



RN to Bachelor of Science in Nursing

DISTANCE LEARNING PROGRAM

Application Packet

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Admission Requirements

Successful completion of the following requirements is necessary for admission.

- Undergraduate online application
- Minimum college grade point average (GPA) of 2.5 on a 4.0 scale
- Submission of the following documents
 - Employment Verification
 - Reference form: Names, addresses, phone numbers of two persons, not relatives, who you know well and can provide information about you. For example, you may include a recent teacher, counselor, employer, or clergy. At least one of your references must be a professional in nursing
 - Academic Honesty Agreement
 - Supplemental Application
- Official transcripts from all previous institutions

Transfer Credit

Admitted Baccalaureate degree-seeking students can transfer in applicable courses that will be reviewed by the registrar. Only classes with a “C” or higher will be eligible for transfer consideration for required nursing support courses. Students may be asked to submit a course syllabus and a course description to determine transfer eligibility of some courses.

Tuition and Fees

Tuition and fees are based on the current catalog available online at www.stmary.edu. Tuition and fees are subject to change.

RN to BSN Curriculum

Beginning Anchor Courses

Student begins nursing plan of study in this course.

NU 402 Nursing as a Profession 3cr

Middle Core Nursing Coursework

The following courses are to be completed before student progresses into the ending anchor coursework and will need to be taken at USM.

BINU 454 Pathophysiology 3cr

NU 410 Research in Nursing 3cr.

NU 420 Health Assessment 3cr.

NU 520 End of Life Care 3cr

THNU 390 Mission in Health Care 3cr

Required Nursing Support and General Education

EN 370—Transfer Core 3cr

PY 355 Aging: Issues and Perspectives 3cr

*Sociology 3cr

*Biology for Today (or Genetics from Biology dept) 3cr

*Statistics 3cr

*Intermediate Algebra 3cr

*Bioethics (or Ethics from Philosophy dept) 3cr

*Humanities (3 courses from at least 2 different disciplines) 9cr

*Speech or Communications 3cr

Ending Anchor Coursework

Each of the middle core nursing courses must be completed prior to starting the ending anchor coursework.

NU 525 Community Health Care** 4cr

NU 540 Leadership Roles in Nursing** 4cr

NU 590 Senior Integrative Seminar 3cr

Summary

Required Nursing Courses: 29 hours

Nursing Escrow (credit given for prior nursing coursework) 30 hours

Required Nursing Support and General Education 33 hours

Electives 36 hours

Total hours needed for BSN 128 hours

* The course equivalent can be transferred from an accredited institution

** This course has a clinical experience, completed with a mentor.

See University of Saint Mary Undergraduate Catalog for additional information. This is a sample plan of study and is subject to change.

Revised: 03-10

Application Guidelines

To assist you in completing your application, the directions below explain each step of the process. This information has been arranged to serve as a checklist that you can use to ensure that you have supplied all of the required information.

If you encounter any difficulties or are confused by any portion of the application process, please call.

[] **Step 1: Complete the University of Saint Mary Online Application.**

- ❖ Complete the online application at:
<https://admissions.learntoday.info/usm.aspx>

[] **Step 2: Submit Official Transcripts.**

- ❖ Please send official transcripts as soon as possible to ensure that they reach us in time to complete your application.
- ❖ Transcripts must be received in an unopened, officially sealed envelope.
- ❖ **Official transcripts must be sent directly from the institution to the University of Saint Mary (USM) at the address below.** Transcripts sent to a student and then forwarded to the University will not be accepted. You will need to contact each institution directly for transcript ordering procedures.

**USM Online Processing Center
Online RN to BSN Program
650 S. Cherry Street Suite 700
Denver, CO 80246**

❖ **International Applicants and Applicants Educated Outside the United States:**

- All coursework taken from a college/university outside of the U.S. must be evaluated by an organization specializing in foreign credential evaluation (e.g. Educational Credential Evaluators at www.ece.org or World Education Services at www.wes.org). USM must receive the transcript evaluation results and the official transcripts from the college/university
- Submit Official Scores for the Test of English as a Foreign Language (TOEFL) **AND** a TSE score.
 - ✓ International students are required to submit official TOEFL and TSE scores. . The code for the university is 6630. Photocopies of score reports will not be accepted.
 - ✓ Students applying to the RN to BSN program must have a minimum TOEFL score of 550 (paper) or 213 (computer) **AND** a minimum score of 50 on the TSE
 - ✓ More information about these tests can be found at www.toefl.org.
 - ✓ International Students are required to submit a completed financial declaration form. International transcripts must be evaluated by a transcript evaluation service. We recommend WES (www.wes.org) or ECE (www.ece.org).

[] **Step 3: Submit the Employment Verification form**

- ❖ Please read the instructions on the Employment Verification form. Once completed, fax or email the document.

[] **Step 4: Submit 2 Reference Form**

- ❖ Names, addresses, phone numbers of two persons, not relatives, who you know well and can provide information about you. For example, you may include a recent teacher, counselor, employer, or clergy. At least one of your references must be a professional in nursing

[] **Step 5: Read the Frequently Asked Questions and the Acceptance Terms/Definitions**

[] **Step 6: Submit the Academic Honesty Agreement**

- ❖ Fax or email it to USM

[] **Step 7: Submit the Supplemental Admission Application**

- ❖ Fax or email it to USM

Employment Verification

To the Student: To receive the escrow credit for your prior nursing coursework, one of the following conditions must be met. **Check one** of the following statements.

1. _____ I have an active/current RN license from one of the 50 states **AND** I graduated from a nursing program within 5 years prior to starting my first class at USM. I understand that I do **not** need to complete the Employer Verification section of this form. (Read and sign the student verification statement below).
2. _____ I have an active/current RN license from one of the 50 states **BUT** I did NOT graduate from a nursing program within 5 years prior to starting my first class at USM. I understand that I will need to have my current employer (and, if necessary, previous employers) verify that I have worked at least 1,000 hours as a registered nurse in the past 3 years. I authorize my employer(s) to provide the information requested in the Employer Verification section of this form. (Read and sign the student verification statement below).

Student Verification Statement: By signing below, I understand and have selected the correct option above.

Print Name	Signature	Today's date	Date of Graduation from nursing program
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EMPLOYER VERIFICATION

To the student: Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant, if admitted and enrolled, will have access to the information provided.

Employer #1: Check one of the options below and sign.

_____ Applicant has worked at least 1000 hours as a Registered Nursing in the past 3 years from today's date. Today's date is _____.

_____ Applicant has **not** worked 1000 hours in the past 3 years at this facility. Total hours employed is _____ between dates of _____ to _____.

Name and title of person completing this form (please print)

Company Name

Signature of the person completing this form

Contact Number

Employer #2: Check one of the options below and sign.

_____ Applicant has worked at least 1000 hours as a Registered Nursing in the past 3 years from today's date. Today's date is _____.

_____ Applicant has **not** worked 1000 hours in the past 3 years at this facility. Total hours employed is _____ between dates of _____ to _____.

Name and title of person completing this form (please print)

Company Name

Signature of the person completing this form

Contact Number

Employer #3: Check one of the options below and sign.

_____ Applicant has worked at least 1000 hours as a Registered Nursing in the past 3 years from today's date. Today's date is _____.

_____ Applicant has **not** worked 1000 hours in the past 3 years at this facility. Total hours employed is _____ between dates of _____ to _____.

Name and title of person completing this form (please print)

Company Name

Signature of the person completing this form

Contact Number

References

List names, addresses, phone numbers of two persons, not relatives, who you know well and can provide information about you. For example, you may include a recent teacher, counselor, employer, or clergy. At least one of your references must be a professional in nursing.

Student Name: _____

Reference #1:

Professional Nursing: List the name of a professional nursing (RN) who can provide information about you

Name: _____

Address: _____

Phone Number: _____

How do you know this person? _____

Reference #2:

This person can be a recent teacher, counselor, employer, or clergy

Name: _____

Address: _____

Phone Number: _____

How do you know this person? _____

FAQ's

How long does it take to complete the program?

Full-time students can complete the degree in about 18-24 months with continuous enrollment. To be considered full-time, a student must be enrolled in at least 6 credit hours each 8 week term. Part-time students can complete the degree requirements in about 3 years with continuous enrollment.

Is financial aid available?

Yes, to be eligible for Federal financial aid, you must be enrolled in at least 3 credit hours each 8 week term. For more information about financial aid, please visit <http://www.stmary.edu/financialaid/default.asp>.

Do you offer credit for life/work experience other than the 30 hours of Nursing Escrow?

If approved, a student may be eligible for life experience credit for a required nursing course. Students must pass the online GE325 Life Experience Research course. GE325 will help the student prepare a portfolio that will be reviewed by the Nursing department. The Nursing Department will evaluate the portfolio for course credit to determine if a student's life/work experience will meet the course objectives and requirements for a specific nursing course. If considering pursuing this option, please contact your advisor for further information.

Are clinicals required?

Yes. However, these clinicals are quite different than the ones completed earlier in your education. The goal of the clinical experience is to accomplish certain course objectives, as opposed to, a requirement to spend a certain number of hours in a specified setting. In essence, the clinical experience is an application project that can be conducted at your place of work or within your community. Ultimately, you can choose your project of interest and complete your project in a variety of different health care settings with your instructor's advice. You will choose a mentor/preceptor who has at least a bachelors degree in nursing to help advise and guide you on your project. We have two courses that require clinical experiences - NU525 Community Health Nursing and NU550 Leadership in Nursing. When these classes begin, your instructor will share the details of the experience with you and your mentor/preceptor.

Is proctoring required for exams?

For most courses, final exams will be completed in the online classroom.

How much time is required each week to complete course assignments?

Expect to spend approximately 15 hours each week for one 3-credit hour course.

How often will I need to come to the main campus?

All coursework is done online. Face to face interaction in a classroom setting is not required. Graduation ceremonies are held on the main campus each May, if students choose to participate.

Do you offer a Master of Science in Nursing online program?

Not at this time.

What is the tuition rate for online course?

Tuition and fees are based on the current catalog online at www.stmary.edu. Tuition and fees are subject to change.

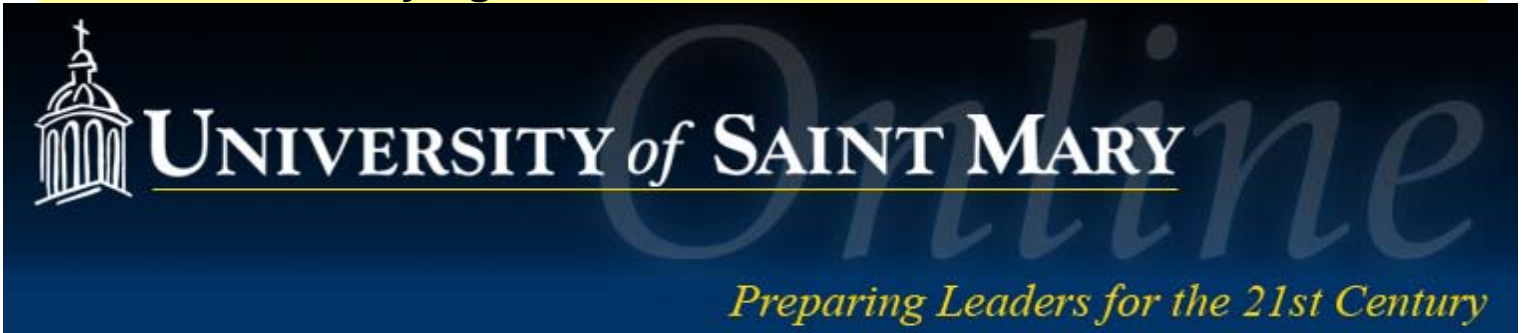
Are there other costs besides books and tuition?

Depending on where a student chooses to complete their mentored experience, they may need to provide documentation of health status, criminal background check, etc - any of these fees would be covered by the student. Refer to the University catalog for information about all tuition and fees (e.g. graduation, ordering transcripts, etc) The technology fee for online courses is usually included in the tuition.

Is the RN to BSN program accredited?

Yes. The Bachelor of Science in Nursing program at the University of Saint Mary is accredited by the Commission on Collegiate Nursing Education (CCNE). Information related to this accreditation may be obtained by contacting CCNE @ One Dupont Circle, NW, Suite 530, Washington, DC 20036 Phone: (202) 887-6791 Fax: (202) 887-8476. Additionally, the University of Saint Mary (USM) is accredited by the North Central Association of Schools & Colleges which is one of the six regional accreditation agencies in the U.S.

Academic Honesty Agreement



Introduction

Academic honesty is expected of all members of the University of Saint Mary community. It is an essential component of higher education and is necessary for true academic growth. Christian tradition and professional excellence demand that truth, honesty and academic integrity be valued in all of our interactions. Consistent with the University mission and values, academic honesty is essential in achieving one's God-given potential. Value-centered lives are meaningless if honesty is not one of those values. The bonds of community require that none of us knowingly discredit the value of a Saint Mary education. Respect for others requires that we acknowledge the sources of our information. Justice requires that we possess the skills and learning that we profess to have. Excellence requires that we do the best we can in everything we do, without resorting to dishonesty or other immoral behavior.

Academic Honesty

Academic honesty is the policy of the University of Saint Mary. Academic dishonesty is prohibited by the University of Saint Mary. Academic dishonesty includes, without limitation, any form of cheating whether in or out of the classroom; the presenting of purchased or stolen papers, computer programs, reports, or other written work as one's original work; failure to acknowledge the source of quotations, unique ideas, figures, tables, charts, and diagrams through academically acceptable attribution when these are used in papers, reports or formal presentations; falsification of information; and destruction, concealment or unauthorized modification of academic materials of the University, faculty, other student or any other person(s) for purposes of self-gain or diminishing the academic work of another. Because standards of citation, attribution and use of materials may vary between academic disciplines or within various specialties within an academic discipline, these general definitions should be considered base levels of academic dishonesty. Individual faculty may define further academic honesty expectations in course syllabi appropriate to their academic disciplines.

Academic Honesty Statement

Students are subject to the Academic Honesty policy in the University's catalog. In addition, each term, online students will be required to review and agree to the online student honor code stated below before they will be allowed to enter their online courses that term.

Student Consent

I agree to commit to uphold the University of Saint Mary's Academic Honesty Policy as stated in the University Catalog and all academic honesty policies that are communicated by my instructors in the syllabus or other areas of my online course. In addition to agreeing to adhere to these policies and to refrain from cheating, I will not use unauthorized aids during coursework or tests, fabrication of ideas or sources, plagiarism, or unauthorized collaboration or assistance from other students or others outside of my class to promote my academic success or diminish other's academic work. I understand that violation of this Honor Code will result in penalties ranging from failure of an assignment, failure in the course, dismissal from the online program, and/or dismissal from the University of Saint Mary. I also agree to communicate with my fellow online students and online instructors with respect and integrity.

Print Name: _____

Signature: _____

Date: _____

Acceptance Terms/Definitions

Conditional Acceptance

Students will be admitted conditionally to the RN to BSN program when the following documents are submitted:

1. Application for Admission
2. Payment of the \$25 application for admission fee
3. Verification of RN License (completed by the University)
4. Signed Supplemental Application form.

Conditional acceptance is determined by a representative of the Online Program at the University of Saint Mary.

Official Acceptance

Students will be admitted officially to the RN to BSN program if the following conditions are met:

1. Application for Admission
2. Cumulative GPA of 2.5.
3. Verification of unrestricted RN License
4. Signed Supplication Application form
5. Receipt of reference forms.
6. Receipt of employment verification form
7. Receipt of all official transcripts (USM does not evaluate credit from non-regionally accredited schools).
8. A transcript verification which involves verifying that each previous school is regionally accredited.

Official acceptance is determined by the Nursing Program.

Probational Acceptance

Students may be evaluated for a possible probational acceptance when they have submitted all required documents for official acceptance but their cumulative GPA is between 2.0 and 2.5. Students who do not meet the terms of their probation will be dismissed from the program.

Transcript Verification

During the official acceptance process, the university will verify if each previously attended institution has the appropriate regional or appropriate regional or program accreditation. USM will not evaluate courses for transfer credit from non-regionally accredited institutions.

Preliminary/Unofficial Transcript Evaluation

Preliminary/unofficial transcript evaluations are completed by a representative of the Online Program. A preliminary/unofficial transcript evaluation provides students with an estimation of how previous credits may apply towards the RN to BSN program.

Official Transcript Evaluation

The Office of the Registrar will evaluate official transcripts to determine how previous college course work will apply toward the RN to BSN program. Official evaluations are typically done after a student has been officially accepted and after the student has begun their coursework. The official evaluation will override any previous or subsequent evaluations. Credit from non-regionally accredited institutions will not be evaluated. Credits from regionally accredited institutions will apply according to USM's transfer policy.

Regionally Accrediting Agencies

- ✓ **MSA**: Middle States Association of Colleges and Schools
- ✓ **NWCCU**: Northwest Commission on Colleges and Universities
- ✓ **NCA-HLC**: North Central Association of Colleges and Schools, Higher Learning Commission
- ✓ **NEASC-CIHE**: New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- ✓ **SACS**: Southern Association of Colleges and School, Commission on Colleges
- ✓ **WASC-ACCJC**: Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- ✓ **WASC-ACSCU**: Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.

Supplemental Application

Section I - License Verification

Please complete the following information for license verification. Include information about each RN license currently held.

State (e.g. Kansas): _____ License #: _____ Expiration Date: _____

State (e.g. Iowa): _____ License #: _____ Expiration Date: _____

State (e.g. Florida): _____ License #: _____ Expiration Date: _____

Section II - Statement of Personal Goals

What are your personal & professional goals related to completing this degree?

Section III

I, _____, understand the following requirements must be met to be conditionally accepted to the RN to Bachelor of Science in Nursing program.

1. Application for Admission
2. Verification of RN License (completed by the University)
3. Supplemental Application form

I also understand the following:

1. If accepted, I will register only for the courses recommended by my program advisor until the Registrar completes the Official Transcript Evaluation
2. A conditional acceptance does not guarantee that I have been **nor** will be officially accepted to the RN to BSN Program
3. If admitted 'conditionally', I will have 45 days to submit all required documents to be considered for 'official' acceptance. The University will determine my official acceptance based on the following:
 - A. Receipt of two reference forms
 - B. Receipt of employment verification form.
 - C. Receipt of all official transcripts (USM does not evaluate credit from non-regionally accredited schools).
 - D. A transcript verification which involves verifying that each of my previous institutions is regionally accredited.
 - E. If items a-d are met satisfactorily and if the admission requirements are met, I will be considered for full acceptance.
4. "Official Acceptance" does not mean an "Official Transcript Evaluation" has been completed. Evaluations for transfer credit are completed by the Registrar and according to USM's transfer credit policy.
5. When the official transcript evaluation is completed, it will override any previous or subsequent course worksheets or preliminary evaluations.
6. I understand the difference between an "Official Acceptance" and the "Official Transcript Evaluation"
7. I have read and understand the FAQs, the RN to BSN curriculum and the terms and definitions.
8. I understand that the catalog is the standard and official document pertaining to University's policies.

Printed Name

Student ID#

Signature

Date