SAINT ANTHONY COLLEGE OF NURSING - ROCKFORD, ILLINOIS

POLICY #R323

TITLE: RN-TO-BSN PROGRAM EARLY ADMISSIONS POLICY

The Board, Administration, and Faculty affirm that all students in the College of Nursing BSN degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the BSN degree and to achieve the levels of competency required for safe professional nursing practice. Disabled individuals who apply to Saint Anthony College of Nursing 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.

EARLY ADMISSION REQUIREMENTS – RN-to-BSN

1. Good standing after completion of the first semester of an approved associate degree in nursing program, including at least one clinical course.

2. Only courses completed at a regionally accredited college or university for a grade of C or higher will be considered for individual course transfer. Credit may also be awarded for acceptable scores on AP or CLEP tests (as recommended by the American Council on Education) in appropriate subject areas.

3. An essay reflecting the Sisters of the Third Order of Saint Francis’ Mission in relationship to the student’s life and goals must be submitted at the time of application. This essay will be reviewed both for content and proficiency in written communication.

4. Three professional letters of recommendation must be submitted, and found to be acceptable as supporting admission. No personal references (e.g. family, friends, or coworkers) will be accepted.

5. A completed application for admission to the BSN degree program must be submitted to Office of Student Affairs with the appropriate application fee.

6. All applicants who have not completed high school or two (2) years of college in a country where English is the primary language must demonstrate a passing score on the TOEFL exam as defined by TOEFL.

7. Current license as a Registered Professional Nurse (RN) in the state in which their clinical experiences will be conducted.

ADMISSION DECISION
Decisions regarding the acceptance of each applicant are made by the Undergraduate Admission & Progression Committee based upon fulfillment of admission requirements approved by the Faculty and College Board. The College retains the right to accept the most highly qualified applicants as determined by the College.

EARLY ACCEPTANCE
Upon receipt of provisional acceptance, an applicant must submit a tuition deposit within 10 business days. This deposit is semester specific, non-refundable, and non-transferable.
FINAL MATRICULATION
Final matriculation will be granted when all RN-to-BSN admission requirements are satisfied, including payment of the required tuition deposit and satisfaction of any applicable government or clinical agency mandates. Matriculation depends upon evidence of completion of all requirements and ability to discharge financial obligations.

ADMISSION DOCUMENTS
It is the applicant’s responsibility to have official transcripts and all other appropriate documents necessary to comply with admission requirements submitted to the Student Affairs Office for evaluation. Falsification or incomplete documents may be grounds for denial of admission. Admission materials are valid 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.
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ADMISSION PROCEDURE

1. Applicants may apply to the Saint Anthony College of Nursing BSN program after successful completion of their first semester of an approved associate degree RN program (including at least one clinical course).

2. Applicants are encouraged to consult with a Saint Anthony College of Nursing Admission Representative regarding plans to fulfill the prerequisites before registering for courses. Considering the cost and time involved in the mechanism of completing the prerequisites, this is to benefit the applicant in the event that the applicant’s plan does not meet the criteria. All prerequisite courses and/or proficiency examinations and other agreed upon requirements, must be completed before an applicant is matriculated.

3. Completed application form with the essay and non-refundable fee.

4. Official transcripts of all courses taken at postsecondary institutions must be mailed directly from each college or university attended to the admissions office at Saint Anthony College of Nursing.

5. A copy of the applicant’s current Illinois Registered Nurse License must be submitted before matriculation.

6. After early acceptance, an updated official transcript is required for any courses taken at another institution other than Saint Anthony College of Nursing.

7. Students who are granted provisional acceptance must submit a non-refundable tuition deposit of $50.00 within 14-days of notification of acceptance to confirm their desire to attend Saint Anthony College of Nursing. Proof of tuition deposit is required prior to registration.

8. When the early acceptance slots for a semester are filled, a student requesting early acceptance may be placed on a waiting list. The student will be ranked based on GPA and other admission criteria, then notified of their position on the waiting list.

9. Final matriculation will be granted after all admission requirements have been met and verified. Final official transcripts are due no later than the first day of New Student Orientation for that term.