

1. Applying to ISU and the School of Nursing

- This is a single application process through the CollegeNet system operated by the Graduate School. The CollegeNet application link can be found at <https://www.isu.edu/apply/graduate/> where you will need set up a new account and complete the general information screen.
- **A Note on Residency:** Applicants outside of Idaho and Utah should notify Andrea Lovelace (andrealovelace@isu.edu) what state you reside in before submitting an application. State Boards of Nursing across the country have different rules and regulations regarding the completion of clinical hours, faculty credentials, program approval processes, etc. The School of Nursing may not be able to meet some state's regulation regulations and prevent the SON from accepting you into the program.
- **The application opens the first week of September** and applications are accepted on a rolling basis. Applicants are encouraged to submit an application before December 1st but applications are accepted on a rolling basis until a cohort is established.
- There are several pieces of information and documents you need to supply/upload into the CollegeNet application system:
 - a. Year, Program and Concentration for which you are applying
 - i. Please make sure you are applying to the right year, program, and concentration before submitting your application fee and application.
 - On the "Program Information" application page, select *Doctorate* for the "Degree Type" so the DNP Degree shows up under the "Program Selection" application page.
 - Please select "Fall 2024" for your year of admission. The School of Nursing does not have a spring admission period to the DNP program. A year can be changed so long as we catch it before your transcripts are reviewed.
 - If you submit your fee and apply for the wrong program/concentration, you will need to reapply for the correct program/concentration. It cannot be changed in the system once you have submitted your fee and application.
 - ii. Please note for Post Master's DNP Applicants: Select the "Doctorate" Degree option and then select the program you are certified for (i.e. MS-FNPs should select Family Nurse Practitioner). For more information on the Post Master's DNP, see Item 12.
 - b. Transcripts (see Item 2)
 - c. Professional Essay (see Item 3)
 - d. Professional Resume (see Item 4)
 - e. Contact Information for References (see Item 5)
 - f. Graduate Record Examination (GRE) scores (see Item 7)
- Once you submit the application fee, your application is submitted. The information cannot be changed but additional documents can added if sent directly to the Graduate School.
- Your application goes through several levels of review:
 - a. The Graduate School reviews your transcripts (see Item 2) and establishes your Application GPA (see Item 6). This review can take upto 1-2 months (December and January) to complete.
 - b. Once their transcript review is complete, the Graduate School moves your application to the next level, the School of Nursing review (see Item 8). The SON typically begins reviewing essays in late January with interviews occurring between early February and early March; this is a tentative schedule and is subject to change.
 - c. Once the School of Nursing evaluation and interview is completed, an initial decision is made by the School of Nursing. Your application and the SON decision are then forwarded back to the Graduate School to make the final admission decision (see Item 13).

- Because the Graduate School operates the application, the School of Nursing is unable to assist with technical issues of the application. The SON endeavors to assist you in any way possible; however, Anna Siddoway in the Graduate School is your best resource for navigating the application or addressing any application issues (208-282-2150).

2. Transcripts

- The Graduate School requires a full academic record. You must have a transcript for every post-secondary institution you have attended, even if it was for 1 class.

- a. One of these transcripts must list the completion of the Bachelor of Science in Nursing (BSN or BS in Nursing) from an accredited nursing program at a regionally accredited institution. Applicants in progress of their BSN should upload a transcript showing their degree in progress.
- b. The CollegeNet application system will accept unofficial transcripts. However, in order for them to be accepted by the Graduate School, they must have your name, the institution name, courses, grades and credits in the document. A transcript missing any one of these will not be accepted, hold up your application, and require an official copy of your transcripts to be sent to the Graduate School. You might save yourself some time by ordering official transcripts right way.
- c. Official copies of any documents uploaded by the applicant are considered unofficial because they are not coming directly from your previous institution.

- Official transcripts must be sent directly to the Graduate School from the Registrar's office of the applicant's previous institution(s) other than Idaho State University. Idaho State University transcripts do not need to be sent/ordered because the Graduate School can access those through the ISU Registrar.

- a. Do not send any transcripts to the School of Nursing. The School of Nursing will access it during the review process.
- b. The Graduate School's address is:

Idaho State University
c/o Graduate School
921 S. 8th Ave, Mail Stop 8075
Pocatello, ID 83209-8075

- c. The Mail Stop number (8075) must be on the address and zip code or it could end up anywhere at the university.
- d. Any electronic transcripts should be sent to gradadmissions@isu.edu. If your prior institution uses a "Clearinghouse", the Graduate School also has a "Clearinghouse" account to access your transcripts.

3. Essay Submission

- Here is the prompt for essay submissions:

Submission of a 3-4 page professional essay. Please respond to the following in your own words:

- a. *Explain why you chose to pursue the Doctor of Nursing Practice (DNP) degree instead of the Master's Degree for your NP education? (Post Master's DNP applicants should discuss how a DNP degree would build off their current knowledge and enhance their practice).*
- b. *Describe the patient population about which you are most passionate.*
- c. *Explain problems or areas of improvement related to the patient population described above.*
- d. *Clarify how you might go about addressing/solving one of the problems or areas of improvement in your role as an NP.*
- e. *Formatting Guidelines (use APA Format as a guide):*

- i. *Double-space.*
- ii. *One-inch margins.*
- iii. *Times New Roman font with 12 point size.*
- iv. *Uploading as a PDF format document is strongly recommended to maintain your formatting.*

4. **Resume**

- Self-explanatory: a current resume or vita with contact information should be uploaded. A PDF format document is strongly recommended to maintain your document formatting.

5. **Three References and Recommendation Letters**

- In the application, it will ask for contact information for your references. Once submitted, the application will send emails to your references with a link to a submission portal. Your references will need to create an account, respond to the requested information, and attach a recommendation letter. There is also an electronic signature and a “Submit” button to click on. The requirement won't be complete until the letter of recommendation is received so you may need to follow up with the people providing your references.

- Here are a set of questions that your references could use as a guide to complete a letter of recommendation:

- a. *This is a long and rigorous program, how do you feel the applicant will do in this program and why?*
- b. *What skills does the applicant possess that will make them a successful researcher, scholar or leader?*
- c. *Please describe the applicant's ability to communicate, both oral and written skills.*

- Any examples they give that demonstrate your leadership, problem solving, creativity, writing ability, research ability, and work ethic is helpful as well. It is recommended that at least one reference be from an academic source and one from a professional clinical site.

6. **Application GPA**

- A minimum of a 3.0 Application GPA is required for the School of Nursing.

- The Application GPA is either your overall cumulative GPA or a GPA calculated by the Graduate School using approximately the last 60 credits taken, using whole semesters/quarters, and working backwards in time chronologically. The number of credits used will be anywhere from 56 to 70 credits depending on the courses taken.

- a. Courses taken pass/fail are not used in the calculation.
- b. If your program is only on a Pass/Fail system, the Graduate School typically sets your calculation at 3.0, which is the minimum accepted for the School of Nursing.

- If you have a Baccalaureate degree and a graduate degree, your application may have two different calculations for undergraduate and graduate course work.

- If you are in progress of your degree, the Graduate School will only use the posted grades at the time of the application. They will not recalculate your GPA with updated transcripts.

7. **The Graduate School GRE Requirement**

- The School of Nursing does not require the GRE and the Graduate School leaves it up to the programs to determine if the GRE is required. However, a Test Scores section/requirement is still built into the application as there are some programs at ISU that require the GRE or other standardized test for admission. No matter what you must address the GRE in the application.

- The application will ask whether or not you have taken the GRE.

- a. If you have not taken it or haven't taken it within the last 5 years, select "No...." and you will need to enter a date in which you might take it. It is recommended you set a date that is around to July 1 to move forward with the application; you are not held to the date.
- b. If you have taken it within the last 5 years, you can manually enter your scores if you want to but you would need to send official GRE scores to the Graduate School.

- The Graduate School will temporarily waive the requirement in the application system after your transcripts have been reviewed so the School of Nursing can proceed with your application's review. Any official waivers of the GRE occur at the time of admission decisions from the Graduate School.

8. School of Nursing Application Evaluation and Interviews

- Application evaluation within the School of Nursing does not begin until January. While we can help facilitate the progress of an application from the Graduate School to the School of Nursing, an applicant should be attentive to any inquiry or request for information the Graduate School sends to you.

- The CollegeNet application does have its limitations to the information collected for the School of Nursing application review. Therefore, a questionnaire will be sent to each applicant asking for specifics on the following information:

- a. Full Time, Part Time, or Post Master's study (Item 9 or Item 12)
- b. RN License #, and Issuing State (Item 10)
- c. Years of RN Experience (Item 11)
- d. Post Master's DNP Applicants ONLY (Item 12)

- After the initial evaluation, contact will be made for an interview any time between mid-January and the month of February. Not all applicants may receive an interview depending on size of the applicant pool.

9. Full or Part Time Study

- The School of Nursing gives preference to applicants seeking Full Time study in the BSN to DNP program. Due to application numbers and program cohort sizes, we cannot guarantee admission to a Part Time cohort to the BSN to DNP program. The Post Master's DNP program curriculum is at Part Time study (see Item 12 for Post Master's DNP qualifications).

10. Current and Unencumbered RN License

- The School of Nursing will look up your license information in the Nursys system or corresponding state board of nursing system to confirm your license is current and unencumbered.

- If you are in progress of obtaining your BSN degree, please indicate your anticipated Graduation Date. Any acceptance or admission offer will be contingent on passing the NCLEX and receiving your RN license prior to starting the program in August.

11. Years of RN Experience

- Two years of documented nursing experience after earning your BSN before admission (August) is preferred, but not required. Therefore, students still in progress of their BSN are eligible to apply so long as their BSN degree is conferred and RN license obtained before August 1 of their admission year.

- As part of the SON review, you are asked how many years of RN experience you have after earning your BSN and confirmed by your resume. If you have ADN-RN experience, please include a separate number in years.

12. Post Master's Applicants ONLY:

- Post Master's DNP applicants can only enter the program with the certification they currently hold. The Post Master's DNP program is a degree program, not a certification program.
 - a. MS-FNPs may only enter the DNP-FNP Post Master's program and MS-PMHNPs may only enter the DNP-PMHNP Post Master's program.
 - b. The CollegeNet system does not have a specific Post-Master's DNP category in their system. Please apply to the DNP and the program corresponding with your current certification.
- Post Master's applicants must provide proof of certification in the option (FNP or PMHNP) for which the application is submitted.
- Post Master's applicants must submit at the time of application an official notarized letter (with the university seal) that documents the total number of clinical hours completed in the previous master's degree advanced practice program in Nursing from which the student graduated.
 - a. Official letters are typically sent by the applicant's prior program directly to the ISU School of Nursing. An official transcript that documents the total number of clinical hours completed in the previous advanced practice program will be accepted.
 - b. Notarized letters of completed clinical hours should be sent to:

Idaho State University
c/o School of Nursing
921 S. 8th Ave, Mail Stop 8101
Pocatello, ID 83209-8101

The Mail Stop number (8101) must be on the address and zip code or it could end up anywhere at the university.

13. Application Decisions

- Decisions are typically made anytime between mid-March and early May. Delays in information or with the application will cause delays to the overall application timeline.
- You will receive two different decision letters.
 - a. The letter you receive from the School of Nursing is either letting you know that you are being recommended for admission, wait-listed/alternate status, or not being selected for the program.
 - b. The Graduate School sends the official and final letter of admission.
 - c. You have to be selected by both the School of Nursing and the ISU Graduate School in order to begin the program in August.
 - d. You must accept both the School of Nursing offer through email and the Graduate School offer via the CollegeNet application system to start the admission process. It can take up to 2 months for your admission to be finalized.
 - e. Conditions may be placed on your admission by the Graduate School or the School of Nursing. These will be outlined in the acceptance/admission letters. If the conditions are unmet, it may affect your status in the program.
- All required documents must be on file with the Graduate School before you're able to register for courses.
 - a. While the School of Nursing will endeavor to assist you in any way we can, the Graduate School will be your main point of contact to address any issues in finalizing your admission. Anna Siddoway in the Graduate School will be your best resource to address those issues (208-282-2150).