



# College of Nursing – BSN Program

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## 2010 Admission Application Instructions

### Who Should Use This Application

These instructions have been prepared for applicants to the Bachelor of Science in Nursing (BSN) Program. Please read these instructions carefully before completing the separate online application form.

### Consideration for Admission

Admission to the nursing major is competitive. Applicants are selected on the basis of their academic record; leadership, work and life experiences; and potential for success in the nursing program. Due to limitations in class size, not all qualified applicants may be admitted. Special consideration is given to applicants who will provide cultural, racial, economic, geographic, or other diversity to the College.

The College of Nursing Undergraduate Admissions Committee reviews and makes final decisions on admission to the BSN Program. **Due to the sequential nature of the curriculum, entering classes are admitted to autumn quarter only.** An eligible applicant who has completed college work elsewhere generally will receive equivalent quarter hours of credit for academic courses completed with a grade of C- or higher from a fully accredited college. Transfer credit is evaluated on a case by case basis. To be considered for admission to the nursing major, an applicant must have met the following requirements:

1. Completion of the prerequisite courses listed below with a minimum of 45 quarter credit hours (30 semester hours) by the end of spring term (remedial-level course work in Math and English will not be used toward the 45 credit hour total).
2. A grade of C- or better in all specified prerequisite courses.
3. A cumulative point-hour ratio of not less than 3.0 (on a 4.0 scale) on all college work including post-secondary courses taken in high school, however, most successful applicants have cumulative point-hour ratios of at least 3.5 or higher at the end of each term.

### BSN Prerequisite Courses

Anatomy 199 or 200 or EEOB 235.....	5
Biology 101 or 113.....	5
Chemistry 101 or 121 (with lab).....	5
Chemistry 102 or 122 (with lab) .....	5
English 110.....	5
Psychology 100 .....	5
Sociology 101 or Rural Sociology 105.....	5
Other college-level course work.....	<u>10</u>
Total	45

Courses listed on the previous page are OSU course numbers. Students can fulfill nursing prerequisites by taking the Ohio State courses listed or comparable courses at other accredited institutions. Students may also earn credit for prerequisite course work through CLEP or department exams. Contact the Professional Admissions Office or College of Nursing for additional information.

## **Transfer Students and College Graduates**

Students transferring from other institutions or individuals who have already completed a college degree are considered on the same basis as Ohio State students who apply for admission to the nursing major. Students who plan to take or have taken their prerequisites at an institution other than Ohio State must check transfer equivalencies at [www.transfer.org](http://www.transfer.org) or contact the Professional Admissions Office with questions regarding course equivalencies at other accredited institutions. Although evaluation of transfer credit is a function of the Professional Admissions Office, applicants are responsible for ensuring they will complete the prerequisites or their equivalencies by the conclusion of the spring term in the year of entry to the program.

## **When to Apply**

Application materials are available beginning October 1 of each year. Applicants are encouraged to apply as early as possible to ensure the application is complete at the time of review.

For BSN applicants, one academic year of college level pre-nursing study (45 quarter credit hours minimum) is required to satisfactorily complete the prerequisite courses. During the academic year of pre-nursing study, a student may apply for admission to the nursing major. Applicants are responsible for ensuring they will complete the prerequisites or their equivalencies by the conclusion of the spring term in the year of entry to the program. **The application deadline is February 1.** Requests for exception to the February 1 deadline must be formally submitted by written petition to the College of Nursing. Review of applications begin in February. Decisions will be announced between February and June.

## **Application Materials**

The application materials listed here constitute a complete application for admission to the nursing major. You may check the status of your application at <http://professional.osu.edu>, but please **allow two weeks** from the time of submission. The Admissions Committee reserves the right to deny applicants for an incomplete application.

### **◆ Online Application for Admission**

Use your correct legal name at the time you apply to the university. If your name or address changes prior to enrollment in the university, please access your Self-Service webpage after the change occurs to update your student record. Instructions to access this website will be emailed to you after your application is submitted.

### **◆ Application Fee**

A nonrefundable \$40 application fee is required of U.S. applicants; a \$50 application fee is required of international applicants. If you are or have ever been enrolled as an undergraduate degree-seeking student at Ohio State, no application fee is required.

### ◆ Transcripts

Official and complete transcripts of all courses attempted in post-high school educational programs and at colleges and universities other than Ohio State must be forwarded to the Professional Admissions Office directly from the institution(s) attended. It is the applicant's responsibility to provide all transcripts **by February 1**. The applicant may be denied admission if transcripts are not received. Transcripts for coursework taken after the application deadline must be sent to the Office of Professional Admissions upon completion of each term. Transcripts for courses taken in winter quarter 2010 must be received by the Professional Admissions Office **by April 10, 2010**. **Applicants who have attended Ohio State are not required to furnish OSU transcripts but must present transcripts of any courses taken elsewhere.**

### ◆ Prerequisite Summary Worksheet

Applicants must complete all course prerequisites by the end of the spring term prior to anticipated enrollment in the major. All courses currently scheduled, or to be scheduled prior to enrolling in the nursing major, must be entered in the Prerequisite Summary Worksheet. Be sure to email the Professional Admissions Office at [professional@osu.edu](mailto:professional@osu.edu) of any changes to your Summary Worksheet.

### ◆ Personal Data

In addition to your academic background, the Admissions Committee gives serious consideration to the information you submit in this section of the online application. It is your opportunity to share with the Committee your background, reasons for selecting the nursing program, and ability to present a logical flow of ideas.

## English Proficiency Requirements

Success at Ohio State depends upon the student's ability to converse, write, and understand English. To assure such competence, the University requires any applicant whose native language is not English, and who has been educated primarily outside of the U.S., to submit official TOEFL, MELAB, or IELTS scores. To be considered official, the scores must be sent directly from the testing agency to Ohio State. The test must have been taken within the last two years. Ohio State does not conditionally admit applicants who have not met the requirement for proof of English proficiency. Applicants who are citizens of or who have received a bachelor's degree or higher in one of the following countries are exempt from the TOEFL, MELAB, or IELTS requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. No student will be considered for admission until proof of English proficiency is determined.

**TOEFL (Test of English as a Foreign Language):** Ohio State's minimum TOEFL score requirement is 527 paper based, 197 computer based, or 71 internet based. For information about TOEFL, contact: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151; 609-771-7100; [www.toefl.org](http://www.toefl.org). The OSU institution code is 1592.

**MELAB (Michigan English Language Assessment Battery):** Ohio State's minimum MELAB score requirement is 79. For information about MELAB, contact: English Language Institute, MELAB Office, TCF Building,

Suite 350, University of Michigan, 401 E. Liberty, Ann Arbor, MI 48104-2298; 734-764-2416;

[www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab) .

**IELTS (International English Language Testing System):** Ohio State's minimum IELTS score requirement is 6.5. For information about IELTS, contact their website for the nearest testing center at [www.ielts.org](http://www.ielts.org).

## **Financial Requirements for Student Visa**

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. If determined academically admissible, applicants will be emailed an Affidavit of Support form and will be required to submit financial documents in order to produce the I-20 (for F1 visa) or DS-2019 (for J1 visa).

## **Financial Aid**

All students are encouraged to apply for aid even though an admissions application may be under review. General information about the Office of Student Financial Aid is available on the web at <http://sfa.osu.edu> . The priority deadline for students applying for merit and need based university financial aid is March 1. The Scholarship Application can be accessed online; please print the document, complete, and mail it to the Office of Student Financial Aid, The Ohio State University, 340 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210-1249. The Free Application for Federal Student Aid (FAFSA) can also be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submitted electronically. Reapplication for aid is required yearly; forms are available after January 1. For more information you can reach the Office of Student Financial Aid by email at [sfa-finaid@osu.edu](mailto:sfa-finaid@osu.edu), or by phone at 614-292-0300, toll free 800-678-6440.

## **Retention/Reapplication Information**

Application materials are retained in the Professional Admissions Office for one year. The application and all supporting documents become the property of Ohio State and will not be returned to the applicant or forwarded to another institution. If you wish to reapply to the next year's class, it will be necessary for you to submit a new application. The new application must be received in the Professional Admissions Office by the deadline date listed on the Professional Admissions website: [www.professional.osu.edu](http://www.professional.osu.edu) .

## **Licensure and Certification**

In order to practice professional nursing as a Registered Nurse, one must pass a licensing examination (NCLEX RN). Applicants must submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCII) in order to be eligible to sit for the licensing examination. A prior conviction for certain criminal offenses identified in the Ohio Revised Code (e.g., O.R.C. Sections 4723.09) may bar an applicant from taking the licensing examination for Registered Nursing. Admission to the College of Nursing in no way guarantees that an applicant will be eligible for licensure or employment as a Registered Nurse. Applicants may contact the Ohio Board of Nursing ([www.nursing.ohio.gov](http://www.nursing.ohio.gov) or 614-466-3948) or The Ohio State University, College of Nursing Student Affairs Office (614-292-4041) for more information.

## Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the University's aspirations for diversity.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43210-1175, and 614-292-4164. The University adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10. (Issued 10/1/73 and revised on 2/2/04).

## Office for Disability Services

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone 614-292-3307, Fax 614-292-4190. This office coordinates academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities.

If you want more information about these support services and accommodations, please contact the Office for Disability Services: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

## Prerequisite Summary

All applicants must complete the Prerequisite Summary Worksheet on the online application. This information will be helpful as an initial step in evaluating prerequisites for admission. Please ensure you have completed the form to the best of your ability by reviewing the sample worksheet below. Students can meet Nursing prerequisites by taking the Ohio State courses listed on page one of these instructions, or comparable courses at other regionally accredited institutions. **Course grades must be C- or higher.** Students may find many transfer credit equivalencies at [www.transfer.org](http://www.transfer.org). Please email the Professional Admissions Office at [professional@osu.edu](mailto:professional@osu.edu) if you have questions about the prerequisites.

Sample Prerequisite Summary Worksheet							
	Course Title	Course No.	Sem or Qtr		Name of College or University	Grade or When Scheduled	
			Hrs	Hrs		Earned	Scheduled
English Composition	English	110	3		Bowling Green State U.		Spring 09
Biology (with lab)	Biology	110	3		Bowling Green State U.		Spring 09
General Chemistry (with lab)	Chemistry I	121	3		Bowling Green State U.	A	
	Chemistry II	122	3		Bowling Green State U.	B	

**Application Checklist**  
**College of Nursing – BSN Program**

Please use this checklist to ensure you have completed all necessary steps to apply to the BSN Nursing Major in the College of Nursing. The following items are to be submitted to the **Professional Admissions Office**:

- Complete and submit the online application which includes the Prerequisite Summary Worksheet. A non-refundable application fee, if required, will be payable by debit or credit card only.
- Request official and complete transcripts of all **non-OSU** post-high school course work to be sent to **Professional Admissions** at the address below. Official supplementary transcripts **must be forwarded to the Professional Admissions Office at the end of each term in which additional courses were attempted that are not included on the initial transcripts**. Transcripts for courses taken in winter quarter 2010 must be received by the Professional Admissions Office **by April 10, 2010**.
- Arrange to take the TOEFL, MELAB, or IELTS, if required, and have the score sent directly to Ohio State.

CONTACT INFORMATION	
The Ohio State University Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 614-292-9444 <a href="mailto:professional@osu.edu">professional@osu.edu</a> <a href="http://www.professional.osu.edu">www.professional.osu.edu</a> Location: Third Floor, Lincoln Tower, 1800 Cannon Drive	The Ohio State University College of Nursing Office of Student Affairs 240 Newton Hall, 1585 Neil Avenue Columbus, OH 43210-1289 614-292-4041 <a href="http://www.nursing.osu.edu">www.nursing.osu.edu</a>