

**College of Nursing and Health Sciences**

**Department of Nursing**

**Doctor of Nursing Practice (DNP) Applicant Policies**

**Effective Date: April 5, 2017**

**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. The most current policies are posted in the Doctor of Nursing Practice program application 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 Doctor of Nursing Practice program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Nursing.

1. **Application Requirements for Admission**

The following are requirements for admission to the Doctor of Nursing Practice program at Metropolitan State University. All application items must be uploaded or post-marked by the published application deadline.

* 1. A completed application for the Doctor of Nursing Practice Graduate Program, which includes: Metropolitan State University online Graduate Programs Application, official transcripts, references, a goal statement essay, RN license, equivalent of one year of full time registered nursing practice experience (2,080 hours), a Computer Proficiency Form and application fee;
  2. An official transcript indicating a BS/BA degree in Nursing or Entry Level Master of Science in Nursing. The applicant must be a graduate of an accredited institution and the nursing program must be accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA) or the Commission on Collegiate Nursing Education (CCNE);
     1. 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.
  3. Official transcripts for all other undergraduate or graduate study completed at the time of the application;
     1. Graduates of non-US schools who apply to the Doctor of Nursing Practice program are required to have transcripts evaluated by a credentials evaluation service. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the University and to the graduate nursing program;
  4. 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. 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;
     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;
  5. Evidence of current unencumbered registered nurse license in at least one state with eligibility of licensure in Minnesota;
  6. Two professional references, one from each of the following: a faculty member and a supervisor/employer;
     1. If an applicant has been out of school for five years or more, and a reference can no longer be obtained from a faculty member, an applicant may substitute an additional supervisor reference;
  7. A goal statement essay. Guidelines for the goal statement essay are provided on the Doctor of Nursing Practice program application section of the Metropolitan State University website;
     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 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. 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;
  8. 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.
  9. Interviews with member(s) of the Department of Nursing’s Doctor of Nursing Practice or Admission and Retention Committee may be required.

1. **Admission Offer**

Successful applicants will receive a letter offering admission. An applicant who wishes to enroll in the Doctor of Nursing Practice 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 by the indicated deadline and maintain such requirements throughout the program. Failure to meet the requirements prior to the deadlines may result in students’ inability to enroll in or attend courses. All requirements must remain valid for the duration of the program and all clinical and practicum experiences. It is the students’ responsibility to maintain 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: [Pre-Practicum information](http://www.metrostate.edu/student/university-info/university-info/college-of-nursing-and-health-sciences/pre-practicum-requirements)
  2. 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.

1. **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.