MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING

POLICY # B-19

TITLE: Graduate Program Admissions Criteria and Procedures

RATIONALE: In order that all applicants are treated fairly and equally, it is appropriate for the College of Nursing to have written guidelines for the admission process to the College’s Graduate Program: Masters in Nursing (MN) degree.

POLICY: The College of Nursing Graduate Academic Affairs Committee (GAAC) evaluates applicants for admission to the College's Master of Nursing (MN) degree program and determines which applicants will be accepted for enrollment in the program. A maximum number of applicants will be determined each year based on College resources (eg faculty, financial, clinical). The following admission requirements are used as criteria in the selection process:

1. A baccalaureate degree in nursing from a nationally accredited upper division program which included supervised clinical practice in a variety of nursing settings, including community health and management.
2. A minimum undergraduate GPA of 3.00.
3. GRE score of 1,000, combined verbal and quantitative, as a guideline
4. Proficiency in computer skills. Regular access to and ability to use a computer with e-mail and Internet capabilities.
5. Successful completion of an undergraduate research course.
6. Successful completion of an undergraduate statistics course which included inferential statistics.
7. Current Montana licensure as a registered nurse, or eligibility for Montana licensure.
8. Three favorable letters of recommendation from professional colleagues who have current knowledge of the applicant’s professional and academic abilities.
9. Favorable recommendation by faculty interview.
10. Satisfactory performance on a sample of writing.
11. One year of general clinical experience as a registered nurse.
12. FNP Option only: Successful completion of a undergraduate physical assessment skills course or its equivalent.
13. TOEFL score of 580 or computer equivalent, if applicable.
PROCEDURE:

I. The applicant will:
   1. Complete and submit the Preliminary Application directly to the College of Nursing prior to January 15 in the year the applicant desires to begin classes. Upon receipt of the Preliminary Application, a formal application will be sent to the applicant.

   2. Submit all required application materials in one packet to the College of Nursing. Required application materials include: completed Application Form, three favorable letters of recommendation, official transcripts, and the Application Fee.

   3. Instruct the Educational Testing Service Office to send GRE scores directly to the College of Graduate Studies by February 15.

   4. Submit a one-page-double-spaced typed essay regarding the applicant’s interest in graduate study in rural nursing by February 15.

   5. Participate in an interview with College of Nursing faculty, following the receipt of all the applicant’s materials.

II. The Associate Dean will:

   1. In conjunction with the GAAC Chairperson, arrange for the candidate to be interviewed by an appropriate member of the College’s faculty.

   2. Compile pertinent candidate information on the attached form.

   3. With the GAAC Chairperson, arrange for interviewing of candidates within a specified time frame.

   4. With the GAAC Chairperson, arrange a time for the review of all candidates in a predetermined selection process.

   5. Once GAAC has selected the candidates for admission, the Associate Dean will write letters to all applicants with the decision of the Committee.

   6. Forward appropriate paperwork to MSU College of Graduate Studies.

III. The Graduate Academic Affairs Committee (GAAC) will:

   1. Participate in the interview process as directed by the Chairperson.

   2. Present a summary of the interviewee’s strengths and limitations, as directed by the GAAC Chairperson.

   3. Vote on each candidate according to predetermined criteria, established by the Committee in conjunction with the Associate Dean.

IV. Candidates who are selected for admission, accept a position in the program, then later request a withdrawal from admission can be considered in the pool of candidates the following year. These candidates must submit an additional letter of reference and be interviewed again by the College of Nursing faculty during the next year’s selection process. They will NOT be guaranteed a position in the next year’s class.
ATTACHMENT #1: Graduate Application Summary

Revised & Approved by:
GAAC: 12/18/92; 9/27/99
Faculty: 3/8/93; 12/13/99
Dean: 3/6/96; 12/14/99
### Family Nurse Practitioner Option

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### Nursing Administration Option

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