Effective Date

These policies become effective immediately and shall remain in effect until revoked.

Purpose

Applicant policies are provided to inform prospective applicants regarding admission requirements and process. The most current policies are posted in the Graduate Studies section of the Metropolitan State University web site and are subject to change.

Responsibility

Each applicant is responsible for knowing and adhering to the current applicant policies for the Master of Science in Nursing Program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the School of Nursing.

1. Application Requirements for Full Admission

The following are requirements for full admission to the Master of Science in Nursing (MSN) Program at Metropolitan State University. All application items must be post-marked by the published application deadline.

1.1 A completed application form for the Metropolitan State University Graduate Program, including application fee;

1.2 An application essay must be submitted with application material. Guidelines for the application essay are provided in the application materials.

1.2.1 Applicants are expected to use their own words and ideas when responding to essay questions. To clarify or strengthen a point, applicants may choose to include the thoughts and ideas of others when responding. In these cases, applicants are required to provide proper 6th edition APA citation of the works in which the ideas originated. Applicant essays are subject to plagiarism review, including the use of plagiarism detecting...
software. The consequences for essay plagiarism will be decided by the Dental Hygiene Admission Committee and could result in various consequences, including the full denial of an application.

1.2.2 Applicants are encouraged to review language regarding plagiarism found in the Student Handbook.

1.3 Evidence of current unencumbered registered nurse licensure in at least one state with eligibility for licensure in Minnesota;

1.4 Two references representing at least two of the following three categories: faculty, supervisor/employer, professional peer or colleague. The required reference form is provided in the application materials;

1.5 Transcripts

1.5.1 An official transcript indicating a BS/BA degree with a major in nursing. The applicant must be a graduate of a regionally accredited institution and the nursing program must be accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

1.5.2 Official transcripts for all other undergraduate or graduate study completed at the time of the application.

1.5.3 Applicants may petition to have a transcript older than seven years from the application deadline individually reviewed for exclusion from the cumulative GPA calculation. Transcripts for elimination must not include any nursing courses for the applicant’s ADN or BA/BSN, and credentials from an omitted transcript may not be used to satisfy program admission requirements.

1.5.4 Graduates of foreign nursing schools who apply to the MSN program are required to have transcripts evaluated by a credentials evaluation service and submit a full education course by course report. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the University and to the graduate nursing program.

1.5.5 Applicants with a graduate degree in nursing may also apply. Such applicants must also submit a transcript indicating completion of a MS/MA in nursing from a regionally accredited institution and the nursing program must be accredited by the National League for Nursing
Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

1.6 Grade Point Average (GPA)

1.6.1 The Grade Point Average (GPA) used for admission assessment is the cumulative GPA calculated from all coursework and evaluation of all transcripts (undergraduate and graduate). A minimum cumulative GPA of 3.0 is required for application for admission.

1.6.2 Individuals who completed a baccalaureate degree in nursing that did not assign grades or confer an official grade point average may still apply to the MSN program. Such applicants will be evaluated on the basis of the remaining admission criteria.

1.6.3 Interviews with member(s) of the School of Nursing Admission and Retention Committee may be required.

1.6.4 All submitted materials are reviewed and evaluated by the School of Nursing Admission and Retention Committee. The admission process is competitive.

1.6.5 POINT OF INFORMATION POST MSN APPLICANTS ONLY

Graduate level statistics course is a prerequisite for an early course in the program.

2. Admission Offer

Successful applicants will receive a letter offering admission. An applicant who wishes to enroll in the Masters of Science in Nursing Program must respond affirmatively by the date indicated in the letter. Failure to respond to the offer of admission by the date indicated in the letter is considered a decline.

3. Deferral

An applicant who accepts a seat in the program and does not to enroll in the courses forfeits a seat in the program. Such applicants may apply again to a subsequent year.

January 24, 2013
Policy and Procedure Committee