



Pacific Lutheran University - School of Nursing Graduate Application Addenda

Instructions: Submit the following forms and any required attachments with the Pacific Lutheran University graduate application. **Requirements vary by program;** see the program-specific checklists below.

To check on the status of your application file, contact PLU Admissions directly (253.535.7151). Contact the School of Nursing if you have questions about the programs or these forms (253.535.7672, gradnurs@plu.edu).

▪ **Priority Deadlines:** **November 15 for all programs except nurse administrator**

▪ **Submit all application materials directly to:** Office of Admission
Pacific Lutheran University
Attn: Graduate Application
Tacoma, WA 98447

Admission to the School of Nursing is selective; meeting minimum criteria does not guarantee admission.

Master of Science of Nursing (for Registered Nurses) Application Checklist	Entry-Level Master of Science of Nursing (for students with non-nursing bachelor's degrees) Application Checklist
<p>Minimum Criteria for Consideration of Admission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Bachelor of Science in Nursing degree from an accredited college/school of nursing with a cumulative GPA of 3.0 or above <input type="checkbox"/> Completion of a course in Introductory Statistics (must include descriptive and inferential statistics) with a grade of 3.0 or above on a 4.0 scale <input type="checkbox"/> Current, unrestricted license to practice as a Registered Nurse in Washington State (PLU will verify licensure via Department of Health; do not make a copy of your RN license) <p>PLU "Application for Graduate Admission" materials:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduate Application forms and nonrefundable fee <input type="checkbox"/> Official transcripts from all previous colleges <input type="checkbox"/> Official GRE General Test scores; minimum scores of: 500 Verbal, 500 Quantitative, 4.0 Analytical Writing <input type="checkbox"/> Professional Résumé <input type="checkbox"/> Statement of Educational and Professional Goals <input type="checkbox"/> Two letters of recommendation <input type="checkbox"/> Documented English proficiency for students whose first language is not English (see PLU catalog) <p>School of Nursing Addenda Items (see attached):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Questions Relative to Licensure <input type="checkbox"/> Educational Background and Transfer Credit Policy with any required attachments attached <input type="checkbox"/> Washington State Patrol Disclosure Affidavit & Request for Conviction Criminal History Record with attached cashier's check/money order <input type="checkbox"/> Policy/Procedures Regarding English Proficiency; if required, submit appropriate TOEFL-iBT test scores. <input type="checkbox"/> <i>n/a</i> Additional Items for Entry-Level MSN Applicants (not required for BSN-MSN applicants; discard this page). <input type="checkbox"/> Physical and Psychological Expectations of Nursing Students Preparing for Professional Practice. <i>For your information only – do not submit this page.</i> 	<p>Minimum Criteria for Consideration of Admission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Baccalaureate degree from an accredited college/university; with a cumulative GPA of 3.0 or above <input type="checkbox"/> Completion of prerequisite courses (minimum grade of 'B' or 3.0 on a 4.0 scale in each course): <ul style="list-style-type: none"> <input type="checkbox"/> Statistics (including descriptive and inferential stats) <input type="checkbox"/> Human Anatomy & Physiology I and II (with lab) <input type="checkbox"/> Introductory Microbiology (with lab) <input type="checkbox"/> Developmental Psychology – Lifespan <p><i>Prerequisites must be completed by the program start date.</i></p> <p>PLU "Application for Graduate Admission" materials:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduate Application forms with nonrefundable fee <input type="checkbox"/> Official transcripts from all previous colleges <input type="checkbox"/> Official GRE General Test scores; minimum scores of: 500 Verbal, 500 Quantitative, 4.0 Analytical Writing <input type="checkbox"/> Professional Résumé <input type="checkbox"/> Statement of Educational and Professional Goals (see guidance in 'Additional Items' page, attached) <input type="checkbox"/> Two letters of recommendation <input type="checkbox"/> Documented English proficiency for students whose first language is not English (see PLU catalog) <p>School of Nursing Addenda Items (see attached):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Questions Relative to Licensure <input type="checkbox"/> Educational Background and Transfer Credit Policy with any required attachments attached <input type="checkbox"/> Washington State Patrol Disclosure Affidavit & Request for Conviction Criminal History Record with attached cashier's check/money order <input type="checkbox"/> Policy/Procedures Regarding English Proficiency; if required, submit appropriate TOEFL-iBT test scores. <input type="checkbox"/> Additional Items for Entry-Level MSN Applicants page, which includes signed statement of understanding and prerequisite course completion table. <input type="checkbox"/> Physical and Psychological Expectations of Nursing Students Preparing for Professional Practice. <i>For your information only – do not submit this page.</i>

This page is included for your information; it does not need to be submitted with the application.

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PLU School of Nursing – Graduate Application Addenda
EDUCATIONAL BACKGROUND AND TRANSFER CREDIT POLICY

Applicant Name: _____	PLU ID / SSN: _____
<small>Last</small>	<small>First</small> <small>MI</small>

All applicants to Pacific Lutheran University must meet the requirements as outlined in the current PLU Catalog. School of Nursing applicants must supply additional information to be considered. Submit this form and any required attachments with the Application.

A. Questions relative to academic issues/dismissal:

1. Have you ever been dismissed from, been placed on academic probation by, or subject to any other disciplinary or probationary sanction by **any college or university** (nursing or non-nursing)? Yes No
2. Have you ever been **dismissed** from any other college/school of **nursing or nursing program**? Yes No
3. Have you ever been denied admission to or dismissed from a PLU School of Nursing program (BSN or MSN)? Yes No

Required Attachments: Answering 'yes' to the above questions does not exclude the application from being considered for admission; however, **if you answered "YES" to questions 1, 2 or 3, please submit a typed statement of explanation on a separate page (not to exceed 2 pages), including the measures you have taken to strengthen your potential for academic success.**

4. Were you previously or are you currently enrolled in Nursing courses at another college/school of nursing?
 - **BSN to MSN applicants:** a reply of 'yes' is required **only** if you have were/are enrolled in **graduate-level nursing coursework** at another school; this question does not apply to undergraduate nursing coursework
 - **Entry-Level MSN applicants:** the question applies to **any nursing courses** (undergraduate or graduate) in which you have been/are currently enrolled (including LPN, ADN, BSN, or MSN nursing programs). Yes No

If you answered "NO" to #4, STOP HERE. Read and sign the Statement of Understanding (bottom of the page).

If you answered "YES" to #4, complete sections B and C, then read & sign the Statement of Understanding below.

B. Questions relative to previous Nursing school/program:

Provide the following information for **each** nursing program previously attended (attach extra pages if necessary):

1. Nursing program name and location: _____
2. Student status at previous nursing program: Admitted to program (part-time or full-time status)
 Non-Matriculated student (took courses for credit, but not admitted)
 Other: _____
3. If admitted, what was the title of the nursing degree program: _____
4. Were you awarded a degree for completion of the nursing program of study at your previous school? Yes No
5. Do you plan to petition to transfer previous credits to the MSN program at Pacific Lutheran University? Yes No
If **YES**, see details below

C. Petitioning for Transfer Credit:

- Submit a request for transfer credit. Include complete syllabi of all graduate nursing courses completed to date. Also include the overall nursing program curriculum plan (preferably from the school catalog). Send these materials directly to: School of Nursing, Attn: Graduate Admissions, Tacoma, WA 98447-0029.
- The School of Nursing may request additional information (i.e., letters of good standing/reference from your previous program dean/director or faculty). You will be contacted if additional information is required.
- The School of Nursing Recruitment, Admission and Progression Committee or Dean will notify applicants of the results of the transfer credit evaluation. If admitted, a plan of study for the remainder of the PLU nursing curriculum will be developed. All PLU School of Nursing policies and procedures related to progression within the curriculum will apply to this plan of study.

Statement of Understanding:

I understand that withholding information requested on this application, or giving false information, may make me ineligible for admission to the School of Nursing, or subject to dismissal at a later date if admitted. With this in mind, I certify that all statements made in connection with this application for admission to the PLU School of Nursing are correct and complete.

Signature: _____ **Date:** _____

Approved by RAP 10/2005

**PLU School of Nursing – Graduate Application Addenda
WASHINGTON STATE PATROL DISCLOSURE AFFIDAVIT**

QUESTIONS RELATIVE TO THE WASHINGTON STATE PATROL CRIMINAL HISTORY FORM

Pursuant to the Revised Code of Washington (RCW 43.43.830-.845), the School of Nursing is required to ask that all applicants disclose the following information. Answering any of the following questions in the affirmative, or disclosure of any issues related to criminal history, does not exclude your application from being considered for admission into the nursing major; however, full details, (including copies of all judgments, decisions, orders, agreements and surrenders), must be furnished on a separate (8 1/2 x 11 inch) sheet of paper and sent: Attn. Admissions Coordinator, School of Nursing, Pacific Lutheran University, Tacoma, WA 98447-0029. Additional information or an interview may be requested by the Recruitment, Admission and Progression Committee or the Dean.

Have you ever been:

1. convicted of any crime against children or other persons? Yes No
2. convicted of crimes relating to financial exploitation if the victim was a vulnerable adult? Yes No
3. found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor, or to have physically abused any minor? Yes No
4. found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor? Yes No
5. found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? Yes No
6. found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult? Yes No

I understand that the withholding of information, or giving false information to the questions above, in relation to RCW 43.43.830-.845, may make me ineligible for admission to the School of Nursing or, if admitted, subject to dismissal. With this in mind, I certify that the above statements are correct and complete and, if admitted, I agree to abide by all of the policies, rules and regulations of the School of Nursing. I further understand that from the time I file my application with the School of Nursing, it is my responsibility to know all the rules, requirements and exemptions from this degree program.

Printed Name:			
	Last	First	MI
Signature:		Date:	

In order to be reviewed, the School of Nursing application must be accompanied by this *signed and dated* affidavit and a *completed and signed* Washington State Patrol Request for Criminal History Information form and attached fee (cashier's check/money order only).



WASHINGTON STATE PATROL

Identification and Criminal History Section

PO Box 42633

Olympia WA 98504-2633

(360) 705-5100

<https://watch.wsp.wa.gov>

REQUEST FOR CONVICTION CRIMINAL HISTORY RECORD (RCW 10.97)

APPLICANT INSTRUCTIONS: Complete this form when requesting conviction criminal history record information from the identification and criminal history section.

1. Complete all areas in "Section A: Subject Information" only.
2. Attach **\$15.00 cashier's check or money order only ****NO PERSONAL CHECKS****** made payable to "PLU School of Nursing."
3. Submit form and fee with your nursing application to PLU Admissions, Tacoma, WA 98447.
4. The PLU School of Nursing will process the request with WSP on your behalf.

Washington State Patrol forms and/or criminal history reports received otherwise are considered invalid and cannot be accepted.

NOTE: The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. Positive identification or non-identification can only be effected upon receipt of fingerprints. Applicant may be advised of inquiry.

A SUBJECT INFORMATION: (Please type or print clearly)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Social Security Number: _____ Drivers Lic. Number/State _____ / _____

WSP USE ONLY

B REQUESTER INFORMATION: (Please type or print clearly)

DATE: ___/___/___ PLU School of Nursing - Senior Office Assistant
Mo. Day Yr. (print) Name/Title of Requester

PHONE No. (253) 535-7672 Requester's Signature

REQUESTER'S ADDRESS: (type or clearly stamp address)

Pacific Lutheran University

Requesting Agency Senior Office Asst., Certification

Name School of Nursing

Address Tacoma, WA 98447-0029

City State ZIP Code

Right Thumb Print (Optional)

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PLU School of Nursing – Graduate Application Addenda
ADDITIONAL ITEMS FOR ENTRY-LEVEL MSN APPLICANTS

This form is to be completed by Entry-Level MSN applicants ONLY.
BSN-MSN applicants may discard this page.

Applicant Name: _____	PLU ID / SSN: _____
<i>Last</i> <i>First</i> <i>MI</i>	

Statement of Educational & Professional Goals Guidance

The **Statement of Educational and Professional Goals** is part of the PLU Graduate Application. The statement should not exceed four pages in length (double-spaced). Applicants to the Entry-Level MSN program should include the following information in their statements:

- Discuss why you are interested in a career in nursing.
- Explain why are specifically interested in the Entry-Level MSN program at PLU.
- Describe your short-term and long-term career goals.

Please Note: ALL ELMSN students are admitted to the program in the Care and Outcomes Manager Concentration—Advanced Generalist Focus. Enrollment in any other MSN concentration (for example, Family Nurse Practitioner) or any other focus area (such as Clinical Nurse Specialist) is neither implied nor guaranteed at the time of admission to the Entry-Level MSN program. Admitted students may apply to change concentration and/or focus area upon completing pre-licensure coursework, gaining RN licensure, and entering the final four semesters (two years) of the MSN program; students who do not apply for a change of concentration or focus, or are not granted such a change, remain in the COM/Advanced Generalist program. Placement into any other concentration is based on multiple criteria, including space availability, student essays, course and clinical evaluations, RN job placement, and faculty recommendations.

Statement of Understanding:

I understand that I am applying to the Entry Level Master of Science in Nursing Care and Outcomes Manager, Advanced Generalist Program, and that enrollment in any other MSN concentration (for example, Family Nurse Practitioner) or any other focus area (such as Clinical Nurse Specialist) is neither implied nor guaranteed.

Signature: _____

Date: _____

Prerequisite Course Completion

All prerequisite courses must be completed prior to the program start date **with a minimum grade of 3.0 ('B') on a 4.0 scale**. Fill in the chart below completely, detailing where you have completed and/or intend to complete prerequisite courses. The admissions committee may request course descriptions/syllabi to ensure the coursework fulfills the prerequisite.

Prerequisite Course Requirement	Institution where course was taken	Course Number & Title	Term/Year Completed or Scheduled	Grade Earned or 'In Progress'
Introductory Statistics <i>including inferential statistics</i>				
Human Anatomy & Physiology I <i>including lab, w/in 6 years</i>				
Human Anatomy & Physiology II <i>including lab, w/in 6 years</i>				
Intro. Microbiology <i>including lab, w/in 6 years</i>				
Development Across the Lifespan <i>From Birth to Death</i>				

Prerequisite Course Content:

Course descriptions of prerequisite courses offered at Pacific Lutheran University may be accessed in the PLU Catalog (<http://www.plu.edu/print/catalog/>). PLU uses a semester calendar; 1.0 quarter credit is generally equivalent to 0.667 semester credits. At Pacific Lutheran University, the following courses fulfill Entry-Level MSN prerequisite requirements:

Introductory Statistics	STAT 231	(4 credits)	Includes descriptive & inferential statistics
Human Anatomy & Physiology I	BIOL 205	(4 credits + lab)	Includes lab
Human Anatomy & Physiology II	BIOL 206	(4 credits + lab)	Includes lab
Introductory Microbiology	BIOL 201	(4 credits + lab)	Includes lab
Development Across the Lifespan	PSYC 320	(4 credits)	Birth to death developmental psychology

A comparable course guide, showing courses at colleges/universities in Washington that meet prerequisite requirements, is available from the School of Nursing (download at <http://www.plu.edu/~nurs/comparable-course.html>). **IF COURSES WERE COMPLETED OUTSIDE WASHINGTON STATE, SUBMIT COURSE DESCRIPTIONS TO BE EVALUATED TO gradnurs@plu.edu.** Applicants should request prerequisite course evaluations well in advance of the application priority deadline.

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PLU School of Nursing – Graduate Application Addenda

Physical & Psychological Expectations of Nursing Students Preparing for Professional Practice

This page included for the applicant's information only, and does not need to be submitted with application materials.

To be admitted to and progress in the Pacific Lutheran University School of Nursing, a student must be aware of and meet the requirements identified in the following description of work performance of practicing nursing professionals.

Title:	Baccalaureate Nursing Student (<i>also applies to Entry-Level MSN students</i>)
Work Hours:	Varies with shifts and setting and includes 12-hour shifts (incl. travel to clinical sites throughout Puget Sound area)
Full/Part Time:	Full and Part Time students

General Responsibilities/Requirements: The nursing student is responsible for performing patient assessment, planning care delivery, performing nursing intervention and teaching patients, family members and communities about health and illness. Responsibilities include reviewing the patient's chart, assessing the patient's medical condition, complaints and concerns, assessing biopsychosocial and spiritual aspects of the patient's health, carrying out physician's orders, and determining appropriate treatment and medication. Direct care includes administering medications and completing nursing procedures such as catheterization, suctioning, dressing changes and responding to emergencies as they occur, as well as counseling, teaching and crisis intervention. The student also assists patients with meals, positioning, transporting and transferring in and out of bed, and in walking. Information gathered about the patient is regularly and appropriately communicated to the health care team. The student also engages in community-based activities in which care to families, groups and target populations is delivered. This requires participation in agency and independent activities.

Machines, Tools, or Moving Equipment: The student uses a variety of medical supplies and equipment; e.g., stethoscope, blood pressure cuff, IV poles, tubing and pumps, portable monitoring units, needles, clamps and scissors, syringes, patient support bars, hospital bed, wheelchairs, etc.

Percent of Time Spent:	Required:
Sitting 10%	Occasional sitting possible when taking patient's history or recording on patient's chart.
Standing 50%	Standing and walking during the entire workday.
Walking 40%	

While Working the Student Must:	Required:	
	YES NO	
Twist	X	Occasional twisting while working around tables and chairs in a patient's room, as well as occasional stooping and/or bending to retrieve supplies from lower storage areas.
Stoop/bend	X	
Squat	X	
Kneel	X	
Crawl		X
Climb	X	Pushing and pulling various pieces of medical equipment on wheels as well as continuous grasping and handling of medical supplies, equipment, medications and items.
Push/pull	X	
Grasp/handling	X	
Reach over shoulders	X	The capacity to reach full range of motion.
Reach at waist	X	
Reach below waist	X	
Kneel	X	

While working the student must:	Required:	
	YES NO	
Lift to 10 lbs.	X	Continuously lifting medical supplies and equipment weighing up to 5 lbs.
Lift 11-20 lbs.	X	Occasionally lift PCA Monitors & other equipment weighing up to 20 lbs.
Lift 21-50 lbs.	X	Occasionally assist in 2-person lifting of patients.
Lift over 50 lbs.	X	<i>Identifying specific weights lifted in a transfer is difficult; it is dependent upon the amount of assistance the patient is able to offer.</i>
	YES NO	
Carry to 10 lbs.	X	Continuously carry medical supplies and equipment weighing up to 5 lbs.
Carry 11-20 lbs.	X	Occasionally carry items weighing up to 20 lbs.
Carry 21-50 lbs.	X	
Carry over 50 lbs.		X The student uses carts to transport heavier items.

Personal Strengths: The student is expected to accept persons whose appearance, condition and behavior and values may be in conflict with his/her own. Nursing care including all needed personal health services must be carried out regardless of the patient's race, ethnicity, age, gender, religious preference or sexual orientation. In collaboration with other health team members, the student works toward the goal of easing the burden of physical and emotional pain of those assigned to his/her care. In order to assist others in regaining health, it is essential that the student maintains his/her own level of wellness.

Working Environment: There are many settings in which the nursing student gains experience, e.g., hospital, nursing home, public health and community agencies, home visits, school setting and clinics. The most physically demanding may be in the hospital or nursing home setting where there is a nursing station with patient rooms in the surrounding area. The flooring often varies and students are expected to walk distances while monitoring patients' conditions. These active, busy environments require the ability to keep track of a large number of activities at a time.

Overall Requirements: Essential functions necessary to complete the program of study leading to a BSN degree at Pacific Lutheran University include the use of all the senses to gather information, e.g., observing color changes in the skin, hearing heart and lung sounds through a stethoscope, palpating pulses and feeling hot/cold skin. The program requires sufficient fine motor abilities to manipulate equipment in a safe and effective manner. The program requires the use of speech, reading and writing to communicate with clients, families, and other health care professionals. Patient care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe client care. The student always maintains a level of consciousness and alertness that ensures patient safety. The student has the emotional stability and flexibility to direct care functions, engage in therapeutic communications and counseling, and function effectively in situations of stress. This includes the capacity to function outside the personal comfort zone, placing clients' needs first.

During each shift or clinical experience, the nursing student is assigned patient care, which includes medication administration and direct care functions. Assistance in lifting is usually available for items that are too heavy. The student can be relieved of emergency response duties, but must be prepared to administer emergency care if other personnel are not available.

The student must notify the School of Nursing of any restrictions or modifications that may need to be considered.

Students are not expected to directly participate in medical procedures that are in conflict with personal beliefs and values. This does not preclude, however, the obligation to learn the underlying principles and take care of clients before and after such procedures.