POLICY #G305

TITLE: GRADUATE PROGRAM ADMISSIONS POLICY

The Board, Administration, and faculty affirm that all students in the College of Nursing Graduate degree program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete the Graduate 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.

ADMISSION REQUIREMENTS – GRADUATE PROGRAM

1. Current unencumbered (as defined by College policy) licensure as a Registered Nurse and/or Advance Practice Nurse in one of the jurisdictions of the United States. Additional state licensure may be required based on practicum placement.

2. Completion of a baccalaureate degree in nursing (BSN) or completion of a baccalaureate degree (non-nursing) with professional nursing concepts (N304 Concepts of Professional Nursing - 3 credits) and research (N326 Nursing Research – 3 credits) completed from a regionally accredited college or university. Accepted students will need to have an undergraduate level statistics course completed with a grade of B or better from a regionally accredited college or university as a prerequisite to the graduate level statistics course.

3. Minimum cumulative grade point average at the time of application of 2.8 on a 4.0 scale. Official transcripts of all prior college course work must be submitted to the Graduate Affairs office directly from each college or university attended.

4. A typed statement of professional, educational, and career goals. This statement should also align with the current work experience and specialty track of interest.

5. A completed application for admission to the desired graduate degree program with the appropriate application fee.

6. A total of three professional reference forms (available on the College website) are required. Two reference forms from faculty or nursing leaders and one 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.

7. If the applicant has had any previous volunteer work, a letter should be submitted from the volunteer agency supervisor, documenting dates and times of volunteer work. As service is a significant part of the college’s mission, volunteerism is strongly encouraged.

8. 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.

9. “Verification of Transfer/Withdrawal/Dismissal Form” must be completed if an applicant has attended another nursing or professional health care program, but did not satisfactorily complete that program.

10. Preadmission testing requirements as defined and administered by the college must be satisfied.

11. The Student is responsible for fulfilling other admission requirements as listed.
SPECIAL ADMISSIONS

1. **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.

2. **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 discipline, 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. Current SACN courses, independent study, and at least 200 hours of clinical practicum in the requested APN population, will be required. The focus of the gap analysis will be preparation of focused APN population coursework rather than core courses. Core courses may be required if they were taken more than five years previous to the application.

3. **Post-Master’s Doctor of Nursing Practice (DNP) 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. In addition, 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.

4. **Post-Master’s Doctor of Nursing Practice (DNP) 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. In addition, 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.
5. **Doctor of Nursing Practice (DNP) Program (BSN-to-DNP) 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.

**ADMISSION DECISION**
The admission process is a self-managed process. All application materials should be sent in a complete packet directly to the Graduate Affairs office. Official transcripts should be requested by the candidate and sent by each institution directly to the Graduate Affairs office.

Saint Anthony College of Nursing uses a rolling admission policy for graduate school acceptance. As students submit their applications, they will be reviewed and accepted until the track and clinical cohort is filled or typically, until 30-days prior to the beginning of class. SAL status will be continued until the student is accepted into the graduate school.

Decisions regarding the acceptance of each applicant are made by the Graduate Admission and Progression Committee based upon criteria noted on the Admission Criteria Evaluation Scale (most recent undergraduate or BSN GPA, graduate GPA, cumulative GPA, personal statement of career goals matching the College Mission, service to community or group, nursing experience, and reference forms), and College 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.

The applicant must submit a tuition deposit within 30-days of the Graduate Admission and Progression Committee announcement of acceptance into the program. This deposit is semester specific, non-refundable, and non-transferable. This deposit is applied to the student’s first semester tuition.

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.

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.
SAINT ANTHONY COLLEGE OF NURSING - ROCKFORD, ILLINOIS
POLICY #G305
TITLE: GRADUATE PROGRAM ADMISSIONS POLICY

ADMISSION PROCEDURE
1. The following materials must be sent in a complete packet directly to the Graduate Affairs Office:
   - Completed application form with non-refundable $50.00 fee
   - Copy of Registered Nurse license(s) and/or Advanced Practice Nurse License
   - Copy of current resume
   - A typed statement of professional, educational, and career goals
     - Describe your current professional role
     - Identify your professional, educational, and career goals
     - Describe how attainment of these goals will enhance your professional practice
   - Three professional reference forms as outlined by the policy
     - Send reference forms and self-addressed envelopes to three persons from whom you request references. Please instruct your references to complete the form, enclose it in an accompanying envelope, sign the seal, and return forms to you.
   - If Applicable - A typed description of activities representing service to others; an additional letter from the service agency director will also be required to verify length and type of service.

2. Official transcripts of all courses taken at post-secondary institutions are to be requested by the candidate and mailed directly from each institution attended to the Graduate Affairs office at Saint Anthony College of Nursing.

3. Applicants are to make an appointment for a personal interview with the Dean, Graduate Affairs and Research or designee after transcripts and reference forms have been received. An additional interview with the President of the College and/or Graduate Admission and Progression Committee may be requested.

4. Saint Anthony College of Nursing uses a rolling admission policy for graduate school acceptance. As students submit their applications, they will be reviewed and accepted until the track and clinical cohort is filled or typically, until 30-days prior to the beginning of class. SAL status will be continued until the student is accepted into the graduate school.

5. Students who are accepted must submit a non-refundable tuition deposit of $200 within 30-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. This deposit is applied to the student’s first semester tuition.

Special Admissions Procedure – (Applies to category #2 Post-Master’s Certificate in Advanced Practice Population Admission and Category #4 Post-Master’s Doctor of Nursing Practice (DNP) Admission with Advanced Practice Population Gap Analysis)
1. Student will set a meeting with the Dean Graduate Affairs and Research or other designated College faculty in order to initiate a request to pursue a DNP in the current APN role and/or population. The student may also apply for a new APN role and/or population while pursuing a DNP or Post-Master’s Certification.

2. Student will provide copies of transcripts and syllabi required for gap analysis.

3. Graduate faculty who are certified in the requested APN role and/or population and the Dean Graduate Affairs and Research will review documents using the gap format (NTF, 2012).

4. Graduate faculty who are certified in the requested APN role and/or population and the Dean Graduate Affairs and Research will set an individualized plan of study for the applicant in order to bridge all identified gaps. Coursework, independent study, and clinical time will be used to overcome all population gaps for the requested APN population. The applicant must complete at least seven (7) credit hours at SACN.

5. Student will apply as a SACN Graduate student.
6. All required documentation (transcript, syllabi, and course descriptions) will be maintained in student files for recordkeeping.

7. Once all requirements are met, the student may be granted a certificate for the requested APN role and/or population and apply for the certification examination in an additional population if applicable.