SON OP 40.465: Full Admissions Policy

PURPOSE: The purpose of the *Full Admissions Requirements* policy is to detail the requirements for full admission as a TTUHSC School of Nursing Graduate Student.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE:

1.0 Policy

All applicants to the School of Nursing Graduate Program must complete an application through the TTUHSC School of Nursing Office of Admissions and Student Affairs. Students must meet the minimum requirements outlined in this policy to be considered for full admission. To be considered for full admission, all admission requirements and documentation must be received by the School of Nursing by the application deadline published in the current School of Nursing Student Catalog for the degree program to which the applicant is applying. All applicants will be reviewed in an individual and holistic manner. No single factor will determine a student's admission. The following procedure is followed for reviewing applications and making admission decisions:

2.0 Procedure

1. The Student Affairs Admissions Coordinators for the Graduate Program review each applicant’s documents to determine if the application and required documentation are complete. This review is to be completed prior to faculty review for consideration of admission.

2. All applications are reviewed by faculty as follows:
   - Application for MSN APRN Studies are reviewed by APRN faculty.
   - Applications for MSN Leadership Studies are reviewed by Leadership Studies faculty.
   - All Post-Master’s to DNP applications are reviewed by the DNP Leadership Faculty.
   - All BSN to DNP applications are reviewed by the specialty track program coordinators and faculty.

3. MSN applications are processed as follows:
   a. The faculty classify MSN applications into three categories:
      - Group 1: Applicants meet all admission criteria.
      - Group 2: Applicants do not meet all admission criteria, but special circumstances should be considered.
      - Group 3: Applicants do not meet minimum criteria and there are no special circumstances for consideration. This group will be mailed a letter declining an offer of
admission.

b. In the event that the number of MSN applicants meeting all admission criteria (Group 1) exceeds the number of available spaces for student admissions, review scores will be used to determine the strength of each applicant’s attributes and to guide final admission decisions.

c. The Admissions Coordinator will process electronic letters informing applicants of their admission status. Admission statuses can be: full, conditional, provisional or denied. Letters regarding admission status will be emailed to applicants within 7 days after the final admission decisions have been made.

d. No admission decisions will be made until the published application deadline has passed and all submitted applications have been reviewed and processed as described herein.

4. DNP applications are processed as follows:

   a. DNP applicants will progress through the following three stages:
      • Stage I: Application Review
      • Stage II: Personal Interview
      • Stage III: Decision
   
   b. Stage I: A subset of the Post-Master’s to DNP Faculty and BSN to DNP faculty review and classify DNP applications into three categories:
      • Group 1: Applicants meet admission criteria and will be scheduled for Stage II: Personal Interview.
      • Group 2: Applicants do not meet admission criteria, but special circumstances should be considered for approval to advance to Stage II.
      • Group 3: Applicants do not meet minimum criteria and there are no special circumstances for consideration and do not advance to stage II.

   c. Personal interviews will be scheduled for those applicants approved to advance to Stage II. In the event of large numbers of applicants, the highest scoring applicants will be scheduled for interviews which may be conducted via telephone, videoconferencing or in-person on the Lubbock campus. At least one member of the Post-Master’s to DNP Faculty will participate in the interviews for the Post-Master’s to DNP applicants. The nurse practitioner program directors and a subset of nurse practitioner faculty will participate in the interviews for the BSN to DNP nurse practitioner applicants.

   d. Faculty participating in the interviews will score the applicant’s performance during the personal interview.

   e. An applicant’s application and interview will be considered when making a final recommendation to offer or deny admission. The Program Director in coordination with the Associate Dean is responsible for submitting the list of applicants approved for admission to the Graduate Admissions Coordinator. (Approved amendment 4-6-20 meeting)

   f. The Graduate Admissions Coordinator will process offer-of-admission and denial letters.

   g. No admission decisions will be made until the published application deadline has passed and all submitted applications have been reviewed and processed as described herein.

**Full Admission Requirements for the MSN Degree**

Applicants must meet the following criteria before applying for full admission:

- Valid unencumbered RN License
- Baccalaureate nursing degree (BSN) from a regionally accredited college or university accreditation with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or from the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC).
- Applicants from a foreign university are to submit a Commission for Graduates of Foreign
Nursing Schools (CGFNS) evaluation of their transcript(s). See International Applicants under the Eligibility Requirements section of this catalog for more information.
• Completion of undergraduate courses in research and statistics with a grade of C or better.
• A minimum cumulative GPA of 3.0 (4.0 scale) for all coursework leading to a baccalaureate degree.
  ➢ The undergraduate science courses GPA may be considered as a factor for admission.
• Personal Statement/Essay/Track specific essay questions (maximum of 500 words)
• Current Basic Life Support (BLS) for the Healthcare Provider from the American Heart Association or the American Red Cross
• Professional letters of reference (3). Two letters from nurse managers or professional mentors and one letter from a former faculty member or other health care professional attesting to the applicant's professional and academic abilities and potential for success in a graduate program.
• Individuals who obtained their nursing education outside of the United States are not eligible for admission unless their nursing program was accredited by the CCNE or ACEN. (See above)
• Official transcript for the BSN plus transcripts for all undergraduate courses including undergraduate research and statistics courses if not included on the BSN transcript. (NOTE: all transcripts must be from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE), or from the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). Computer Literacy; defined as an understanding of the capabilities and limitations of a computer and how to use them wisely within clinical workflow and for scholarly work. Applicants must complete the TTUHSC SON Computer Literacy Test located at http://nursing.ttuhsc.edu/skills prior to applying.

**Additional Admission Requirements (MSN) – Track Specific:**

| Administration (Leadership Studies) | • Must have one (1) year of RN experience prior to application submission.  
| | • Response to Track specific essay questions.  
| | • If requested, selected applicants may be scheduled for interviews.  
| | • Note: All MSN/MBA Track students apply through the Administration Track first and during the first Spring semester. |

| Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) | • Must have at least one (1) year of RN experience in intensive care, flight nursing or emergency department setting within the past (5) years.  
| | • Response to Track specific essay questions  
| | • If requested, selected applicants may be scheduled for interviews. |

| Family Nurse Practitioner (FNP track) | • Must have one (1) year of RN experience prior to application submission to the FNP track.  
| | • Response to Track specific essay questions.  
<p>| | • If requested, selected applicants may be scheduled for interviews. |</p>
<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
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| Pediatric Primary and Acute Care Nurse Practitioner (PNP tracks) | • Required to have two (2) years of RN pediatric experience prior to application. For applicants to the PNP Acute Care track, RN pediatric experience in critical care, ER, or acute care is preferred.  
  • Response to Track specific essay questions  
  • If requested, selected applicants may be scheduled for interviews. |
| Nurse Midwifery (NMW) track   | • Preferred applicants have at least one (1) year labor and delivery experience or comparable OB clinical experience within the last five (5) years prior to admission. Reference letters are to be from supervisors, Certified Nurse Midwives (CNMs), OB-GYNs, former faculty, or professional mentors and should address the applicant’s leadership, academic, and critical reasoning abilities.  
  • Response to Track specific essay questions.  
  • If requested, selected applicants may be scheduled for interviews. |
| Nursing Informatics Track (Leadership Studies) | • Experience in nursing informatics or technology (minimum super user experience. A superuser is defined as a nurse with a solid understanding of basic health IT applications, systems, processes) is required.  
  • Minimum of two (2) years of clinical experience.  
  • Response to Track specific essay questions.  
  • If requested, selected applicants may be scheduled for interviews. |
| Nursing Education (Leadership Studies) | • Participate in an interview with faculty  
  • Response to Track specific essay questions |
| Psychiatric Mental Health (PMHNP) | • Participate in a personal interview with faculty if selected for an interview.  
  • Critical Analysis Essay (maximum of 650 words). |

**Non-Academic Considerations (MSN) – include but are not limited to:**
- Evidence of leadership in nursing (Professional organizations, committees, etc.)
- Potential for leadership in an advanced role as evidenced by reference letters.
- Professional nursing work experience.
- Diversity of work or life experience (For example: experience with other cultures, study/travel/work abroad, community service, military service, degree in other field,
volunteerism, or other related extracurricular activities).

- Curriculum vitae/resume which includes educational background, honors, nursing experience, professional membership(s), leadership roles, research, presentations, and community service.
- Permanent resident of Texas or TTUHSC service area/county or TTUHSC campus location.
- Fluent in a language in addition to English that is frequently used by patients in the applicant’s service area

**Full Admission Requirements for the Post-Master’s Certification:**

- Valid unencumbered RN License
- Master of Science in Nursing degree from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or from the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC)
• A minimum GPA of 3.0 (4.0 scale) in all graduate level course work.
• Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) certification for FNP, PNP, or AGACNP tracks
• Personal Statement/Essay (minimum of 500 words)
• Current BLS certification for the Healthcare Provider from the American Heart Association or the American Red Cross.
• Professional letters of reference (3). Two letters from nurse managers or professional mentors and one letter from a former faculty member or other health care professional attesting to the applicant’s professional and academic abilities and potential for success in a graduate program.
• Official transcript for the MSN degree. (NOTE: all transcripts must be from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE), or from the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). Computer Literacy: defined as an understanding of the capabilities and limitations of a computer and how to use them wisely within clinical workflow and for scholarly work. Applicants must complete the TTUHSC SON Computer Literacy Test located at http://nursing.ttuhsc.edu/skills prior to applying.

Additional Admission Requirements (Post Master) – TRACK SPECIFIC:

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<th>Administration (Leadership Studies)</th>
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<tbody>
<tr>
<td>• Must have one (1) year of RN experience prior to application submission.</td>
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<td>• Response to Track specific essay questions.</td>
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<th>Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)</th>
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<tr>
<td>• Must have at least one (1) year of RN experience in critical care within the past (5) years which includes ICU, ER, or flight nursing. Response to Track specific essay questions</td>
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<td>• Participation in a personal interview with faculty upon invitation.</td>
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<th>Family Nurse Practitioner (FNP track)</th>
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<td>• Must have one (1) year of RN experience prior to application submission to the FNP track.</td>
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<td>• Response to Track specific essay questions.</td>
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<th>Pediatric Primary and Acute Care Nurse Practitioner (PNP tracks)</th>
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<tr>
<td>• Required to have two (2) years of RN pediatric experience prior to application. For applicants to the PNP Acute Care track, RN pediatric experience in critical care, ER, or acute care is preferred.</td>
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<td>• Response to Track specific essay questions</td>
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<td>• Participation in a personal interview with faculty upon invitation.</td>
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### Nurse Midwifery (NMW) track
- Preferred applicants have at least one (1) year labor and delivery experience or comparable OB clinical experience within the last five (5) years prior to admission.
- Response to Track specific essay questions.
- Reference letters are to be from supervisors, Certified Nurse Midwives (CNMs), OB-GYNs, former faculty, or professional mentors and should address the applicant’s leadership, academic, and critical reasoning abilities.
- Participation in a personal interview with faculty upon invitation.

### Nursing Informatics Track (Leadership Studies)
- Experience in nursing informatics or technology (minimum super user experience A superuser is defined as a nurse with a solid understanding of basic
  - health IT applications, systems, processes) is required.
- Minimum of two (2) years of clinical experience.
- Response to Track specific essay questions.
- If requested, selected applicants may be scheduled for interviews.

### Nursing Education (Leadership Studies)
- Response to Track specific essay questions.
- Participate in an interview with faculty

### Psychiatric Mental Health (PMHNP)
- If practicing as an APRN in another specialty, must supply evidence of current certification by a nationally recognized certifying body such as the American Nurses Credentialing Center (ANCC), American Academy of Nurse Practitioners (ANP), and American Midwifery Certification), - formerly the ACNM Certification Council.
- For the post-MSN PMHNP certificate plus DNP, the admission requirements for the DNP program must also be met. A separate application to the DNP program and offer of admission to the DNP program is required to pursue the MSN to DNP while dually enrolled in the PMHNP program.
- Participate in a personal interview with faculty if selected for an interview.
- Critical Analysis Essay (maximum of 650 words).

### Non-Academic Considerations (Post Master) – include but are not limited to:
- Evidence of leadership in nursing (Professional organizations, committees, etc.)
- Potential for leadership in an advanced role as evidenced by reference letters
- Professional nursing work experience
- Diversity of work or life experience (For example: experience with other cultures, study/travel/work abroad, community service, military service, degree in other field, volunteerism, or other related extracurricular activities).
- Curriculum vitae/resume which includes education background, honors, nursing experience, professional membership(s), and community service.
- Permanent resident of Texas, TTUHSC service area/county or TTUHSC campus location.
- Fluent in a language frequently used by patients in the applicant’s service area in addition to English.

The applicant electronically signs the application certifying that the application is accurate and complete and that he/she understands that falsification of an application is cause for non-acceptance or dismissal.
All courses for which a student has enrolled, including courses taken for grade replacement, are used in computing the grade point average for admissions purposes.
ADMISSION REQUIREMENTS for the BSN to DOCTORATE OF NURSING PRACTICE (DNP) Degree:

Full Admission Requirements for the BSN to DNP Degree

Applicants must meet the following criteria before applying for full admission:

- Valid unencumbered RN License
- Baccalaureate nursing degree (BSN) from a regionally accredited college or university accreditation and additionally has nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or from the American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC).
- Applicants from foreign universities are to submit an official Credential Evaluation Service Academic Report from CGFNS, Inc. of their BSN degree transcript(s). Additionally, applicants from a country where the primary language is not English, must provide evidence of achieving a total score of 84 or higher with a speaking score of 26 or higher and a writing score of 27 or higher on the TOEFL iBT.
- Completion of undergraduate courses in research and statistics with a grade of C or better taken within five years of application to the program.
- A minimum cumulative GPA of 3.0 (4.0 scale) for all coursework leading to a baccalaureate degree.
  - The undergraduate science courses GPA may be considered as a factor for admission.
  - Applicants with a GPA of < 3.0 may be reviewed on a case-by-case basis
- Personal Statement/Essay (maximum of 300 words)
- Critical analysis response to track specific question(s) (maximum of 600 words)
- Professional letters of reference (3). One from a manager in your current nursing role, a peer in your area of practice and a former faculty member that can attest to your ability to successfully complete doctoral studies.
- All official transcripts from domestic colleges/universities attended
- Computer literacy defined as an understanding of the capabilities and limitations of a computer and how to use them wisely within clinical workflow and for scholarly work. Applicants must complete the TTUHSC SON Computer Literacy Test located at [http://nursing.ttuhs.edu/skills](http://nursing.ttuhs.edu/skills) prior to applying.

Non-Academic Considerations (BSN to DNP) – include but are not limited to:

- Evidence of leadership in nursing (Professional organizations, committees, etc.)
- Professional nursing experience highly preferred for the DNP applicant in the FNP track
- Potential for leadership in an advanced practice role
- Professional and community service activities
- Curriculum vitae/resume which includes educational background, honors, nursing experience, professional membership(s), and community service.
- Permanent resident of Texas or TTUHSC service area/county
- Fluent in a language frequently used by patients in the applicant’s service area in addition to English

FULL ADMISSION REQUIREMENTS for Post-Master’s DOCTORATE OF NURSING PRACTICE (DNP) Degree:

Applicant must submit the following application requirements for full admission:

- Current unencumbered licensure as a registered nurse in the United States
- Master of Science in Nursing degree from a regionally accredited college or university with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or from the National League for Nursing Accrediting Commission (NLNAC)
- GPA of 3.0 for master’s degree
- Graduate level nursing research course
- Three letters of reference attesting to the applicant’s academic ability and leadership potential, including one from a current professional colleague
- Personal Statement
• Interview with DNP faculty
• Current Basic Life Support (BLS) certification for Healthcare Providers from the American Heart Association or American Red Cross.
• Current CV or resume
• Oath of Residency
• Official transcripts from all institutions formerly attended.
• NOTE: All transcripts must be from regionally accredited colleges or universities with nursing program accreditation from the Commission on Collegiate Nursing Education (CCNE) or accreditation from American Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). Application Signature Page
• Application Fee

All Post-Master’s DNP Advanced Practice Nursing applicants must meet the following additional requirements:
• Approval by a state nursing board to practice as a Nurse Practitioner or nurse midwife to practice as an advanced practice registered nurse (APRN)
• Current certification by a nationally recognized credentialing body as an APRN or nurse midwife
• Minimum of one year’s experience as an APRN

All Post Master’s DNP Executive Leadership applicants must meet the following additional requirement:
• Minimum of one year’s experience in a leadership position

Post Master’s DNP applicants with unique credentials will be considered on a case-by-case basis. Such applicants may be required to complete one or more additional graduate nursing courses. A comprehensive review of the candidate’s application will include consideration of the following attributes:
• Academic performance and aptitude
• Career achievements
• Ability to perform capably in positions of responsibility for self and others
• Potential for leadership in the DNP advanced role

Although academic criteria (cumulative GPA, grades earned in nursing courses, and failed/repeated courses) are the most important factors in admission considerations, additional non-academic information is considered for a holistic admission process. These non-academic factors include but are not limited to:
• Extracurricular activities
• Evidence of leadership in nursing
• Work experience
• Diversity of experience, such as study abroad, knowledge of other cultures, proficiency in other languages
• Permanent resident of TTUHSC service area county
• First generation college student
• Bilingual – English/Spanish
• Military service

All applicants will be reviewed in an individual and holistic manner. No single factor will determine a student’s admission. All applicants who receive offers of admission will be required to consent to a criminal background check. A history of criminal conduct or convictions may result in withdrawal of the admission offer. See ‘Criminal Background Checks’ section of the School of Nursing Student Handbook for the school policy. Criminal Background Checks must be received prior to matriculation to the TTUHSC DNP Program. The TTUHSC Criminal Background policy may be found at HSC OP 10.20

Only complete applications are reviewed for admission consideration, which means ALL admission requirements must be received by the application deadline.

The Post-Master’s DNP Program Director, Associate Dean/Department Chair, directors, and faculty carefully evaluate all qualified applicants with regard to the applicant’s potential for successful completion of the program.
Combined Post-Master's DNP with APRN Certificate

Applicants or current graduate students who are interested in completing both the Post-Master's DNP and an APRN Certificate Program have the option to combine these two programs with the following conditions:

- Separate application and admission to the Post-Master's DNP and to the APRN Post-Graduate Certificate Program is required.
- Following acceptance to both the Post-Master's DNP Program and the APRN Post-Graduate Certificate Program, an individualized degree plan is developed for the student to ensure they meet all course requirements for the DNP and the APRN certificate.
- Up to nine (9) credit hours from APRN certificate courses are allowed to substitute for DNP required courses.
- Students are considered enrolled in a single program for the purposes of meeting academic progression requirements and academic dismissal circumstances.
- Applicants or current graduate students who are interested in this combined program should contact the Associate Dean/Department Chair and applicable APRN Program Director for Leadership Programs to discuss

**Conditional Admissions**

Applicants to the MSN or DNP Programs may be admitted under "Conditional Admission" if approved by the relevant Program Council according to the following definitions:

**Conditional Admission Requirements**

If the requirements for full admission are not met, conditional admission may be available. The student is required to comply with “conditions” stated in letter of admission offer prior to the first day of class for the semester the student is applying. Examples of conditional admission include but are not limited to the following:

- BSN completion confirmation (student graduating in current semester and verification is not available until the end of the semester)
- MSN completion confirmation (student graduating in current semester and verification is not available until the end of the semester)
- Leveling courses may be required per the MSN or DNP Council