

Current Status: *Active*



SAINT ANTHONY
COLLEGE OF NURSING

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Category/Chapter: Student Policies
Applicability: SACN Operating Units

Admission to Graduate Nursing Programs (310)

PURPOSE:

This policy addresses the processes associated with admission to graduate programs within the College.

POLICY:

The Board, administration, and faculty affirm that all students in the College of Nursing degree programs must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the graduate degree programs. Disabled individuals who apply for admission to the college are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

The College retains the right to accept the most highly qualified applicants as determined by the set criteria. The Graduate Admission and Progression Committee in collaboration with the Dean, Graduate Affairs and Research determines the maximum number of students to be admitted in order to meet the targeted class size.

Admission criterion are decided upon and set by the Graduate Admission and Progression Committees based upon fulfillment of admission requirements approved by the faculty and College Board.

Admission criteria are used by the Enrollment Management department in carrying out processing of new applicants.

The Graduate Admission and Progression Committees retains the right to accept a student on probation if the student fails to meet one or more admission requirements, but in the opinion of the committee, the student demonstrates the ability for success in the program.

It is the applicant's responsibility to have official transcripts on file of all college courses taken and all other appropriate documents necessary to comply with admission requirements submitted to the Enrollment Management department. Falsification or incomplete documents may be grounds for denial of admission. Admission materials are valid for two years.

All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College and will remain in the file as defined by the record retention policy. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation or extenuating circumstances with approval of the Associate Dean, Support Services.

Only courses completed at a regionally accredited college or university with a grade of "B" or higher will be considered for individual course transfer credits.

Admitted students must be in good physical and mental health and able to carry out the functions of a

nursing student as determined solely by the college.

All college acceptance letters will bear the signature of the Dean, Graduate Affairs and Research.

PROCEDURE:

- Prospective applicants are encouraged to consult with a Saint Anthony College of Nursing Enrollment Management representative regarding the desire to seek admission to a graduate program.
- Applicants may apply to the SACN graduate programs:
 - After successful completion of a basic nursing program leading to eligibility to take the NCLEX-RN examination.
 - If holding current unencumbered licensure as a Registered Professional Nurse in one of the jurisdictions of the United States. Additional state licensure may be required based on practicum placement.
 - After successful completion of a baccalaureate degree in a major other than nursing from a regionally accredited college of university and completion of the required nursing courses.
 - Having earned a minimum cumulative grade point average at the time of application of 2.8 on a 4.0 scale.
 - If applying to the post-master's APN-DNP program, holds a current unencumbered license as an Advance Practice Nurse in one of the jurisdictions of the United States. Additional state licensure may be required based on practicum placement.
- Application is a self-managed process. All application materials must be sent as a complete packet directly to the Graduate Student Affairs office:
 - completed application form with the non-refundable application fee.
 - current resume.
 - copy of Registered Professional Nurse License. The license must be unencumbered.
 - copy of Advanced Practice Nurse License (if applicable). This license must be unencumbered.
 - A typed statement of professional, educational, and career goals. Include a discussion of how attainment of these goals will enhance your professional practice.
 - Three professional letters of recommendation. Two reference letters from faculty or nursing leaders and one reference from a supervisor are required. A professional is defined as an individual prepared at the graduate level. At least one reference form should be from a collegiate level faculty member, preferably in the student's baccalaureate nursing or higher degree program. No personal references from family, peers, or friends will be accepted.
 - The letters of recommendation must be in a sealed and signed envelope and returned to the applicant for inclusion in their application packet.
 - A typed description of activities representing service to others. An additional letter of support from the service agency director that verifies the length and type of service should be included.
- Official transcripts of all prior college course work must be submitted directly from each college or university attended to the office of the Graduate Student Affairs Specialist.
- All applicants who have not completed high school or two (2) years of a college in a country where English is the primary language, must demonstrate a passing score on the TOEFL exam as defined by TOEFL.
- *The "Verification of Transfer/Withdrawal/Dismissal Form"* must be completed if an applicant has attended another graduate nursing or professional health care program, but did not satisfactorily complete that program.

- The Student is responsible for fulfilling other admission requirements as listed. These include, but are not limited to, criminal background check, drug screening, health history, immunization status, etc.
- After submission of the completed application packet, applicants must make an appointment for the admission interview. The appointment may be made through the office of the Graduate Student Affairs Specialist. Applicants are typically interviewed by a member of the faculty teaching in the graduate program and the Dean, Graduate Affairs and Research. An additional interview with the College President may also be required.
- Applications for admission are reviewed as follows:
 - The Graduate Student Affairs Specialist will review the completed application portfolio for alignment with admission requirements.
 - Following the graduate program interviews, the application portfolio will be forwarded to the Graduate Admission and Progression Committee for acceptance consideration.
 - The Graduate Admission and Progression Committee reviews the completed application packet and makes the admission decisions.
- Applicants may be reviewed and/or accepted that do not meet the established minimum requirements based on demonstration of ability to complete graduate level work. A decision to admit students on a probationary status or accept them as a student at large at the time of admission is at the discretion of the Graduate Admission and Progression Committee. Students, who are not accepted and wish to reapply for the next admission cycle, are encouraged to set an appointment with the Dean Graduate Affairs and Research in order to review their file.
- Graduate program admissions occur on a rolling admission basis. As students submit their applications, they will be reviewed and accepted until the track and clinical cohort is filled in advance of the deadline date. Application deadlines are July 1st for fall admission, Dec 1st for spring admission, and April 1st for summer admission. In the event of an under-enrolled class, exceptions to the deadline may be made.
- SAL status will be continued until the student is accepted into the graduate program or has completed 12 credit hours.

POST-ACCEPTANCE PROCEDURE

- Students who are granted acceptance must submit a \$200 non-refundable tuition deposit within 30 days of acceptance or prior to the first class day which comes first.
- Acceptable results from a criminal history background check performed by Saint Anthony College of Nursing must be on file in accordance with the College's criminal history records check policy.
- Acceptable results from a drug test, as performed by Saint Anthony Medical Center, must be on file in accordance with the College's drug testing policy. The drug test must be completed within 6 months prior to the first day of class.
- Verification of all required immunizations, titers, tests, and/or releases must be provided. Additional specific health requirements will be determined by the college and/or government and clinical agencies.
- Evidence of current cardiopulmonary resuscitation training must be submitted in accordance with College's CPR policy.

- Verification of health and accident insurance must be on file in the Graduate Student Affairs Specialist's office in accordance with College's Insurance Requirements policy.
- All required college documentation must be submitted to the Admissions department before classes begin and by the deadline date designated by the college. Failure to meet these deadlines will result in loss of admission privileges.
- Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.
- Falsification or incomplete documents may be grounds for denial of admission. Admission materials will be kept on file for 24-months. All documents submitted to Saint Anthony College of Nursing for admission or transfer purposes become the property of the College. Transcripts from other institutions will not be released to a student, nor will they be forwarded to other educational institutions or agencies unless specified by state or federal regulation. A student needing copies of documents from other institutions must contact those institutions directly.

Program Option Specific Admissions Information

Non-Nursing RN to DNP Program

- Applicants must have RN Licensure as a registered professional nurse and completed a baccalaureate degree in a non-nursing major from a regionally accredited college or university.
- Applicants must have completed:
 - N 482 Using Evidence Based Professional Practices
 - N 484 Leadership and Professional Engagement
 - N 486 Basic Epidemiology
 - N 488 Professional Practice II – Population Health
 - The program for these applicants includes selected courses from the undergraduate program which must be completed prior to enrollment in graduate level courses.

BSN-DNP Program Admission

- BSN-to-DNP students are not required to have completed their BSN or passed NCLEX at the time of application, but must have passed NCLEX-RN prior to enrollment in a graduate level nursing course ("N" prefix course number).
- Practice hours as an RN are not required for admission, but strongly encouraged during the BSN-to-DNP program.

Post-Master's Certificate Admission

- Completion of a graduate degree in nursing from a regionally accredited college or university and from a CCNE or ACEN (NLN-AC) MSN accredited program. Transcripts will be evaluated on an individual basis. The adequacy or equivalency of classes are reviewed and approved at the discretion of the Graduate Admission and Progression Committee and Dean of Graduate Affairs and Research.

Post-Master's Certificate in Advanced Practice Population Admission

- An Advanced Practice Nurse (APN), certified and licensed in Illinois, who seeks certification in an additional advanced practice population, may seek admission to the SACN Post-Master's Certificate program.
- The requested APN population must be an approved APN population provided at the College.
- The Dean Graduate Affairs and Research, with SACN faculty who are certified in the requested APN population, will perform a gap analysis described by the National Task Force (NTF, 2012)

guidelines of adding an APN population for certification. The gap analysis will compare the applicant's transcript(s) and syllabi for criteria required in the curriculum of the requested APN population preparation. The focus of the gap analysis will be preparation of focused APN population coursework rather than core courses.

- Current SACN courses, independent study, and at least 200 hours of clinical practicum in the requested APN population, will be required. Core courses may be required if they were taken more than five years previous to the application.

Post-Master's Doctor of Nursing Practice Admission

- A requirement to be admitted in the Post-Master's DNP program is completion of a graduate degree in nursing from a regionally accredited college or university and from a CCNE or ACEN (NLN-AC) MSN accredited program if master's degree focus is in nursing.
- DNP applicants prepared in an advanced practice discipline must be nationally certified in the area of MSN specialty.
- Applicants intending to pursue the DNP in Nursing Leadership in Macro/Micro Systems will be required to have a master's degree in nursing or a related field (ex. Healthcare Systems) from a regionally accredited college or university.
- Non-APN students applying for an APN program of study will undergo a gap analysis to determine the number of clinical hours required to complete a DNP. Transcripts will be evaluated on an individual basis. The adequacy or equivalency of classes are reviewed and approved at the discretion of the Graduate Admission & Progression Committee and the Dean Graduate Affairs and Research. A gap analysis will be completed on each applicant's transcript, including nursing Pathophysiology, Pharmacology, and Physical Assessment.
- Up to 500 hours, of the required 1,000 supervised clinical hours, may be credited if the DNP population and/or role are consistent with graduate preparation as determined during the gap analysis.

Post-Master's Doctor of Nursing Practice Admission with Advanced Practice Population Gap Analysis

- An Advanced Practice Nurse (APN), certified and licensed in Illinois, who seeks certification in an additional advanced practice population, may seek admission to the SACN Post-Master's DNP program.
- A gap analysis as described in section #2 above (Post-Master's Certificate in Advanced Practice Population Admission) is completed. Requirements of the Post-Master's DNP Admission must be met.
- Up to 500 hours, of the required 1000 supervised clinical hours, may be credited if the DNP population and/or role are consistent with graduate preparation as determined during the gap analysis.