

# Admission Policies

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### Admission Classifications

The Admission, Progression and Graduation Committee acts on applications in accordance with the criteria and policies as stated and admits students to one of the categories described below:

- **Full Status:** Students meeting all admission criteria may be offered admission by the Admission, Progression and Graduation Committee.
- **Matriculated Student:** In order to be a matriculated student, one must complete the application, be accepted, pay the appropriate fee, and provide official transcripts from all previous college course work. Accepted students pay the matriculation fee to the Office of Enrollment Services.
- **Matriculation, Delayed:** An applicant who has been admitted to any of the admission categories may delay matriculation up to 1 year following admission. The request to delay admission must be made in writing to the Admission, Progression and Graduation Committee in care of the Office of Student Services, room 216. After 1 year without enrollment,

reapplication to the program is necessary. Matriculation fee must be received prior to approval or defer.

- ***Non-degree Status:*** Non-degree students are defined as non-matriculated students, not wishing to obtain a degree. Non-degree students who wish to enroll in a ***graduate*** nursing course must hold a Bachelor of Science in Nursing Degree.

A maximum of 9 semester hours may be earned in non-degree status. Non-degree students may enroll in non-clinical course work on a part-time basis when space is available. To enroll full-time, permission of the associate dean for academics is required.

Auditors and applicants not seeking a degree must complete a “Non-degree Student Application” form each semester for each course they wish to take, available from the Office of Student Services, CON Room 216. Written permission of the instructor and the associate dean for academics, College of Nursing, must be obtained for the application.

## **Admission Criteria**

### **Prior Criminal Conviction**

Students who have a previous criminal conviction may not be allowed to sit for the State Board of Nursing exam (NCLEX) even if they complete the degree in nursing. Contact the South Carolina Board of Nursing for additional information prior to application to the Medical University of South Carolina College of Nursing. Refer to Section VI of the Student Handbook for more information.

### **Criminal Background Checks**

Upon payment of the matriculation fee, each student in the College of Nursing will have a criminal record search completed.

If a criminal record is uncovered, the student will be advised of this by the Associate Dean for Academics. The student will be counseled as to whether the nature of the offense will jeopardize the student’s status in the program and of possible alternatives regarding completion of the educational program and potential for obtaining licensure. The student will have the opportunity to provide documentation regarding the offense.

After counseling with the student, the Associate Dean for Academics will prepare a summary statement that includes recommendations for the student’s progression status in the program. This summary will be kept on file in the office of the Associate Dean for Academics, separate from the student record.

## Drug Screening

### DRUG SCREENING POLICY

In compliance with the affiliation agreements between MUSC College of Nursing and practice facilities/agencies, drug testing is required of all nursing students prior to beginning clinical rotations. Thus, students selected for admission to MUSC College of Nursing are admitted pending a negative urine drug test. Admission will be denied for a student testing positive.

#### Procedure for Pre-admission Drug Testing of CON Students

1. Students selected for admission to the College of Nursing will be notified of the procedure for drug testing in their orientation materials.
2. Drug testing will be completed on campus at MUSC Employee Health unless due to distance, the student requests to have the testing done locally. Under these circumstances, the student may request MUSC Risk Management to send information on completing the testing locally at a qualified laboratory. Students requesting drug testing at a lab other than MUSC must pay for this off-campus drug testing. All testing must be conducted by a qualified laboratory using MUSC policy and procedures.
3. The urine sample will be screened for marijuana, cocaine, phencyclidine (PCP), synthetic opiate, amphetamines, barbiturates, benzodiazepines, methadone, propoxyphene and methamphetamines. The drug test is considered positive if any of these drugs are identified.
4. Students must bring a valid drivers license and must not leave the building until the urine test is completed. If the test is not completed on the day of testing, it is considered an attempt and CANNOT be repeated.
5. Drug testing must be completed prior to the start of classes.
6. MUSC Risk Management will report a positive drug screen to the office of the Associate Dean for Academics.
7. If a positive drug test is obtained, the student may request the **original** sample be retested at another designated lab at the student's expense.
8. The College of Nursing will ensure confidentiality of results by releasing the information only to the student and required administrators.
9. Refusal by the student to submit to drug screening will result in denial of admission to the College of Nursing.
10. Any questions or concerns regarding pre-admission drug screening should be directed to the office of the Associate Dean for Academics.

## Undergraduate Students Requirements

The preferred minimum cumulative Grade Point Average (GPA) should be a 3.0 on a 4.0 scale. Students must earn a minimum grade of "C" in prerequisite courses. Course work may be in progress at the time of application, but must be completed by the initial date of enrollment. The SAT Reasoning Test (SAT) or ACT Test is required for the Accelerated BSN program. Preferred applicants should have a combined score of 1000 on the Critical Thinking and Mathematics sections of the SAT or an ACT score of 22. Applicants who have not taken the SAT must register online at [www.collegeboard.com](http://www.collegeboard.com). You should receive your official scores within three to four weeks of taking the test.

Applicants should also submit official transcripts, three (3) satisfactory reference forms included with the application, a 100 word essay and a resumé. It is highly suggested that applicants have volunteer or work experience in a health care setting. Sixty (60) semester hours of course work meeting the prerequisite requirements are required for consideration of admission.

### Accelerated BSN

*If you already have a Bachelors degree, your required prerequisite courses would be:*

Human Anatomy.....	4 sh
Physiology .....	4 sh
Microbiology .....	4 sh
Statistics.....	3 sh
Science elective .....	4 sh
Lifespan Human Growth and Development.....	3 sh

*If you do not have a Bachelors degree, your required prerequisite courses would be:*

English Composition/Literature.....	6 sh
Lifespan Human Growth and Development.....	3 sh
Human Anatomy.....	4 sh
Physiology .....	4 sh
Microbiology .....	4 sh
Statistics.....	3 sh
Science elective .....	4 sh
Social Science and Humanities electives.....	15 sh
Electives.....	17 sh

### Criteria for Priority Admission

The Medical University of South Carolina College of Nursing Accelerated BSN program has a priority admission for the academically superior student. To qualify for priority admission applicants must:

- Have earned 3.8 GPA in prerequisite course work and a 3.5 in overall course work.
- Have completed three out of the four required science courses. The required science courses are four semester hours each of the following: Human Anatomy, Physiology, a Science elective, and Microbiology.
- Submit official standardized test scores that meet these minimum requirements:  
SAT score of 1250 or ACT score of 28
- Submit a completed “Priority” application with references, paid application fee, official

transcripts of all post high school education, and official standardized test scores to the Office of Enrollment Management.

The application deadline for the Priority admission program for the fall start semester is November 15. Applicants will be informed, in writing, of the Admission Committee's decision by December 31. The application deadline for the spring start semester is August 15. Applicants will be informed in writing of the Admission Committee's decision by September 30.

Students who are not accepted during priority admission will be considered for regular admission at the appropriate time. If accepted through the Priority admission program, a student must matriculate the semester admitted or forfeit the admission. They must also complete all prerequisite course work with a "C" or better and present a prerequisite overall GPA of 3.0.

If accepted through the Priority admission program, military personnel must provide documentation of the military program, including deadlines, information required, etc. to the College of Nursing Office of Student Services prior to matriculation. All students accepting priority admission, must sign and return the Binding Admission Form (form available in office of Student Services-Room 216).

## **Graduate Students**

The admission selection process is based on a total evaluation of the applicant's qualifications, potential for professional growth, contributions to the profession and commitment to the pursuit of nursing excellence. Post-Baccalaureate applicants must meet the following requirements:

Post-Baccalaureate Entry to the Master's of Science Nursing or Doctor of Nursing Practice

1. Bachelor of Science in Nursing degree from a nationally accredited program
2. Nursing grade point average (NSG-GPA) of 3.0 on a 4.0 scale
3. Cumulative grade point average (CUM-GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all post-secondary school coursework are required)
4. Undergraduate level statistics course
5. Unencumbered, active registered nurse (RN) license in state where practicums will be conducted
6. Three references from professionals knowledgeable about the applicant's academic and nursing leadership potential
7. Current CV or resume
8. Personal essay (500 to 600 words typed on one page) that includes the applicant's professional goals, reason for wanting to study in a particular area of specialization, and how the applicant anticipates the role and scope of the 1) Doctor of Nursing Practice (D.N.P.) degree or 2) Master's of Science in Nursing (M.S.N.) degree
9. Interview, if requested by the Admissions, Progression, and Graduation (APG) Committee

### **D.N.P. Post-Master's Option for Advanced Practice Nurses:**

1. Master of Science in Nursing (M.S.N.) degree from an accredited program and evidence of credentialing within the applicant's specialty, if appropriate, otherwise submission of a professional portfolio documenting evidence of applicant's area of expertise
2. Cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate and graduate coursework (official transcripts for all post-secondary school coursework are required)
3. Graduates from Nurse Practitioner (NP) programs other than MUSC must provide written verification of clinical hours from NP Program Director
4. Unencumbered, active registered nurse (RN) license in state where practicums will be conducted
5. Three references from professionals knowledgeable about the applicant's academic and nursing leadership potential
6. Statement of professional goals, including a brief description of scholarly project to be undertaken in a 1-year residency at the end of the program of study (500 to 600 words typed on one page)
7. Current CV or resume
8. Interview, if requested by the Admissions, Progression, and Graduation (APG) Committee

### **Additional requirements for Graduate students include:**

1. Submit an official application for admission
2. Submit a photocopy of current licensure to practice as a registered nurse (R.N.) in one of the 50 states or U.S. territories and be eligible for licensure in South Carolina. If clinicals are being completed in South Carolina, a SC R.N. license is required.
3. Evidence of current certification in CPR is required prior to enrollment.
4. Prerequisite coursework must be completed prior to matriculation into the College of Nursing. There is no time limit on previously completed course work.

### ***Criteria for Priority Admission for Graduate Level***

1. Military applicants with unusual circumstances who meet full admission requirements may request a Priority admission decision.
2. Submit a completed "Priority" application with references, paid application fee, official transcripts of all post high school education, and official standardized test scores to the Office of Enrollment Management.

## **PhD in Nursing Students**

Prior to enrolling in doctoral study, post master's students are expected to have completed masters level courses in nursing theory, research and statistics equivalent to those offered by the Medical University of South Carolina.

### ***Criteria for Admission***

#### **Doctoral Criteria for Admission:**

##### **Post BSN PhD**

Applicants for the Post BSN PhD program are required to have a baccalaureate in nursing from a program, accredited by the NLNAC or CCNE, a grade point average of at least 3.5 (A=4.0), satisfactory scores on the GRE aptitude test, and qualification for licensure to practice as an RN in South Carolina. Applicants are also required to show evidence of potential scholarship with one of the following: previous scholarly work, (research report, published article, thesis, or written innovation), submission of a Curriculum Vita, written statement of career goals, three College of Graduate Studies reference forms and letters of reference which address research and scholarly potential. After application is complete, applicants are required to have interviews with two nursing faculty.

##### **Post MS PhD**

Applicants for the Post MS PhD program are required to have a baccalaureate in nursing from a program accredited by the NLNAC or CCNE and a master's degree in a health related field OR a master of science in nursing, a grade point average of at least 3.5 (A-4.0), satisfactory scores on the GRE aptitude test, and qualification for licensure to practice as a RN in South Carolina. Applicants are also required to show evidence of potential scholarship with one of the following: One example of previous scholarly work, (e.g. research report, published article, thesis, written innovation), submission of a Curriculum Vita, written statement of career goals, three College of Graduate Studies reference forms and letters of reference which address research and scholarly potential. After application is complete, applicants are required to have interviews with two nursing faculty.

Completed applications may be submitted at any time. Doctoral students will be admitted for the fall semester.

For more information please contact:  
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Associate Professor  
Medical University of South Carolina  
99 Jonathan Lucas Street, PO Box 250160  
Charleston, SC 29425  
E-mail: [barbosag@musc.edu](mailto:barbosag@musc.edu)

## Prerequisite Computer Competencies

During enrollment in the College of Nursing (CON), students complete assignments that require computing skills. In order to be successful, students are **strongly** encouraged to prepare themselves with basic Word processing skills. The MUSC campus supports both PC (Windows) and Macintosh systems. During the program, students will also be required to learn and demonstrate use of electronic mail and the Internet, conduct a library search, retrieve clinical information on a specific patient, use audiovisual materials in a presentation, and use a spreadsheet to enter and manipulate data.

**Access to communication via computer.** The nursing program is committed to dissemination of information through electronic media. Students **must** have access to a computer configured to use on-line network transmissions for electronic mail and the World Wide Web. If you do not have a computer in your home with a modem and an Internet service provider, computer access is available on campus through the University. Students **will** be held accountable for information from faculty disseminated via electronic mail.

**WebCT orientation.** Completion of the WebCT orientation course is required of all new CON students. Students will complete the course prior to orientation, print out the certificate of completion and bring to orientation (residency for PhD students). Students who do not attend orientation must complete the WebCT orientation course by the end of the week of student orientation and take the certificate of completion to Student Services. Students who do not comply will be “Disabled” (blocked) from access to all WebCT courses.

### **Process:**

1. Staff from the Nursing Technology Center (NTC) will be available during Undergraduate and Graduate orientation or residency (PhD) to answer questions.
2. NTC staff will collect certificates and deliver to Student Services.
3. Student services will track students who have completed the WebCT orientation course.
4. The Monday following student orientation week, Student Services will send a list of UG and Graduate students who have not completed the WebCT orientation course to the NTC.
5. NTC staff will send an email to students and all their course coordinators that states they will be “Disabled” (blocked) from all WebCT courses within 72 hours unless certificate of completion is turned into Student Services. Once the certificate is received in Student Services, the student will be re-activated for access for all WebCT courses.

**Software standards for the University.** Software standards ensure access for students, residents, fellows, and faculty to the University’s education and information resources, as well as enhance communications and the sharing of documents. The standards are defined by the University Education Infrastructure Committee. Many of these applications are downloadable from the Office of the Chief Information Officer (OCIO) website - <http://www.musc.edu/infoservices/software/>

## Minimum Computer Standards

Although users may choose other software applications, they will not be supported.

### Required software applications

Application	Windows 2000	Macintosh OS X
Software	MS Office XP (Microsoft Word, Excel, and Power Point) available at MUSC bookstore QuickTime - can be downloaded at <a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a> Windows 2007 compatibility for 2003 version (download patch <a href="http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&amp;displayLang=en">http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&amp;displayLang=en</a> )	MS Office 2004-2008  Standard on Mac
PDF Reader	Adobe Acrobat Reader (program can be downloaded at: <a href="http://www.adobe.com">http://www.adobe.com</a> )	
VNP Client	VPN Client Provided by MUSC - <a href="http://vpn.musc.edu">http://vpn.musc.edu</a>	

### System Requirements

	Windows	Mac
Operating System	Microsoft® Windows XP (32-bit versions) or Vista® (32-bit or 64-bit versions)	Apple Mac OS X 10.4 (Tiger™) or Mac OSX 10.5 (Leopard™)
Hardware	Intel® or AMD x86 dual core processor running at 2 GHz or higher  Memory: 4 GB RAM Minimum free drive space: 10 GB CD-ROM or DVD-ROM drive  Super VGA (800x600) or a higher-resolution monitor  Built in Webcam and microphone (or attachable version)  For connecting with PASW Statistics Base Server, a network adapter running the TCP/IP network protocol	Intel processor running at 2 GHz or higher  Memory: 4 GB RAM  Minimum free drive space: 10 GB CD-ROM drive or DVD-ROM drive  Super VGA (800x600) or a higher-resolution monitor  Built in Webcam and microphone (or attachable version)
Web browser	Internet Explorer 6 or above IE 6.0/Mozilla Firefox 2.0	Safari™, Mozilla® Firefox® 3.0 or higher, or Netscape® 7.2 or higher Java™ Standard Edition 5.0 (J2SE 5.0)

### Handheld technology

Full-time post-BSN, MSN, DNP students are required to have a handheld device at the beginning of the second semester. This device will be used during the Advanced Pharmacotherapeutics course and during your clinical experiences. If you are contemplating the purchase of a new handheld device (PDA or SmartPhone), please peruse the system requirements and hardware compatibility for the software packages listed below that will be used during your program.

**Typhon clinical logs** – to track patient data during your clinical experiences

<http://www.typhongroup.net/help/>

**Comprehensive clinical solutions software** (pharmacology, disease-based, and laboratory references)

**Epocrates**

<http://www.epocrates.com/index.html>

Guide to choosing a handheld device compatible with their software

<http://www.epocrates.com/gomobile/find-your-perfect-device.html#pda>

**Or**

**Lexi-Comp**

<http://www.lexi.com/>

Guide to choosing a handheld device compatible with their software

<http://webstore.lexi.com/s.nl/ctype.KB/it.I/id.244/KB.3231/f>