

**MSU College of Nursing  
RN-BSN Program  
Application, Instructions and Guidelines for Summer 2010**

**APPLICATION PROCESS**

RN students seeking admission to the College of Nursing for the Bachelor of Science in Nursing degree must make formal application to the College of Nursing. The admission process within the College occurs once during the academic year, with students being admitted each Summer Semester. There is no fee for applying to the College of Nursing; however, there is a fee to apply to Michigan State University.

**Admission Criteria**

Minimum criteria for application to the College are:

1. Acceptance to Michigan State University
2. Cumulative grade-point average of 2.50 or higher
3. Completion of the prerequisite courses for admission to the major (See Academic Programs Catalog)
4. A grade of 2.0 or higher in each science prerequisite course .
5. Submission of two (2) letters of recommendation and evidence of relevant community service and/or work experience limitations
6. Proof of RN license free from restrictions

**Application Requirements**

**1. APPLICATION TO MSU**

Candidates who wish to be considered for admission into the RN to BSN (Bachelor of Science in Nursing) program must submit the College of Nursing supplemental application directly to the MSU College of Nursing. In addition, candidates must also submit the appropriate application directly to the University for consideration of admission into MSU.

**Admission to both Michigan State University and the College of Nursing is necessary for enrollment in the RN to BSN program.**

**Candidates who have not applied to MSU previously:**

- Candidates who are not former MSU students must submit an Application for Undergraduate Admission to MSU by going to <http://admissions.msu.edu/apply.asp>. Prospective students should submit an application as a transfer student with the major preference code of 4015.
- There is a non-refundable \$35.00 fee for this application for domestic applicants and a \$50.00 fee for international applicants. For more information, refer to the MSU Office of Admissions and Scholarships website ([www.admissions.msu.edu](http://www.admissions.msu.edu)).
- The MSU application is completed electronically at [www.admissions.msu.edu](http://www.admissions.msu.edu). Please make a copy of your completed application before submitting it online and include it with your College of Nursing Supplemental Application.

**Candidates who are returning MSU students:**

- Former MSU students need not reapply as new students to the University. Instead, applicants should proceed with submission of the supplemental nursing application. If you haven't been registered at the University for three consecutive semesters (counting Summer), you need to submit a readmission application. There is no charge. The application should be submitted to the Registrar's Office at least one month prior to the beginning of the semester in which you expect to resume studies. Applicants should still proceed with submission of the supplemental nursing application.

**2. COLLEGE OF NURSING SUPPLEMENTAL APPLICATION**

The College of Nursing supplemental nursing application in this packet must be submitted directly to the MSU College of Nursing at: College of Nursing, RN to BSN Program, Michigan State University, A117 Life Sciences Building, East Lansing, Michigan 48824-1317, **ATTN: RN Advisor**.

**3. OFFICIAL TRANSCRIPTS**

Official transcripts from **all** institutions of postsecondary education attended should be forwarded to the Office of Admissions, Michigan State University, 250 Hannah Administration Building, East Lansing, MI 48824-0590 **and** Michigan State University, College of Nursing A117 Life Sciences Building, East Lansing, Michigan 48824-1317, **ATTN: RN Advisor**.

**4. LETTERS OF REFERENCE**

Two letters of references are required for consideration of admission to the RN to BSN Bachelor of Science in Nursing program. The reference forms should be completed by a person in an educational, administrative, professional, or volunteer capacity who has worked closely with you within the past five years. Reference forms are enclosed with the College of Nursing supplemental application and should be returned to the College of Nursing at the address provided. **Candidates should collect the reference form from the person completing it on their behalf and submit them with their application. The person completing the reference form should seal the form in an envelope and place their signature across the seal.**

## 5. ESSAY

A brief essay should be included responding to the statements below. This essay should be **no longer** than two double-spaced pages on 8½" x 11" paper. Please utilize the headings below throughout your essay to clearly identify the information provided.

- The candidate's interest in the RN to BSN nursing program at Michigan State University.
- The candidate's characteristics, experiences, abilities, and plan that will enhance their ability to succeed in a RN to BSN program.
- Any additional information the admissions committee should consider on the candidate's behalf.

## 6. RESUME

A resume outlining the candidate's varied experiences to date should be submitted to provide the program admissions committee additional background information.

## 7. LICENSURE

Proof of an RN license free from restrictions or limitations. Please mail a copy of your license to the Office of Student Support Services at the above address along with your supplemental application. License will be verified through public access sites such as <http://www.cis.stte.mi.us/free/default.asp>.

**The College of Nursing Supplemental Application, the Essay, the two Letters of Reference, Copy of RN license, the Resume and copies of the Application to MSU should be submitted to MSU College of Nursing together as part of the same packet. Only completed applications will be reviewed for consideration of admission.**

### Statement on Background Checks and Drug Screens

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) guidelines have resulted in many practice sites opting to require background checks for nursing students working in clinical settings. Additionally, many clinical, non-JCAHO accredited sites affiliated with the university for educational purposes have adopted this requirement and also require drug screens. The clinical programs of Michigan State University College of Nursing require students to participate in the care of patients in various health care settings. Accordingly, passing a criminal background check and drug screen is a condition for participation in the clinical component of all Nursing (graduate and undergraduate) programs.

### Admission Packet Checklist

A complete application packet to the RN to BSN program will include the following items/completed tasks:

- An Undergraduate Application for Admission submitted to MSU if a new student at <http://admissions.msu.edu/transfer.asp> or a Readmission Application to the Registrar's Office if a returning student. Please include a copy of this application with your complete application materials.
- The College of Nursing Supplemental Application for the RN to BSN program
- Official transcripts for each institution of post-secondary education attended
- Essay
- Resume
- Two letters of reference

### FINANCIAL AID

Financial Aid information may be obtained through the Office of Financial Aid, 259 Student Services Building, Michigan State University, East Lansing MI 48824-1317, or by phone at 517-353-5940. You may also visit their website at [www.finaid.msu.edu](http://www.finaid.msu.edu).



## APPLICATION

Last Name	First Name	Middle Name	MSU PID (Assigned at application to MSU)
Permanent Mailing Address (note: decision letters will be sent to the address given here)			
City	State	Postal Code	County
Country	Telephone (include area code)	Email Address	

## TRANSCRIPTS (Please send one copy of each official transcript to MSU, Office of Admissions &amp; Scholarships AND to the RN Advisor.)

Institution Name	State/County	Major	Degree Earned	Last Date Attended
<b>Submit Michigan State University Application for Undergraduate Study</b>			Date Submitted:	
United States RN Licensure Number: NOTE: the license must be free from limitations, restrictions or probationary status			RN License #: (please attach copy)	
<b>School of Nursing:</b>			Year of Graduation:	
<b>Place of Employment:</b>			Work Phone:	
Reference form #1 from: (name & title)				
Reference form #2 from: (name & title)				
Michigan State University seeks to admit students who provide evidence of intellectual performance, good character and potential which will permit them to profit from programs of the academic rigor or those offered by Michigan State. The University recognizes that learning opportunities are enhanced by a secure environment. As part of the admissions process, we require applicants to respond to the following questions. Information provided in response to these questions needs to be reviewed, but rarely results in denial of admission.				
A. Have you ever been expelled, suspended, disciplined, or placed on probation by any secondary school or college you have attended because of (a) academic dishonesty, (b) financial impropriety, and/or (c) an offense that harmed or had the potential to harm others? <input type="checkbox"/> Yes <input type="checkbox"/> No				
B. Have you ever plead guilty to or been found guilty of a crime or been convicted of a criminal offense (including in juvenile court) other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
C. Are there criminal charges pending against you at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No				

If you answer yes to either of these questions, please submit a letter of explanation. If circumstances arise in the future (until the time you begin attending classes) that make your answers to the above questions inaccurate, misleading, or incomplete, you must provide the Office of Admissions and the College of Nursing with updated information.

I have been informed of the application instructions for the College of Nursing. I understand that admission to the College of Nursing does not assure ultimate acceptance to Michigan State University. I am licensed as a Registered Nurse in the United States and my license is free from restrictions, limitations or probationary status. I understand that admission decisions are also influenced by space availability.

I certify to the best of my knowledge that the information in this application is accurate.

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) guidelines have resulted in many practice sites opting to require background checks for nursing students working in clinical settings. Additionally, many clinical, non-JCAHO accredited sites affiliated with the university for educational purposes have adopted this requirement and also require drug screens. The clinical programs of Michigan State University College of Nursing require students to participate in the care of patients in various health care settings. Accordingly, passing a criminal background check and drug screen is a condition for participation in the clinical component of all Nursing (graduate and undergraduate) programs

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Michigan State University is an affirmative-action, equal-opportunity employer*

## Prerequisite Information

Please indicate below, in the appropriate boxes, the coursework completed to satisfy the prerequisite requirements for the RN-BSN Program. Please note that MSU will not accept a grade below a 2.0 in transfer. For any coursework in progress, please indicate so.

	Semester Completed	Course Name & Number	Institution	Number of Credits	Grade
Anatomy					
Physiology					
General Chemistry					
General Chemistry Lab					
Microbiology					
Microbiology Lab					

	Semester Completed	Course Name & Number	Institution	Number of Credits	Grade
Writing/Composition					
College Algebra					
Statistics					
Social Science					
American History					
Humanities					
Psychology					
Family & Child Ecology					

**MSU COLLEGE OF NURSING  
RN-BSN REFERENCE FORM**

**The applicant must complete and sign the following statement before submitting this form to the reference writer. This request is in compliance with Federal Law P.L. 93-380 (Family Educational Rights and Privacy Act of 1974).**

Return this form to:

Office of Student Support Services  
RN Advisor  
College of Nursing  
Michigan State University  
A-117 Life Sciences Building  
East Lansing MI 48824-1317

I waive my right of access to this letter of recommendation (student will not be able to view recommendation if this box is checked)

I do not waive my right of access to this letter of recommendation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

MICHIGAN STATE UNIVERSITY  
COLLEGE OF NURSING  
RN-BSN NURSING PROGRAM

Applicant's Full Name \_\_\_\_\_

**REFERENCES:**

Your thoughtfulness and care in furnishing this information for the above named applicant is greatly appreciated.

A. How long have you known the applicant and in what capacity?

B. Please provide a candid assessment in each of the following areas:

1. Interpersonal relationships (communication skills with supervisors, peers, patients/clients):
  
2. Academic ability (decision making, critical thinking, problem-solving):
  
3. Leadership ability (ability to initiate change, style of leadership):
  
4. Personal characteristics which may promote or inhibit nursing study and practice (motivation, flexibility, sensitivity, compassion, perseverance):

C. Please rate the applicant in comparison with others you have known in his/her position:	Superior	Above Average	Average	Below Average	No basis for Judgment
1. Interpersonal Communication					
2. Academic Ability					
3. Leadership Ability					
4. Personal Potential for Nursing Study					

Signature \_\_\_\_\_ Printed/Typed Name \_\_\_\_\_

Position \_\_\_\_\_ Institution \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

**MSU COLLEGE OF NURSING  
RN-BSN REFERENCE FORM**

**The applicant must complete and sign the following statement before submitting this form to the reference writer. This request is in compliance with Federal Law P.L. 93-380 (Family Educational Rights and Privacy Act of 1974).**

Return this form to:

Office of Student Support Services  
RN Advisor  
College of Nursing  
Michigan State University  
A-117 Life Sciences Building  
East Lansing MI 48824-1317

I waive my right of access to this letter of recommendation (student will not be able to view recommendation if this box is checked).

I do not waive my right of access to this letter of recommendation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

MICHIGAN STATE UNIVERSITY  
COLLEGE OF NURSING  
RN-BSN NURSING PROGRAM

Applicant's Full Name \_\_\_\_\_

**REFERENCES:**

Your thoughtfulness and care in furnishing this information for the above named applicant is greatly appreciated.

A. How long have you known the applicant and in what capacity?

B. Please provide a candid assessment in each of the following areas:

1. Interpersonal relationships (communication skills with supervisors, peers, patients/clients):
  
2. Academic ability (decision making, critical thinking, problem-solving):
  
3. Leadership ability (ability to initiate change, style of leadership):
  
4. Personal characteristics which may promote or inhibit nursing study and practice (motivation, flexibility, sensitivity, compassion, perseverance):

C. Please rate the applicant in comparison with others you have known in his/her position:	Superior	Above Average	Average	Below Average	No basis for Judgment
1. Interpersonal Communication					
2. Academic Ability					
3. Leadership Ability					
4. Personal Potential for Nursing Study					

Signature \_\_\_\_\_ Printed/Typed Name \_\_\_\_\_

Position \_\_\_\_\_ Institution \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_