

## 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/> and you will need set up a new account and fill out the general information screen.
- **The application period begins September 1<sup>st</sup>** and applications are accepted on a rolling basis. Reviews of complete applications received before January 15<sup>th</sup> are reviewed in the order they are received. Applications received after January 15<sup>th</sup> are accepted until class is filled and/or a waitlist is established.
- You will need several pieces of information and documents to supply/upload into the CollegeNet application system:
  - a. Year and Program
    - i. Please make sure you are applying to the right year and program before submitting your application fee and application.
      - Please select “Fall 2024” for your year of admission. The School of Nursing does not have a spring admission period. 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.
    - b. Transcripts (See Item 2)
    - c. Professional Essay (see Item 3)
    - d. Professional Resume (see Item 4)
    - e. Writing Sample (see Item 5)
    - f. Contact Information for References (See Item 6)
- 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 review levels:
  - a. The Graduate School will review your transcripts (see Item 2) and establish your Application GPA (see Item 6). This review typically takes 1-2 month to complete.
  - b. Once their transcript review is complete, the Graduate School moves your application to the next level for the School of Nursing review (see Item 9). Each year, the goal is to start essay reviews in February and interviews in March but this tentative schedule is subject to change.
  - c. Once the School of Nursing has completed their evaluation and interview, an initial decision is made by the School of Nursing. Your application is forwarded to back to the Graduate School to make the final admission decision (see Item 15).
- Because the Graduate School operates the application, the School of Nursing won't be able to assist with technical issues of the application. We will endeavor to assist you in any way we can but are limited in our ability to address issues in the application. Anna Siddoway in the Graduate School will be 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 from a regionally accredited institution. Applicants with a Master's of Science in Nursing are also accepted into the program. 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 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 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.
- 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](mailto:gradadmissions@isu.edu). If your prior institution uses a "Clearinghouse", the Graduate School also has a "Clearinghouse" account to access your transcripts.
- Idaho State University transcripts do not need to be sent/ordered because the Graduate School can access those through the ISU Registrar.

### 3. Essay Submission

- Here is the prompt for essay submissions:

*A professional essay (3-4 pages) describing education, research, clinical and life experience that prepare applicant for the PhD program, and how this preparation will facilitate career goals.*

- a. *Present a summary of your experience, nursing philosophy, and interest in higher education. Describe experiences motivating you to pursue a PhD degree in Nursing.*
- b. *Present clearly stated goals for a career path following completion of the PhD degree. Describe research focus of interest, and ideas related to conducting research in this particular area.*

- APA style formatting is recommended but there is not a specific or standard way the essay should be written, so long as the questions/points of the prompt are being met. A PDF format document is highly recommended to maintain your formatting.

### 4. Resume

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

### 5. Writing Sample

- This should be a professional paper of what you think is your best work. Past that, there aren't any guidelines on what should be submitted, but it must be professional, quality work. A PDF format document is highly recommended to maintain your formatting.

## 6. 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 them.
- Here are a set of questions that your references could use as a guide to complete a letter of recommendation:
  - This is a long and rigorous program, how do you feel the applicant will do in this program and why?*
  - What skills does the applicant possess that will make them a successful researcher, scholar or leader?*
  - Please describe the applicant's ability to communicate, both oral and written skills.*
- Any examples they can give that may demonstrate your leadership, problem solving, creativity, writing ability, research ability, and work ethic may also be helpful as well. It is recommended that at least one reference should be from an academic source and one from a professional clinical site.

## 7. Application GPA Calculation

- A minimum of a 3.5 in your Application GPA Calculation is required for the School of Nursing.
- The Application GPA is either your 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.
  - Courses taken pass/fail are not used in the calculation.
  - If your program is only on a Pass/Fail system, the Graduate School typically sets your calculation at 3.0, which does not meet the minimum GPA 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.

## 8. 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.
  - 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.
  - 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.

## 9. School of Nursing Application Evaluation and Interviews

- Application evaluation within the School of Nursing does not begin until February. 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 of 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 or Part Time (Item 10)
  - b. RN License # and Issuing State (Item 11)
  - c. Years of RN Experience (Item 12)
  - d. Research Interest or Topic (Item 13)
- After the initial evaluation, contact will be made for a panel interview any time during the month of March or early April. The interview panel consists of 2-3 faculty members. Not all applicants will be contacted for an interview right away and not all applicants may receive an interview depending on size of the applicant pool.

## 10. Full or Part Time Study

- The School of Nursing gives preference to applicants seeking Full Time study in any program. Due to application numbers and program cohort sizes, we cannot guarantee will admit a Part Time cohort.

## 11. 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 make sure your license is current and unencumbered.
- If you are in progress of your BSN, 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.

## 12. 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 before August 1 of their admission year.
- For our review, we would like to know 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.

## 13. Research Interest or Topic

- In a few words (if possible), what topic/population/issue/etc. are you hoping to research while in the program? This may be mentioned in your essay but it helps give a quick description to the entire committee during reviews and when determining interview panel assignments.
- Research interests are also used to determine whether or not the applicant is a good fit for the program, hoping to have a faculty member that shares a similar interest as the applicant. This is also taken into consideration when assigning faculty advisors to applicants.

## 14. Application Decisions

- Decisions are typically made anytime in April through late May. Delays in information or with the CollegeNet system will cause delays to the overall tentative 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 has 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.
- To start the process of admission, you must accept both the School of Nursing offer through email and the Graduate School offer via the CollegeNet application system.
- a. All official transcripts must be on file with the Graduate School or any other Graduate School Performance Requirement must be completed before your admission is finalized. It can take up to 2 months for your admission to be finalized after Performance Requirements have been met.
  - b. 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).