

**College of Nursing and Health Sciences**

**Department of Nursing**

**Entry Level Master of Science in Nursing (ELMSN) Program**

**Applicant Policies**

**Effective Date: April 5, 2017**

**Effective Date**

These policies become effective immediately and 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 ELMSN 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 Entry Level Master of Science in Nursing Program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Nursing.

1. **Application Requirements**

The following are requirements for full admission to the Entry Level Master of Science in Nursing (ELMSN) Program at Metropolitan State University. All application items must be uploaded or post-marked by the published application deadline. Applicants must have completed a baccalaureate degree and four of the required eight prerequisites: chemistry, human anatomy and physiology, and microbiology (or equivalent courses) at an accredited college or university by the application deadline in order to be considered for admission:

* 1. A completed application for the Entry Level MSN Graduate Program, including the (a) Metropolitan State University online graduate programs application, (b) application fee, (c) Entry Level MSN application showing completion of prerequisites, (d) computer proficiency form, (e) application essay, (f) official transcripts, and (g) references;
	2. Applicants must have a previous baccalaureate degree from an accredited college or university and must submit an official transcript indicating completion of a baccalaureate degree from an accredited college or university. Applicants whose degrees are from a non-US college or university are required to have their degrees evaluated by a credentials evaluation service (ECE or WES) to determine equivalency to a U.S. baccalaureate degree. The full course-by-course report is required.
	3. Applicants must have a 3.0 cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead to directly to a completed degree.
		1. Applicants may petition to have a transcript older than seven years from the date of program application omitted from the cumulative GPA calculation. Courses from an omitted transcript may not be used to satisfy program admission requirements.
		2. Individuals who completed a baccalaureate degree from an accredited institution (or equivalent) that did not assign grades or confer an official grade point average may still apply to the ELMSN Program. Such an application will be evaluated on the basis of the remaining three admission criteria: prerequisite course grades, references, and the required application essay.
	4. Two references representing at least two of the following three categories: faculty, supervisor/employer, professional peer or colleague.
	5. **Prerequisites**
		1. There are eight admission prerequisites for the ELMSN program. All prerequisites must be at least three semester credits, or at least four quarter credits.
* Chemistry (with laboratory component)
* Human anatomy (with laboratory component)
* Human physiology (with laboratory component)
* Microbiology (with laboratory component)
* Lifespan growth and development (Course must cover the entire lifespan)
* Medical Ethics
* Nutrition
* Statistics. This course must be an upper division or graduate level course completed within the last four years.
	+ 1. The four prerequisites of chemistry, human anatomy, human physiology, and microbiology must be completed at an accredited college or university prior to the application deadline. The Department of Nursing follows the University Transfer Policy and Procedure (2120) to evaluate prerequisite courses. Applicants must maintain a cumulative prerequisite GPA of 3.0 or better.

1.5.3. The four prerequisites of lifespan growth and development, medical ethics, statistics, and nutrition may be pending at the application deadline. If an admission offer is made, the remaining prerequisites must be completed by the start of the program. Each outstanding prerequisite must be completed at an accredited college or university with a grade of C or better. An official transcript must be submitted to the Graduate Studies Office prior to the start of the program.

* 1. **Application Essay**
		1. An application essay must be uploaded as part of the application. Guidelines for the application essay are provided in the application materials.
		2. 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 Admission Retention Committee and could result in various consequences, including the full denial of an application.
	2. **Admission Offer**

Successful applicants will receive a letter offering admission. An applicant who wishes to enroll in the ELMSN 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.

 1.7.1 Pre-practicum Requirements

All students must meet all pre-practicum requirements prior to starting in the program and to 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. All pre-practicum requirements must be completed by the indicated deadline. 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 requirements information.](http://www.metrostate.edu/student/university-info/university-info/college-of-nursing-and-health-sciences/pre-practicum-requirements)

* 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 apply again to a subsequent program.

* 1. **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.