

Addendum/Correction to Fall 2020 MSN FNP Program Student Handbook

These pages shall replace the previous ones in the Fall 2020 MSN FNP Program Student Handbook.

DATE: January 2020

REVIEWED: February 2018, January 2019, January 2020, August 2020, September 2020

REVISED: January 2020, August 2020, September 2020

EFFECTIVE: February 2018

SUBJECT:

MSN FNP PROGRAM ADMISSION CHECKLIST

POLICY: MSN FNP Program Admission Checklist

PURPOSE: To briefly outline admission requirements for the MSN FNP Program

PROCEDURE:

MSN FNP Program Admission Checklist

Applicants Name: _____

Application to the University

The applicant must complete **one** application for admission to Campbellsville University. This application is available online at www.campbellsville.edu.

Official Transcripts

Provide one official copy of all transcripts from each college or university that you have attended previously. Once you apply, you will receive a copy of our official transcript request form from your Enrollment Counselor.

Degree Requirements

Completion of a BSN degree from a regionally accredited U.S. college or university.

GPA Requirements

Cumulative collegiate GPA of 3.0 or higher on a 4.0 scale

Licensure Information

A copy of a current, valid, unencumbered RN license, or listing on a state licensing board website must be submitted. All licenses will be verified before admission into the program and every semester as long as the student is in the program.

Patient Care Hours

Currently working as a registered nurse (RN) and have at least 2,000 patient care hours within the last two years. These patient care hours must be documented. Examples of documentation could be pay stubs or a letter from the candidate's employer/HR department. No volunteer or non-paid hours will count towards the 2,000 patient care hours.

Curriculum Vitae (CV)

Your CV should include:

- Educational background including institutions, degree(s) awarded, degree(s) in progress, dates of degree(s) awarded, and/or anticipated date of receiving degree(s)

Relevant employment history, including:

Job title (including unit), job description, and relevant duties performed

Employment dates of each position

Community service or volunteer experience

Any awards, publications, presentations, and memberships

Evidence of leadership and career progression

Professional Goals Essay

You must submit a 500-word essay discussing the following:

- Your career goals
- How your specific clinical experiences have prepared you for the Family Nurse Practitioner role
- Why Campbellsville University is the best fit for you and how the program will assist you in reaching your professional and educational goals
- The applicant's essay will be assessed on the ability to exhibit scholarly graduate-level writing.

Professional Goals Essay Rubric			
	Fully Addressed (2)	Minimally Addressed (1)	Did Not Address (0)
Career Goals			
Preparedness for the FNP Role			
Why CU?			
Scholarly Writing Ability			
Total			

Applicants scoring 6 or greater and meeting all other admission criteria will be granted acceptance into the MSN FNP Program.

Score: _____

Letters of Recommendation (See attached form- located at the end of this policy)

Three letters of recommendation are required, and all must be completed within one year of the date of submission. Applicants will instruct the chosen individuals to complete and submit the standardized reference form. These forms may be obtained from the enrollment counselor.

The following are acceptable individuals for the 3 letters of reference:

1. A current clinical supervisor, nurse, manager, or other health care provider who has direct knowledge of your skills in the clinical setting and how those skills will translate into the Family Nurse Practitioner role.
2. A professor, faculty member, Dean of the School of Nursing, or academic advisor who can provide a meaningful assessment of your academic record. If you have been out of school for five years or more, a nurse educator or clinical instructor can provide the academic recommendation.
3. A practicing clinical nurse professional or APRN who has served as a mentor and can address your abilities as a nurse and your potential to become a Family Nurse Practitioner.

Professional Letter of Reference Rubric

Personal	Outstanding (4)	Above Average (3)	Average (2)	Below Average (1)	Not Observed (N)
Sensitivity to Change Alert to and considerate of needs of clients and colleagues					
Dependability Quality of being trustworthy and reliable					
Open Mindedness Receptiveness to new ideas					
Assertiveness Quality of being self-assured and confident without being aggressive					
Self-Confidence Feeling of trust in one's abilities, qualities, and judgment					
Integrity Quality of being honest and having strong moral principles; moral uprightness					
Flexibility Willingness to change or compromise					
Tolerance of Ambiguity Functions without rigidly defined, externally imposed structure					
Total Score					

Professional	Outstanding (4)	Above Average (3)	Average (3)	Below Average (2)	Not Observed (N)
Problem-Solving Ability Uses a systematic approach to identify and solve problems					
Accountability Accepts responsibility for own decisions and actions					
Leadership Potential Able to motivate and direct others					
Decision Making Ability Considers alternatives and take appropriate actions					
Self-Directness Plans and executes actions independently					
Understands Limitations Sets self-expectations congruent with own capabilities					
Seeks Help Appropriately When situation exceeds capabilities					
Communication with Others Establishes ideas succinctly and logically in writing and when speaking					
Total Score					

Applicants scoring an average of 2.5 or greater on all professional letter of reference and meeting all other admission criteria will be granted acceptance into the MSN FNP Program.

Average Score: _____

Student Waiver for Letters of Recommendation

The Family Education Rights and Privacy Act of 1974 and its amendment's guarantee students access to their educational records. Students however are entitled to waive their rights to access concerning recommendations. The applicant must sign the waiver statement indicating their wishes regarding this recommendation.

Technical and Performance Standards

Upon admission, all students must verify in writing that they are able to meet technical and performance standards with or without accommodation. A copy of this document is located at the end of this policy and should be completed and returned with the other required admission documentation.

Background Check

All applicants will be required to complete a background check as the final step in the admissions process. Applicants will be admitted pending the successful completion of the background check. The background check must be completed after the admissions decision is made and will be repeated at the beginning of the 2nd year of instruction. Applicants with felony convictions will not be admitted. This will be submitted to an online depository.