



**College of Nursing and Health Sciences
Department of Nursing
Applicant Policies
DNP-FNP Program
Approval Date: April 27, 2023**

Effective Date

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

Purpose

Applicant policies are provided to inform prospective applicants regarding admission requirements. The most current policies are posted on the webpage for the College of Nursing and Health Sciences. Policies are subject to change.

Responsibility

Each applicant is responsible for knowing and adhering to the current applicant policies for their program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Nursing.

Application Requirements

1. The following are requirements for admission to the Doctor of Nursing Practice Family Nurse Practitioner at Metropolitan State University. All application items must be uploaded by the published application deadline.
 - 1.1. A completed application for the Doctor of Nursing Practice-Family Nurse Practitioner program via NursingCAS, official transcripts, references, a goal statement essay, evidence of current RN licensure, and evidence of required practice hours.
 - 1.2. An official transcript indicating a BS/BA degree in Nursing or Entry Level Master of Science in Nursing. If the undergraduate degree is from an institution in the United States, the school must be accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA) or the Commission on Collegiate Nursing Education (CCNE). Graduates of non-US schools, see below for requirements.

- 1.3. RN-BSN student applicants whose BS/BA in Nursing is in progress may petition for their application to be considered if their degree will be completed by August 1, prior to the fall program start.
- 1.4. Official transcripts for all other undergraduate or graduate studies completed at the time of the application:
 - 1.4.1. Graduates of non-US schools who apply to the Doctor of Nursing Practice program are required to have transcripts evaluated by a credential evaluation service. The evaluation report serves as the basis for the transcript evaluation needed for admission to the University and to the graduate nursing program.
- 1.5. A minimum cumulative Grade Point Average (GPA) of 3.0 is required for admission. The GPA used for admission assessment is the cumulative GPA calculated from all post-secondary coursework and evaluation of all undergraduate and graduate transcripts;
 - 1.5.1. 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 course requirements for the applicant's Associate's degree in Nursing or BS/BA in Nursing, and credentials from an omitted transcript may not be used to satisfy program admission requirements;
 - 1.5.2. Individuals who completed a BS/BA or Entry Level Master of Science in Nursing that did not assign grades or confer an official grade point average may still apply to the Doctor of Nursing Practice program. Such applicants will be evaluated on the basis of the remaining admission criteria;
- 1.6. Evidence of current unencumbered registered nurse license in at least one state with eligibility for licensure in Minnesota;
- 1.7. One professional reference from current or former professional or educational sources, a supervisor, employer, or faculty.
- 1.8. A goal statement essay. Guidelines for the goal statement essay are provided on the Doctor of Nursing Practice-Family Nurse Practitioner program application section of the Metropolitan State University website and NursingCAS;
 - 1.8.1. 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 the most current 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. A finding of essay plagiarism, decided by the Admission Retention Committee and faculty, could result in various consequences, including the full denial of an application

- 1.9. Evidence of the equivalent of one year of full-time registered nursing practice experience (2,080 hours) must be completed at time of application. Documentation must be obtained from the applicants' employer(s) and should include employment full time equivalent (FTE) and dates of employment.
- 1.10 An interview with a member or members of the Department of Nursing's Doctor of Nursing Practice faculty may be required.

Petition for Exceptions to Policies

A student seeking an exception from a policy or requirement may do so through the College of Nursing and Health Sciences Petition process. Exception requests are considered on an individual basis considering the strength of the submitted evidence or rationale. Students should contact a program advisor in CNHS for information on the petition process.

Review of Application Materials

All submitted materials are reviewed and evaluated by the Department of Nursing Admission and Retention Committee and nursing faculty. Final admission offers are made by the Dean of the College of Nursing and Health Sciences. The admission process is competitive.

Admission Offer

Successful applicants will receive a letter offering admission. An applicant who wishes to enroll in the Doctor of Nursing Practice/Family Nurse Practitioner 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.

1. Pre-practicum Requirements: Students must meet all pre-practicum requirements prior to indicated deadlines and maintain these requirements throughout the program. Failure to meet the requirements prior to the indicated deadlines may result in students' inability to enroll in or attend courses. It is each students' responsibility to maintain and provide the required records. The requirements are determined by contracts and clinical agencies and, in general, there are no exceptions. Information on clinical requirements can be obtained at: <https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements>
2. Students who are accepted to the ELMSN-DNP/FNP track, who have a master's degree or ELMSN from an institution outside of Metropolitan State University must meet with the DNP Program Coordinator prior to registration to complete an individual previous course assessment and to determine a unique degree plan and progression.
3. Conditional admission: Students offered conditional admission for any reason must satisfy the requirements outlined in the offer.

Deferral

An applicant who accepts a position within a cohort and then does not enroll in courses forfeits a position in that cohort. Such applicants may reapply for admission to a subsequent cohort.