequisite courses. The letter must be on an official letterhead written and signed by a supervisor. Upload the ADN Admission Supporting Documentation Form explaining the situation. Write 1-2 sentences (<i>maximum</i>) explaining the situation. This brief explanation is required on the ADN Admissions Form to receive merit points.
4e	OR Disadvantaged social or educational environment.	2	Upload proof of participation or eligibility for services. Examples include but are not limited to Extended Opportunity Programs (EOPS).
4f	OR Difficult personal and family situation/ circumstance	2	Upload the ADN Admission Supporting Documentation Form explaining the situation. Write 1-2 sentences (<i>maximum</i>) explaining the situation. This brief explanation is required on the ADN Admissions Form to receive merit points.
4g	OR Refugee status	2	Upload documentation or a letter from the United States Citizenship and Immigration Services (USCIS).
5	Military Service: (3 points max)		
	Veteran Status	3	Upload a completed copy of the Defense Department Form DD214. Honorable discharge is required. If the applicant is a Military Technician/Medical Specialist- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist and have completed all the prerequisites for admission to the nursing program they will be placed at the top of the merit list or waitlist, whichever is applicable.

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Criteria	Points	Mandatory Supporting Documentation & Details
6	Proficiency or Advanced Level Coursework in Language(s) Other Than English: (2 points max)	
	Proficiency in a language other than English The applicant can proficiently read, write, and speak additional language(s).	2 Official transcript from a U.S. regionally accredited college or university verifying four (4) semesters of foreign language OR verification of proficiency. Upload the ADN Admission Supporting Documentation Form to receive points for verification of proficiency. The ADN admission supporting documentation form is required to be verified and signed by either a supervisor, language professor, or language department on a college campus. The applicant should be able to proficiently read, write AND speak in additional language(s) to earn points. If admitted, the department will notify your clinical rotations of your additional language to best assist patients.
7	ATI TEAS Version 7 Exam: (30 Points max)	
	The CSM Nursing Program will only accept ATI TEAS Version 7 Exam score(s). Make sure to take the version 7 of the TEAS exam. Version 6 will not be accepted.	30 Points Max: 95 – 100% = 30 90 – 94% = 28 85 – 89% = 26 80 – 84% = 24 75 – 79% = 22 70 – 74% = 18 65 – 69% = 14 62 – 64% = 10 The ATI TEAS exam is offered through ATI at https://atiexamining.com/teas. Refer to ATI Student Instructions for assistance. Upload a TEAS version 7 score sheet. Name your document using the following format and then upload it to the application. Last name, First name, G number - File content. Here's an example: Doe, Jane, 01234567- TEAS version 7 score sheet After taking the exam, go to ATI TEAS Transcript Credits - For Students to order an official TEAS score to be sent to the College of San Mateo Nursing Program. The cost will be \$29.99 per credit which allows one transcript to be sent to one school. No more than 2 attempts are permitted. The better of the two scores will be accepted. Here's an example. A student sat for the ATI TEAS exam three months ago and earned 74%. Last week, the student sat for the ATI TEAS exam again and earned 99%. The 99% will be counted on their application and the student will earn 30 merit points.

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		To be eligible for the program, the applicants are required to achieve a minimum score of 62% or higher on the TEAS in each area: English, Math and Science. The exam must have been taken within the last five years (after January 1, 2020).

8	Personal Insight Questions: (6 points max)	
	Personal Insight Questions 1) What or who inspired you to become a registered nurse? 2) Why did you decide to apply to the CSM Nursing Program? 3) Once you graduate from the CSM Nursing Program how will you help to promote healthcare equity?	6 Up to two points can be awarded for each question. Each response is limited to a maximum of 500 words per question. Students who tend to earn full credit write pertinent and thoughtful content close to the maximum number of words. There is no right or wrong way to answer these questions. It's about getting to know your personality, background, and interests in the field of nursing in your own unique voice. Applicants will complete all three questions in the online application during the application period.

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Criteria	Points	Mandatory Supporting Documentation & Details
9	Tally Up Your Points: (0 points max)	
	Tally up your points.	0 Here's a tool for the applicant that may be helpful. Download the Merit Based Criteria Handout 2025 Entry- Applicant Worksheet (1st tab) in Excel and try to tally up your points. Then upload your excel sheet to the application portal under "supporting documents" in excel format. Use this document to confirm the information you entered into the application. The GPA Calculator is a helpful tool to calculate your bio and non-bio pre-req GPA. Here's an example: Merit Based Criteria Handout 2025 Entry- Applicant Worksheet (2nd tab)
Please remember to save your document(s) using the following format: Last name_First name_G number-File content. Here's an example: Doe_Jane_G12345678-TEASversion7scoresheet Then upload the document(s) via the link in the application when the cycle is open.		

Potential Total Merit-Based Points: 113 points

For assistance during the application process:

- Come to a CSM Nursing 2025 Admissions Question and Answer Session via Zoom with the program director.
- Contact our administrative assistant at csmnursing@smccd.edu / (650) 574-6218
- Contact our nursing student ambassadors at CSMNursingSA@my.smccd.edu.

Thank you for considering the College of San Mateo Nursing Program. We hope to see you soon!