

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

The School of Nursing admissions standards apply to MSN degree-seeking students and Post-Master's Certificate Students

This policy applies to graduate students beginning or being readmitted to the graduate program Fall 2016 or later.

Admission/Readmission

To consider enrollment in the MTSU MSN program, students must meet the following requirements:

1. Reside in the state of Tennessee
2. Have and maintain an unencumbered RN license in Tennessee
3. Hold a bachelor's degree in Nursing with an overall GPA of at least 2.9 on a 4.0 scale
4. If transferring, have a MSN overall GPA of at least 2.9 on a 4.0 scale and be in good standing at previous nursing program
5. Make application and be accepted to Middle Tennessee State University
6. Make application and be accepted to *MTSU Graduate Studies*
7. Meet the conditions of admission to the School of Nursing

An admission status will be assigned to those students who have a complete admission packet and have an overall GPA of at least 2.9 on a 4.0 scale by the School of Nursing Admissions Committee.

Students who do not have a GPA of at least a 2.9 on a 4.0 scale will not be considered for admission.

The School of Nursing utilizes the following admission status:

1. Full admission
2. Conditional admission
3. Non-degree seeking

Full Admission

Students who have a 3.0 or greater GPA in undergraduate or graduate work at the time of application and meet all requirements of admission will be accepted into the program under a full admission status. Students will receive notification of the admission via MTmail after the Admissions Committee meeting.

Conditional Admission

Students who have a 2.9 to 2.99 GPA on a 4.0 scale in undergraduate or graduate work at the time of application and meet all requirements of admission accepted into the

program under a conditional or 'probational' status. Students will receive notification of the admission including conditions of admission via MTmail after the Admissions Committee meeting.

The following conditions must be met for admission status to be converted to a "full admission".

The student admitted with a conditional status must:

1. Maintain a 'B' or above in all courses for the first 12 credit hours of coursework.
2. Meet any other conditional admission requirements set by the Admissions Committee on a case by case basis.

Since the conditional admission process serves as a probationary period for new admissions, a student who does not meet the requirements for conditional admission at any point during the first 12 credit hours of coursework will not be placed on probation.

Once the conditions of admissions have been met, a student will be awarded full admission into the MSN program. Once full admission status is granted, a status change will be communicated to the College of Graduate Studies.

Conditional admission students not meeting requirements of admission at any point during the probationary period will be dismissed from the program.

Non-Degree-Seeking Enrollment Status

Non-degree student admission is available to qualified applicants who wish to enhance their post-baccalaureate education but do not plan to seek a graduate degree. A limited number of graduate nursing courses are available to non-degree students.

Applicants requesting this status must be admitted to the MTSU College of Graduate Studies, meet the following eligibility criteria, and submit appropriate documents to the Graduate Nursing Academic Advisor. The School of Nursing Admissions Committee will consider each request.

Eligibility criteria for non-degree-seeking enrollment in the School of Nursing:

1. Reside in the State of Tennessee
2. Have and maintain an unencumbered RN license in Tennessee
3. Hold a bachelor's degree with an overall GPA of at least 2.9 on a 4.0 scale
4. Specify in writing the purpose of request which could include but is not limited to: completing pre-requisites when already admitted to another graduate program; coursework for professional development; coursework for transfer to another program.

Program Readmission

If a student must interrupt his/her program of study or exit the program an Interruption of Program Form must be submitted to the MSN academic advisor during the semester the request is made.

To be readmitted to the MSN program the student must:

1. Complete all readmission applications within the School of Nursing and Graduate Studies
2. Meet all general admission requirements for the School of Nursing graduate program
3. Update all required health records within the School of Nursing document storage account

Readmission to the graduate program is not guaranteed. Readmission students fall under the same admission guidelines as first time admissions to the program

All forms are located in the School of Nursing website

Program Progression

The School of Nursing progression standards apply to MSN degree seeking students and Post-Master's Certificate Students.

Graduate students in the School of Nursing must:

1. Have a "B" or better in all nursing courses, and
2. Have a cumulative GPA of 3.0 or better at the end of each term.
3. Maintain current documentation within the School of Nursing document storage account

Prerequisites

Prerequisites for nursing courses are to be met in order to progress. Refer to the MSN degree plan, relevant course descriptions and the graduate nursing advisor for guidance in course sequencing.

Students enrolled in a nursing course for which prerequisites have not been met will be subject to administrative withdrawal from the course.

Repeating a Course

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** without consequences. If a student is unsuccessful in the course a second time, the student will be dismissed from the program. Only two (2) different courses in the program of study may be repeated.

Time to Degree

Policies and procedures regarding time to degree can be found in the Student Handbook of the Middle Tennessee State University College of Graduate Studies.

Reinstatement/Extension

Failure to register for either the Fall or Spring term constitutes a lapse in the program. Both full-time and part-time students must register for at least 3 credit hours each semester.

Students who fail to register for any Fall or Spring term must be readmitted to the program. (See readmission requirements in this policy)

Students who plan not to register for a particular semester should complete and submit an Interruption of Program form to the MSN academic advisor prior to the completion of the current term.

Program Probation

The School of Nursing probation standards apply to MSN degree-seeking students and Post-Master's Certificate Students.

Program probation means that a student has not met the 3.0 GPA grade requirements for MSN students and is therefore subject to academic intervention. During the period of probation, the student is permitted to continue academic studies. The School of Nursing recognizes two types of probation (1) Academic and (2) Clinical.

Any student who meets a criterion for probation a second time will be eligible for dismissal from the School of Nursing.

A student may be placed on program probation who:

1. Does not meet the 3.0 GPA grade requirement in any semester

A student may be placed on clinical probation who:

1. Fails to adhere to the School of Nursing Honor Code or the ANA Code for Nurses; or
2. Demonstrates unsafe clinical practices as deemed by the course instructor and specialty coordinator; or
3. Fails to achieve a cumulative grade point average of 3.0 on a 4.0 scale in graduate courses at the end of each term.

Students who are placed on program probation must present to the MSN Academic Advisor a detailed Progression Plan that specifies actions and timelines to improve the likelihood of future success.

The submission deadline is one week prior to the first day of classes for the subsequent semester. The School of Nursing Admissions Committee will review each submission; failure to submit a Progression Plan could result in the student being withdrawn from all nursing courses for the upcoming term.

All students in the MSN program are monitored each semester for progression and retention. Necessary action will be taken each semester depending on student grade reports.

Academic Misconduct

All cases of suspected academic misconduct will be reported to the Office of Academic Affairs for violating the academic honesty requirements. Violations of academic misconduct may also result in failure for a course.

Plagiarism, sharing of course information, cheating, fabrication, or facilitating are forms of academic misconduct.

1. **Plagiarism:** The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgement.
2. **Sharing of course information:** Sharing of any course related material on the internet other than program educational platform.
3. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
4. **Fabrication:** Unauthorized falsification or invention of any information or citation in an academic exercise.

Program Dismissal

The SON dismissal standards apply to MSN degree-seeking students and Post Master's Certificate Students.

Program dismissal means that a student is permanently excluded from the School of Nursing at Middle Tennessee State University. The School of Nursing Admissions Committee will make all decisions regarding a student's dismissal from the graduate program.

The School of Nursing recognizes two types of dismissal (1) Academic and (2) Clinical.

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

A student may be subject to academic dismissal who:

1. Fails to achieve a grade of "B" or above when repeating a required course.
2. Fails to achieve a grade of "B" or above in all remaining courses, once a "C", "D" or "F" grade has been replaced in the same or previous semester.
3. Meets the criteria for Graduate Studies probation a second time.

A student may be subject to clinical dismissal who:

1. Demonstrates a pattern of unsafe clinical practice in one or more courses
2. Has been previously suspended from and readmitted to the nursing program and meets the criteria for probation or suspension following readmission
3. Fails to meet the terms of the conditional admission

In the event a student has cause for dismissal, the student will be notified a minimum of 3 working days prior to the School of Nursing Admissions Committee meeting to discuss their dismissal.

It is the student's responsibility to inform the committee via the MSN academic advisor and provide documentation of any extenuating circumstances that could influence the dismissal decision.

The Admissions Committee will make all decisions regarding a student's dismissal from the School of Nursing. Students will receive a notification via their MTmail account and in writing via standard mail regarding the decision after the committee has met.

Appeal of a Progression/Dismissal Decision

If the student wishes to appeal a progression or dismissal decision, the student must notify the Director of the School of Nursing in writing within five (5) working days of the notification of the dismissal.

If the School of Nursing Director upholds the original decision of dismissal, the student may appeal the decision to the College of Graduate Studies.

Approvals

School of Nursing Graduate Affairs Committee: September 2015

School of Nursing Faculty: October 2015

University Graduate Council: November 2015

Tennessee Board of Regents: July 2016

Clerical Update: January 2017

Clerical Update: March 2017

Faculty Update: April 2017

Faculty/Clerical Update: June 2017

Clerical Update: March 2018