

**APPLICATION INSTRUCTIONS**  
*Effective January 2014*

**ACCREDITATION**

The Montefiore School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326, Telephone, 404.975.5000.

**APPLICATION DEADLINES**

An application, \$40.00 (non-refundable) application fee (money order only) and all required documents must be submitted in the same envelope by the deadline:

**March 14, 2014**

August 2014 - Day Option

**September 4, 2014**

January 2015 - Eve/Saturday Option

**APPLICATION REQUIREMENTS**

1. Submission of an official high school transcript indicating graduation. An average 85 or higher is required if college course work is not evident.
2. If applicable, submission of GED Diploma & GED Scores report.
3. Successful completion (C or better) of one-year high school chemistry with lab OR one semester of college chemistry with lab, 4 credits (non-remedial).
4. Applicants educated in a foreign country are required to submit a high school transcript evaluation completed by a recognized agency such as the World Education Services or Globe Language Services
5. Personal integrity and potential for nursing as documented by one reference from a supervisor, college instructor or clergy member.
6. Proof of citizenship or legal permanent residency a.k.a. "Green Card" in the United States.
7. Acceptable legibility of handwriting.
8. Satisfactory score on entrance exam

**APPLICATION INELIGIBILITY**

- A. Academic or disciplinary dismissal from a nursing program.
- B. Attended a prior nursing program and received a grade less than C+ in a nursing course.

**DAY OPTION CURRICULUM PLAN**

The four semester Day Option starts every Fall semester (late August) and requires a 3-4 day per week commitment, which includes mandatory 7:00 a.m. – 4:00 p.m. weekday clinical requirements.

Year 1 - Fall Semester

- Nursing 1 10 credits
- Human Anatomy & Physiology I 4 credits
- Written English & Literary Studies I 3 credits
- Introduction to Psychology 3 credits

Year 1 – Spring Semester

- Nursing 2 10 credits
- Human Anatomy & Physiology II 4 credits
- Written English & Literary Studies II 3 credits
- \*Developmental Psychology 3 credits

Year 2 - Fall Semester

- Nursing 3 10 credits
- \*Microbiology 4 credits
- Nutrition 3 credits

Year 2 – Spring Semester

- Nursing 4 9 credits
- \*Introduction to Sociology 3 credits

**\*Some students may have to complete liberal arts and sciences requirements during the summer.**

**It is advisable that as many liberal arts and sciences courses as possible are completed prior to entry to reduce workload.**

**EVENING/SATURDAY OPTION CURRICULUM PLAN**

The four semester Evening/Weekend Option starts every Spring semester (January) and requires a 2-4 day per week evening commitment and Saturday mandatory clinical requirements from 7:00 a.m. to 4:00 p.m. Weekday clinical experiences are required a few times each semester.

Year 1 - Spring Semester

- Nursing 1 10 credits
- Human Anatomy & Physiology I 4 credits
- Written English & Literary Studies I 3 credits
- Introduction to Psychology 3 credits

Year 1 – Fall Semester

- Nursing 2 10 credits
- Human Anatomy & Physiology II 4 credits
- Written English & Literary Studies II 3 credits
- \*Developmental Psychology 3 credits

Year 2 - Spring Semester

- Nursing 3 10 credits
- \*Microbiology 4 credits
- Nutrition 3 credits

Year 2 – Fall Semester

- Nursing 4 9 credits
- \*Introduction to Sociology 3 credits

**\*Some students may have to complete liberal arts and sciences requirements during the summer.**

**It is advisable that as many liberal arts and sciences courses as possible are completed prior to entry to reduce workload.**

## DUAL ADMISSION (AD/BSN)

The Dual Admission option is for high school graduates who wish to enroll at Montefiore and are interested in earning a BSN at Mercy College. This 1+2+1 option requires year one at Mercy College, years two and three at Montefiore and year four (2-3 semesters) at Mercy College. Eligibility to take the RN Licensing Exam (NCLEX-RN) occurs after completion of year 3 at Montefiore.

Interested applicants must apply directly to Mercy College [www.mercy.edu](http://www.mercy.edu) Select program code NUDH.

## TRANSFER CREDIT POLICY

1. Submission of official transcripts from all post secondary (colleges) institutions and schools of nursing attended.
2. Submission of official High School transcript or high school equivalency (GED) report with scores and diploma. Applicants who possess a Bachelor's Degree will have their high school transcript waived.
3. Grades of 3 and above on high school Advanced Placement Examinations of the College Entrance Examination Board may earn up to 9 credits. The transferable Advanced Placement Exams are: English Language & Composition (6 credits) and Psychology (3 credits).
4. A cumulative GPA of 2.7 or better (Montefiore will internally calculate the GPA) is required based on the completed courses required for the nursing program. GPA will be recalculated prior to enrollment.
5. A minimum grade of C+ in all courses.

### TRANSFERABLE COURSES

- Anatomy & Physiology I – 4 credits
- Anatomy & Physiology II – 4 credits
- General Microbiology – 4 credits
- Nutrition – 3 credits
- English Composition I – 3 credits
- English Composition II – 3 credits
- General Psychology – 3 credits
- Developmental Psychology – 3 credits
- Introduction to Sociology – 3 credits

Science courses (Anatomy and Physiology, Microbiology and Nutrition) must be taken within 10 years of admission. Anatomy and Physiology and Microbiology taken more than ten years ago may be challenged by examination ([www.excelsior.edu](http://www.excelsior.edu)). Applicants must have achieved a grade of C+ or better to be eligible to take a challenge exam. Inability to achieve a satisfactory grade (B or better) on the first attempt to challenge will require the applicant to enroll in the course.

Humanities courses (English Composition I, English Composition II, General Psychology, Developmental Psychology and Intro to Sociology) will not be accepted for transfer credit if they were taken more than 20 years ago. Exception would be those applicants with a Baccalaureate degree in the subject area.

## CREDITS BY EXAMINATION

Up to 9 liberal arts or sciences credits may be earned by examination through the College Board (CLEP)

[www.collegeboard.com](http://www.collegeboard.com)

The CLEP exams that will be considered are:

- College Composition
- Introductory Psychology
- Human Growth & Development
- Introductory Sociology

A score of 50 is the minimum score acceptable on the Introductory Psychology, Human Growth & Development and Introductory Sociology exams. 6 of the 9 credits can be earned on the College Composition exam, 3 credits will be awarded for a score of 50-74 for English Composition I (1st semester) and 3 credits will be awarded for English Composition II (2<sup>nd</sup> semester) with a score of 65 or higher.

Inability to achieve a satisfactory grade on the first attempt to challenge will require enrollment in the course. Examination results will not be used to calculate GPA.

## ENTRANCE EXAM

Upon receipt of all application requirements, if required coursework is evident and GPA is 2.7 or higher an invitation to take the entrance exam will be extended sent. A non-refundable \$50.00 test fee is required.

Test of Essential Academic Skills (TEAS) Version V (Reading, Mathematics, Science and English & Language Usage).

Applicants are required to submit all TEAS-Version V results taken within the past year. A one year waiting period between test attempts is required.

The Study Guide for TEAS as well as practice exams can be purchased online from Assessment Technologies Institute, LLC at [www.atitesting.com](http://www.atitesting.com)

An invitation for retake will be offered at the discretion of the Admissions Committee based on space availability.

## RE-APPLICATION

An applicant who has been rejected may reapply to the school once. A period of one year from the time of the initial application to the time of reapplication is required. A new application must be submitted with the appropriate fee. The admission policies and procedures in effect at the time of submission will apply.

Dismissed students are not eligible to re-apply.

## FINANCIAL AID

Federal tuition assistance Title IV funding is not available at this time, however loan and installment payment options are available.

## TRANSFER CREDITS

A course for which transfer is requested must be:

Supported by an official transcript; a comparable course with a grade of C+ or better and have sufficient content within the required discipline and validated by a recognized agency such as World Education Services if taken in another country.

### Evaluation of Transfer Credit

Prior to acceptance to the School of Nursing:

- The Admission-Recruiter reviews official transcripts for acceptable transfer credits.
- The applicant is informed of the courses that will be credited from outside institutions.
- The applicant is given the option to agree or disagree with the Admission-Recruiter's decision.
- If the candidate agrees, the transfer courses are entered on the Official Notification of Transfer Credit form.
- If the candidate disagrees and believes more course work should be credited, it is the candidate's responsibility to supply a course syllabus for the year the course was taken.
- The Admissions Committee will review the course syllabus.
- The candidate receives written notification of the decision by the Office of Admissions.

## ADMISSION PROCEDURES

- An admission information session and testing will be scheduled after transcripts, validating documents and the reference has been received;
- Applications that meet the minimum admission standards are brought before the Admissions Committee;
- the applicant will be notified of the Admissions Committee's decision by letter; and
- upon receipt of an acceptance letter, the applicant must submit a non-refundable deposit by the deadline indicated which ensures a seat in the upcoming class.

## ENROLLMENT PROCEDURES

- The deposit is credited to the first term tuition and purchase of the Nurse's Pac;
- Outstanding liberal arts or science courses may be taken at Mercy College or upon prior approval by the Registrar other accredited colleges. The student will be automatically enrolled at Mercy College as a part-time, non-matriculated student;
- Financial aid will not be available for students who choose to attend a college other than Mercy College;
- All students must have a computer and printer or external access to a computer and printer to receive emergency announcements. Internet accessibility is essential. All students must submit a valid email address to Student Services to facilitate communication with faculty and staff. Students are expected to possess basic computer literacy skills (including proficiency with Microsoft Office and electronic mail);

- The student must complete a health examination with screening tests and immunizations as required by the New York State Department of Health and affiliating agencies prior to registration; and
- Students are responsible to obtain BLS-C (CPR) training, subject to background check and drug testing, purchase uniforms, textbooks, and necessary supplies prior to the first day of class.

Students are not permitted to begin the clinical experience without background check, drug testing, health clearance and a current CPR card. A special form will be provided which must be completed before registration by the students' Primary Care Provider. This form requires health records, screening tests and immunizations. The completed form is submitted directly to the Occupational Health Nurse.

Accepted candidates can defer enrollment up to one year with payment of non-refundable deposits. If registration does not occur in one year and applicant decides to enter the school at a later date, a new application must be submitted with the appropriate fees. Admission criteria in effect at the time of enrollment will apply and prior acceptance does not guarantee the applicant's re-acceptance status.

**MONTEFIORE SCHOOL  
OF NURSING RESERVES THE  
RIGHT TO CHANGE POLICIES AS  
DEEMED NECESSARY WITHOUT  
NOTICE OR OBLIGATION**