

Middle Tennessee State University  
School of Nursing  
BSN Program Admission, Progression & Retention Policy

The following admission, progression and retention standards apply to the BSN program. Admission to the University does not guarantee admission to the (upper division) nursing program.

All applicants will be admitted based on academic candidacy and rank-ordered based on composite score.

**Admission through Academic Candidacy**

Any student who meets the following requirements may apply to the upper-division nursing program via academic candidacy.

To be considered for admission to the BSN program students must meet the following criteria:

1. Be tentatively or fully admitted to the university at the time of application to nursing.

**\*\* In order to ensure your application to nursing is processed, please submit all university admissions paperwork in a timely manner\***

2. Complete and submit the following admission documents to the School of Nursing by the posted deadline to include:
  - a. Online Nursing Application
  - b. Official copy of HESI standardized entrance exam scores

Applicants with a composite\* score of 7.75 and meeting the following criteria will be admitted to upper-division nursing.

1. Minimum of 3.0 grade point average (on a 4.0 scale) in required general education and pre-nursing courses (includes MTSU and transfer courses).
2. Minimum of 75.00 composite score, as well as, a 75 minimum sub score on each of the following components of the HESI standardized entrance exam:
  - Mathematics
  - Biology
  - Chemistry
  - Anatomy and Physiology

3. Complete all General Education and required pre-nursing courses as outlined in the MTSU undergraduate catalog prior to beginning upper-division nursing courses, including:

#### **General Education Courses**

- Grade of “C” (2.0) or better, an “S” (satisfactory), “P” (pass), CLEP credit or a substitution/waiver in all required pre-requisite courses.

#### **Pre-Nursing Courses**

- **Grade of “B” (3.0) or better in the following Biology courses:**
  - BIOL 2010 Anatomy and Physiology I (with lab) 4 credit hours
  - BIOL 2020 Anatomy and Physiology II (with lab) 4 credit hours
  - BIOL 2100 Microbiology in Disease (with lab) 3 credit hours
- **The following Biology course requirements apply:**
  - At least one eligible biology grade must be completed/posted by the application deadline.
  - Only one (1) biology course repeat is permitted.
  - All biology courses must be completed and posted within the last seven years.

\*Composite score is determined by the following formula:

1. GPA score on a 4.0 scale plus (+)
2. Standardized exam score (converted to a 4.0 scale), equals (=)
3. Total applicant composite score

Depending on space and available resources, additional applicants may be admitted on a competitive basis (Composite Score).

#### **Nursing Admission Status**

The School of Nursing uses the following candidacy status for the BSN program:

Note: Students will receive notification of the candidacy status via MTmail prior to the end of semester of application.

#### **Tentative Admission**

Students selected for admission to the upper-division nursing program under a tentative admission status.

Once a tentative admission offer is made, students must accept the offer and complete the required paperwork and health history documentation prior to the posted deadline.

Admission will be denied to students not submitting posted paperwork and health history documentation prior to the posted deadline.

### **Ineligible**

Students who do not meet all requirements for admission or have an incomplete application will be categorized as ineligible.

### **BSN Reapplication**

Students not admitted into the BSN program, but who wish to be considered for admission in subsequent semesters may reapply only one time.

**Transfer students from other nursing programs will not be considered for admission for any reason.**

### **Readmission to the BSN program**

If a student must interrupt his/her program of study or exit the program, an Interruption of Program Form (IOP) must be submitted to the School of Nursing Admissions Committee chairperson requesting to interrupt/exit the program.

Program interruption may only be completed once. Students who do not complete the IOP will not be considered for readmission.

Completing the IOP does not guarantee readmission to the program.

Students seeking readmission to the nursing program should complete an application for readmission, stating their request for consideration for readmission, and the semester they wish to return. Readmission to the program is not guaranteed.

Applications for readmission must be received by the Admissions Committee Chair no later than the end of semester prior to the semester he/she wishes to return to school.

The student will be readmitted on a space-available basis. First, the student's file will be reviewed for readmission to the nursing program. Readmission to the nursing program will apply to any:

1. Student who has been accepted into the nursing program but interrupted program of study for circumstances beyond their control.
2. Student who has withdrawn from one or more nursing courses.
3. Student who has been accepted into the nursing program but failed one course.

Students who have interrupted their program of study **for one academic semester may be asked** to complete a cognitive and/or skills assessment for determining their readiness to continue in the nursing program.

Students who have interrupted their program of study **for greater than one academic semester will be expected** to complete a cognitive and skills assessment for determining their readiness to continue in the nursing program.

## **BSN Progression Standards**

BSN students in the School of Nursing must:

1. Update current documentation on the School of Nursing document storage system.
2. Submit evidence of current American Heart Association Basic Life Support (BLS) and maintain current certification throughout the nursing program
3. Maintain current documentation of professional liability insurance, medical health insurance, and all clinical agency requirements
4. Achieve a minimum grade of "B" (3.00) in all nursing theory courses, as well as, a "Pass" in each co-requisite lab/clinical course. Courses failed at MTSU with a grade less than "B" must be repeated at MTSU
5. Achieve a grade of 100% on all dosage competencies integrated throughout the nursing program

### **Repeating a Course- (2-C Policy)**

If a student does not successfully complete a nursing course with a "B" or better, the student may repeat the course **one (1) time only**. Even if a course is repeated with a higher grade earned, the failure is documented as part of the 2-C policy.

If a student is unsuccessful in a second course or on the second attempt at the same course, the student will be dismissed from the program per the 2-C policy.

### **Withdrawal from a Course**

1. For specific withdrawal deadlines related to non-clinical courses, students should consult the University academic calendar.
2. For specific withdrawal deadlines related to clinical courses, consult the clinical instructor.
3. All clinical/lab courses are linked to corresponding didactic/theory courses. If a student wishes to withdraw from a clinical course, notification to and signature from the clinical course instructor is required prior to withdrawal.
4. Students withdrawing from a clinical course are highly encouraged to also withdraw from the associated didactic/theory course.

Only one (1) instance of course withdrawal is permitted without consequences in the BSN program. A student who withdraws from a single course, or all courses in a single semester is considered one (1) instance of withdrawal.

Students with more than one (1) withdrawal from Upper-Division Nursing courses will not be readmitted to the program.

### **Incomplete Courses**

A grade of "I" indicates the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those that may occur toward the close of the term.

Failure to make up work or turn in required work on time does not provide the basis for the grade of "I" unless the extenuating circumstances noted above are present for reasons acceptable to the instructor.

Per university policy, the "I" or incomplete grade must be removed during the succeeding semester, excluding summer. Otherwise, a grade of "F" is entered. The "I" grade carries no value until converted to the final grade.

### **BSN Dismissal**

The following dismissal standards apply to BSN degree-seeking students.

Dismissal means that a student is permanently excluded from the Nursing program at Middle Tennessee State University. The School of Nursing recognizes three types of dismissal (1) Academic, (2) Ethical/Professional, and (3) failure to complete within four (4) years.

A notation of dismissal is posted on the student's permanent record within the School of Nursing. A student dismissed from the BSN program will not be considered for readmission. Upon confirmation of dismissal, the student will be withdrawn from all nursing courses.

### **Academic Dismissal**

Dismissal may occur because of:

1. Failure to achieve a grade of "B" or better when repeating a required didactic course, or a grade of Pass when repeating a clinical course.
2. Failure to achieve a grade of "B" or better in all remaining courses, once a "C", "D" or "F" grade has been replaced in the same or previous semester regardless of which semester the grades occur
3. Failure to comply with the policy related to withdrawal
4. Non-progression because of failure of the dosage competency exam

### **Appeal of Progression/Dismissal Decision**

See University grade appeals process

<https://www.mtsu.edu/policies/academic-affairs-students/313.php>

## **Ethical/Professional Dismissal**

Dismissal may occur because of:

1. Demonstration of a pattern of unsafe clinical practice in one or more courses
2. Use of mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class
3. Evidence of any other disciplinary offenses (e.g. Academic Misconduct) as outlined in the MTSU Rights and Responsibilities of students.
4. Violation of the School of Nursing Honor Code
5. Breach of ethics or gross professional negligence

## **Failure to Complete**

Once a student has begun taking nursing courses, he/she must complete all degree requirements within four years. Failure to complete all degree requirements for the BSN degree within four (4) years of beginning upper-division nursing courses will result in dismissal from the program.

## **BSN Dismissal Process**

The following process will be used for unethical or unprofessional conduct leading to possible program dismissal.

1. Course faculty contacts Director when faced with a situation or case that could possibly result in dismissal from the BSN program
2. Director forms ad hoc panel composed of three (3) nursing faculty with no conflict of interest
3. Panel will review documentation regarding case and hold separate hearings with the student and faculty member.
4. Panel will forward recommendation for dismissal/non-dismissal to Director with an explanation of the reasons for the decision
5. Director will notify student of the decision in writing

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