

**College of Nursing and Health Sciences**

**Department of Nursing**

**MANE Bachelor of Science in Nursing 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 MANE-BSN program section of the Metropolitan State University web site and are subject to change.

Policies regarding admission to the Metropolitan State University cohort may vary slightly from the community college partner campuses; the following admission policies pertain only to students completing all semesters of the MANE curriculum plan at Metropolitan State University.

**Responsibility**

Each applicant is responsible for knowing and adhering to the current applicant policies for the **MANE Bachelor 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.

Students apply during spring semester for admission to the following fall semester.

1. **Application Requirements**

The following are requirements for full admission to the MANE Bachelor of Science in Nursing (MANE BSN) program at Metropolitan State University. All application items must be postmarked by the published application deadline.

1.1. Admission to the university as a degree-seeking student by the published MANE BSN Program application deadline. Current registration at time of application is not required.

1.2. Completed application for the MANE BSN Program postmarked by the published application deadline.

1.3. Complete the most current Assessment Technologies Institute (ATI) standardized Test of Essential Academic Skills (TEAS) prior to the published application deadline. Students who take the TEAS at a non-MANE school must request an official score transcript to be sent to the Department of Nursing.

1.4. Complete all courses listed in semester 1 of the published MANE BSN Program curriculum prerequisites. A grade of C or better is required in each course and a cumulative GPA of 2.75 must be maintained throughout the first two semesters.

1.5. Complete courses listed in semester 2 by program start (see section 2).

1.6. For applicants whose primary language is not English, and who have lived in the U.S. for less than 8 years, an English proficiency test is required. Scores must be received by the Department of Nursing by the published application deadline.

1.7. Unencumbered licensure for LPNs.

1.8 Acceptance of transfer credit is managed consistent with the University’s Transfer Policy and Procedure (Policy 2120). Transcripts from diploma nursing programs are evaluated on an individual basis.

1. **Prerequisites**

There are eight admission prerequisites for the MANE BSN Program. The following four prerequisites, listed as Semester 1 courses, must be completed at an accredited university or college, before the published application deadline:

* Writing I: WRIT 131 or similar
	+ - General Psychology: PSYC 100 or similar
		- MnTC Course Elective
		- MnTC Goal area 3 course (CHEM 105 recommended)
	1. Students may not use courses listed in Semester 2 of the curriculum plan (Anatomy/Physiology 1, Microbiology, Interpersonal Communication, or Lifespan Developmental Psychology) to meet semester 1 prerequisites.
	2. All prerequisites must be at least three semester credits, or at least four quarter credits.
	3. Students must have a minimum GPA of 2.75 in these four courses.
	4. Each course must be completed with a letter grade of C or better.
	5. The following four Semester 2 prerequisites must be completed or in progress at an accredited university or college during the semester of the application deadline.
		+ Human Anatomy and Physiology 1 (with lab): HBIO 201 or similar
		+ Basic Microbiology (with lab): HBIO 205 or similar
		+ Developmental Psychology: PSYC 311 or similar (Course must cover the entire lifespan)
		+ MNTC Goal Area I, part II: Interpersonal Communication COMM 231, or similar
	6. Full acceptance is dependent on successful completion of these Semester 2 courses, with a minimum overall GPA (in the eight prerequisites) of 2.75.
	7. Each course must be completed with a grade of C or better.
1. **Full and Conditional Admission Offers**

There are two possibilities for admission offers.

3.1 Applicants selected for admittance meeting all of the admission criteria and having completed all prerequisite courses at the time of application, will receive a letter offering full admission to the MANE BSN Program.

3.2 Applicants selected for admittance that have one or more pre-requisite courses pending at the time of application, will receive a letter offering conditional admission. The conditions outlined in the admission offer must be completed before the program start (the beginning of Semester 3 in the Curriculum Plan), with a grade of C or better, to move to full acceptance in the MANE BSN Program.

3.3 An applicant who wishes to enroll in the MANE BSN Program must respond affirmatively by the date indicated in the admission letter. Failure to respond to the offer of admission by the date indicated in the letter is considered a decline.

3.4 Applicants who receive an offer of admission from more than one MANE BSN Program must respond affirmatively to only **one** program. Program offers and acceptances are monitored by the MANE BSN Project Director.

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 July 15, prior to the start of the program. 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 Info](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 the courses forfeits a position in that cohort. Such applicants may submit an application in a subsequent application cycle.

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.