

Admission & Progression Requirements for Bachelor of Science in Nursing (BSN) Degree Program

School of Nursing – Middle Tennessee State University – Murfreesboro, Tennessee

Admission Requirements:

The School of Nursing (SON) at Middle Tennessee State University (MTSU) offers the Bachelor of Science in Nursing (BSN) degree. Students admitted to the Upper-Division BSN program must pursue one of two degree tracks: **Traditional or Registered Nurse (RN) to BSN**. All applicants planning to pursue a BSN degree at MTSU must formally apply for admission to the nursing program. Admission to MTSU **does not** guarantee admission to the BSN degree program. Applicants should thoroughly review and become familiar with the following Admission Requirements prior to making application.

All BSN Applicants (including Transfer Students):

1. Must meet the general MTSU admission requirements for applicants seeking the BSN, and
2. Must meet the admission requirements to one of two BSN degree tracks: Traditional, or RN to BSN
3. Must fulfill requirements for Limited English Proficiency (LEP) by testing English Proficiency as designated by MTSU Admission Standards. See <http://www.ets.org/toefl>

General Admission Requirements for **Traditional Track** Applicants Seeking the BSN

1. Must be tentatively or fully admitted to MTSU for admission to the Upper-Division nursing program. Review of applicants by the SON Admissions Committee will occur in the semester prior to admission.
2. Must have an **inclusive (institutional and transfer) GPA of 3.0 on a 4.0 scale** posted by the application deadline.
3. Must have **achieved a minimum score of 75** on the standardized entrance exam.
4. Must complete and submit all application materials to the SON: by **4:00 p.m. February 1st** to be considered for admission the following fall semester and by **4:00 p.m. October 1st** for the following spring semester. If the deadline falls on a weekend, the deadline will default to 4:00 p.m. the following Monday. Applications that are mailed must be **RECEIVED** by the deadline date. No applications will be accepted after the deadline.

Application materials include:

- Application Form which is available online, or in the Cason Kennedy Nursing Building (CKNB) outside Room 201.
- Documentation of prior or current work experience, if applicable. **For further details please refer to the Admissions Requirements section titled, “Optional Work Experience”**
- **Official undergraduate college transcripts from all universities attended other than MTSU. Students taking classes at other institutions must show proof of courses in which they are enrolled, and provide final official transcripts to the SON.**
- Copy of standardized entrance exam report with scores for all required categories

5. Complete all General Education and required pre-nursing courses as outlined in the MTSU Undergraduate Catalog by:

- Earning a passing grade in all General Education and required pre-nursing courses. A passing grade is defined as a grade of “C” (2.00) or better, an “S” (satisfactory), or a “P” (Pass for courses graded Pass/Fail). See # 6 below for specific grade requirements in Biology 2010 and Biology 2020

OR

- Receive written approval for substitution/waiver of a course by the Director of the School of Nursing and Dean of the College of Behavioral and Health Sciences.

OR

- Receive credit-by-examination for General Education course requirements as determined by MTSU (see *MTSU Undergraduate Catalog* for General Education Requirements).

6. Students must achieve a grade of B (3.0) or better in both Biology 2010 and Biology 2020, and a C (2.0) or better in Biology 2230. Students must have achieved and posted the minimum grade in at least one required biology course by the application deadline. **A repeat of one required Biology course will be permitted.** (All biology courses must be completed and grades posted within seven years of the application deadline date.)

7. Students planning to enter the Upper-Division BSN Program in spring semester must successfully complete all General Education and required pre-nursing courses by the end of fall semester. Students planning to enter in fall semester must successfully complete all required courses by the end of the summer term.

8. All eligible applicants must be interviewed. If a student is not available for an interview, the opportunity is forfeited and their application is deemed incomplete.

9. Students will be selected for admission on a competitive basis according to the admission criteria that results in a calculated composite score. The composite score is calculated based on: overall GPA, the standardized admission entrance exam score, interview score, and credit for work experience, if applicable.

10. The number of students admitted is limited based on the availability of faculty and clinical sites. A list of alternates eligible for admission will be established based on their composite score. The admission of non-Tennessee resident applicants is limited based on TBR policy. At least **80% of the total number of students enrolled in the SON must be Tennessee residents.** Residency classification is determined by information submitted on the MTSU admission application and subsequent fee classification questionnaire.

11. Students who are not admitted to the Upper- Division nursing program, but wish to be considered for admission in subsequent semesters **must reapply.**

12. Accepted students must confirm acceptance of admission into the Upper-Division BSN program as outlined in the Admission Requirements section titled **Accepted Applicants.**

13. Accepted students must complete all degree requirements of the Upper Division BSN program within 4 years of beginning the Upper-Division nursing courses.

Optional Work Experience

Any applicant can receive one-half (0.5) point added to their composite score if documented evidence of clinical experience **providing direct patient care** for a period of at least **380 hours within two years prior to applying** to the Upper-Division BSN program is submitted with the application materials. The documentation may be supplied in the following ways:

- Pay stubs, including the name of the institution and hours worked, accompanied by a **signed** letter of verification describing the type of work experience . Must be on official letterhead stationery.

OR

- **Signed** letter of verification from manager or supervisor (e.g. head/charge nurse, unit manager, Director of Nursing, etc.) on official letterhead stationery. Letter must state the number of hours worked (if not verified by timesheet/ pay stubs), the type of setting, and type of work experience.

NOTE: Direct patient care experience includes providing assistance with activities of daily living (feeding, bathing, grooming, dressing, toileting), taking vital signs, calculating intake and output, ambulation of patients, emptying Foley catheter bags, Certified Nursing Assistant work in hospitals, nursing homes, long term care facilities, home health agencies, and hospice.

Positions that do not include direct patient care (e.g. dietary aide, volunteer, pharmacy technician, lab technician, dental assistant, anesthesia technician, EKG technician, ultrasound technician, etc...) **do not qualify for optional work experience credit**

Transfer Students with Previous Nursing Course Credit(s):

Transfer students with previous nursing courses taken from an accredited BSN nursing program:

1. Receive an evaluation of previous nursing course(s) to determine advanced placement in the Upper- Division BSN program. Evaluation may include, but is not limited to:

- Review of catalog and course syllabi from transferring institution
- Completion of written examination, and
- Clinical practice demonstration/skill validation

2. Must take MTSU's Upper-Division BSN nursing course(s) **if** prior nursing course(s) is/are lacking hours or content as determined by MTSU SON faculty.

3. **Students with failures in any nursing course(s) from other nursing programs will not be considered for admission to the MTSU Upper-Division BSN Program. Students who have withdrawn or been dismissed from a nursing program/school must submit a letter, dated and signed by the Program Director or Dean on**

official letterhead stationery, stating that they were in good standing with the School of Nursing at the time they withdrew or left, and include it in their application materials in order to be considered for admission to the MTSU Upper-Division BSN Program.

General Admission Requirements for **RN to BSN Track** Applicants

Registered nurse students:

1. Must be tentatively or fully admitted to MTSU for admission to the Upper-Division nursing program. Review of applicants by the SON Admissions Committee will occur in the semester prior to admission.
2. Must have an **inclusive (institutional and transfer) GPA of 3.0 on a 4.0 scale** posted by the application deadline. Students may be conditionally admitted to the Upper-Division BSN Program if their inclusive GPA is < 3.0 on a 4.0 point scale, provided they achieve a 3.0 or > average in the first 9 credit hours of Upper-Division nursing courses.
3. Must provide evidence of: (a.) graduation from an accredited nursing (Diploma or ADN) program, (b.) proof of a current/active, unencumbered Tennessee RN license, & (c.) current criminal background check documentation.
4. Must complete and submit all application materials to the SON by March 1st to be considered for admission in the summer term; by April 1st for the following fall semester and by October 1st for the following spring semester. Applications that are mailed must be **RECEIVED** by the deadline date.

Application materials include:

- Application Form which is available online or in the Cason Kennedy Nursing Building (CKNB) outside Room 201.

5. Complete all General Education and required pre-nursing courses as outlined in the MTSU Undergraduate Catalog by:

- Earning a passing grade in all General Education and required pre-nursing courses. A passing grade is defined as a grade of “C” (2.00) or better, an “S” (satisfactory), or a “P” (Pass for courses graded Pass/Fail).

OR

- Receive written approval for substitution/waiver of a course by the Director of the School of Nursing and Dean of the College of Behavioral and Health Sciences.

OR

- Receive credit-by-examination for General Education course requirements as determined by MTSU (see *MTSU Undergraduate Catalog* for General Education Requirements).

6. Students planning to enter the Upper-Division BSN Program in spring semester must successfully complete all General Education and required pre-nursing courses by the end of fall semester. Students planning to enter in the summer term must successfully complete all required courses by the end of spring semester. Students planning to enter in fall semester must successfully complete all required courses by the end of the summer term. Students taking classes at other institutions must provide final official transcripts to the SON before permits to register for classes are released.

7. Will receive advanced standing credit for selected courses from their previous nursing program. Advanced standing credit is awarded in the semester prior to graduation from MTSU. Hours are held in escrow until the RN student has successfully completed NURS 3010, 3030, 3040, 3111, 3170, 3370, and 3570. (Total of **43** hrs.)

8. Must complete all degree requirements of the Upper Division BSN program within 4 years of beginning the Upper-Division nursing courses.

Accepted Applicants for Both Tracks

Upon official acceptance into one of the tracks, students must complete and submit documentation of the following requirements by the established deadline to receive permission to register/enroll in Upper-Division BSN courses.

1. Signature Page (acknowledges student acceptance of placement in the entering class)
2. Authorization for release of information
3. Copy of MTSU Student ID card (transfer students will obtain Student ID card upon acceptance of placement and must have this card prior to beginning class) (**Traditional Track students Only**)
4. Transcripts from colleges or universities (other than MTSU) that include all courses completed **following the admission decision**
5. Current record of history and physical examination

6. Evidence of current American Heart Association cardiopulmonary resuscitation certification (CPR) for the "Healthcare Provider" (***RN to BSN students only upon acceptance***). See **Progression Requirements (below) for CPR requirement for Traditional Track students**
7. **Documentation of immunizations and blood tests/titers.** For further details see <http://www.mtsu.edu/nursing/immunization.html>
8. Acknowledgement of current physical, emotional and cognitive ability to meet the performance standards established by the MTSU SON. (see Appendix A, Core Performance Standards)
9. Evidence of current medical health insurance
10. Must have an inclusive (institutional and transfer) undergraduate grade point average (GPA) of no less than 3.0 on a 4.0 scale, to include General Education and required nursing prerequisite courses with a passing grade as defined by SON policy.

Progression Requirements: All Admitted Students – Both Tracks

In order for students to progress through the nursing curriculum, they must:

1. Submit evidence of current American Heart Association cardiopulmonary resuscitation certification (CPR) for the "Healthcare Provider" (***prior to beginning second semester Upper Division nursing courses for Traditional Track students***), and maintain current certification throughout the nursing program (all tracks).
2. Maintain current documentation of professional liability insurance (prior to beginning clinical courses), medical health insurance, and all clinical agency requirements.
3. Achieve a minimum grade of "C" (2.00) in all Upper-Division BSN theory courses, as well as, a "Pass" in each co-requisite lab/clinical course. Nursing courses taken at MTSU with a grade less than "C" must be repeated at MTSU. Only one repeat of any nursing course is permitted.
4. Schedule an appointment with their assigned academic advisor each semester to monitor their progress.

General Progression Considerations – Traditional Track

1. If a student must interrupt their program of study, or decides to exit the program, an ***Interruption of Program*** form must be completed and submitted to the SON Admission Committee Chair. Students are encouraged to meet with their academic advisor prior to completing the form.
2. Students seeking readmission to the Upper Division BSN program should email or send a letter addressed to the Chair of the Admissions Committee, stating their request of consideration for readmission, and the semester they intend to return. **This notification must be received by the Admissions Committee Chair in the semester prior to the semester the student requests to return.**
3. Students who have interrupted their program of study for one academic semester ***may be asked*** to complete a cognitive and/or skills assessment in determining their readiness to continue in

the Upper Division BSN program. Students who have interrupted their program of study for greater than one academic semester **will be expected to** complete a cognitive and skills assessment in determining their readiness to continue in the Upper Division BSN program.

4. Students will be readmitted on a space available basis, and reviewed for readmission to Upper-Division BSN nursing courses according to the following criteria:
 - a. Evidence that admission requirements to the degree program have been met or maintained.
 - b. Demonstrate knowledge, and/or satisfactory performance of skills, completed prior to interrupting their program of study, needed for progression. Students being readmitted for either fall or spring semester must complete the skill validation prior to the beginning of classes.
5. Students seeking readmission to the Upper-Division BSN program will be readmitted according to the following prioritization:
 - a. Students accepted into the nursing program who interrupted their program of study for health reasons.
 - b. Students accepted into the nursing program who failed one class, and/or, interrupted their program of study for another reason. **Only one repeat of a nursing (NURS) course is permitted.**

General Progression Considerations – All Tracks

Students may be dismissed from the nursing program for a variety of reasons, which include, but are not limited to:

1. Failure to progress due to unsuccessful completion of requirements: Students are dismissed from the program if they receive a second failing grade in any combination of two or more nursing courses (required theory or clinical), regardless of the semester in which they occur.
2. Violation of the School of Nursing Honor Code. Refer to Student Honor Code found in the SON Student Handbook <http://www.mtsu.edu/nursing/forms/StudentHandbook.pdf>
3. Breach of ethics or gross professional negligence
4. Use of mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class
5. Evidence of any other disciplinary offenses (e.g. Academic Misconduct) as outlined in the MTSU Rights and Responsibilities of Students

Approved by SON Faculty on 10/17/2014

Approved by University Curriculum Committee on 01/30/2015

Approved by Admission & Standards Committee on 03/02/2015

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