

# **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 scores.

#### **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.

**\*\* 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 (including 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 before 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.

\*The following formula determines the composite score:

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 before the end of the semester of application.

### **Tentative Admission**

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

Once a tentative admission occurs, students must accept the offer and complete the required paperwork and health history documentation before the posted deadline.

The nursing program denies students admission if they fail to submit the **required** paperwork and health history documentation by the deadline.

## **Ineligible**

The admissions committee will categorize students as ineligible if they do not meet all requirements or have an incomplete application.

## **BSN Reapplication**

Students not admitted into the BSN program but who wish to be considered for subsequent semesters may reapply only once.

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

## **Interruption of Program**

If a student must interrupt their program of study or exit the program, they must submit an Interruption of Program (IOP) Form to the Nursing Administrative Assistant, Ms. Kim Floyd-Tune ([Kim.Floyd-Tune@mtsu.edu](mailto:Kim.Floyd-Tune@mtsu.edu)).

Students may interrupt the program only once. The program will not consider students for readmission if they do not complete the IOP.

Completing the IOP form does not guarantee readmission to the program.

## **Readmission to the BSN program**

Students wishing to return to the nursing program must email the Nursing Administrative Assistant, Ms. Kim Floyd-Tune ([Kim.Floyd-Tune@mtsu.edu](mailto:Kim.Floyd-Tune@mtsu.edu)), stating their request and when they want to return. The Nursing Administrative Assistant must receive this email no later than the end of the semester before the semester the student wishes to return. The Nursing Administrative Assistant then forwards the request to the Admissions Committee/Chair, who reviews it based on the readmission guidelines below.

It is in a student's best interest to send this email at least one month before the end of the semester preceding their intended return. Readmission to the program is not guaranteed.

The program will readmit the student on a space-available basis. First, the admissions committee will review the student's file for readmission to the nursing program. Readmission to the nursing program applies to any student based on the following circumstances:

1. Accepted into the nursing program but interrupted their program of study based on circumstances beyond their control
2. Withdrew from one or more nursing courses
3. Accepted into the nursing program but failed one course.

The program **may** require students interrupting their **studies for one academic semester** to complete a cognitive and/or skills assessment to determine their readiness to continue.

The program **expects** students who interrupt their studies **for more than one academic semester** to complete a cognitive and skills assessment to determine their readiness to continue.

## **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 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 complete a nursing course with a "B" or better, the student may repeat the course **one (1) time only**. Even if students repeat a course and earn a higher grade, the program documents the failure as part of the 2-C policy.

If a student fails a second course or a second attempt at the same course, the program will dismiss them per the 2-C policy.

## **Withdrawal from a Course**

1. Students should consult the University academic calendar for specific withdrawal deadlines related to non-clinical courses.
2. Consult the clinical instructor for specific withdrawal deadlines related to clinical courses.
3. All clinical/lab courses link to corresponding didactic/theory courses. If a student wishes to withdraw from a clinical course, they must notify the clinical course instructor and obtain their signature before withdrawing.
4. Students withdrawing from a clinical course are strongly encouraged to 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 semester is considered one (1) instance of withdrawal.

The program will not readmit students who withdraw from Upper-Division Nursing courses more than once.

### **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, students must remove an "I" (incomplete) grade during the succeeding semester, excluding summer. Otherwise, the university will enter an "F" grade. The "I" grade has no value until converted to the final grade.

### **BSN Dismissal**

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

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

The School of Nursing posts a notation of dismissal on the student's permanent record. The BSN program will not consider a dismissed student for readmission. Upon confirming dismissal, the program will withdraw the student from all nursing courses.

### **Academic Dismissal**

Dismissal may occur if a student:

1. Fails to earn a grade of "B" or better when repeating a required didactic course or fails to earn a passing grade when repeating a clinical course.
2. Fails to earn a grade of "B" or better in all remaining courses after replacing a previous grade of "C," "D," or "F," regardless of when the student earned the grades.
3. Does not comply with the withdrawal policy.
4. Fails the dosage competency exam, preventing progression in the program.

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

See the 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 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 page 2  
<https://w1.mtsu.edu/nursing/Undergraduatehandbookfall2023.pdf>
5. Breach of ethics or gross professional negligence

## **Failure to Complete**

Once students begin taking nursing courses, they 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.

Example: A student begins taking nursing courses in Spring 2025 (semester 1 nursing). The student completes the semester with a 3.6 GPA. The student finishes semester 2 in Fall 2025 (semester 2 nursing) with a 3.7 GPA. The student follows the guidelines for submitting an IOP due to circumstances beyond their control. In the Spring of 2028, the student sends an email requesting to return to the program in the Fall of 2028. The student has completed two of the five-semester nursing program, leaving three semesters to complete. Unfortunately, the student would not complete the program of study until Fall 2029, which means they would fail to complete all degree requirements within the four-year requirement.

Using the above example, this student must request to return in the Spring of 2028 for the Fall 2028 semester. This timeline would allow the student to complete the last semester of the nursing program in Fall 2029, falling within the four-year requirement.

## **BSN Dismissal Process**

The program will use the following process to address unethical or unprofessional conduct that may lead to dismissal.

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

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