Please, understand this is NOT a pre-licensure program. The ADN program leads to licensure for a registered nurse. The RN-BSN application will not be accepted for the ADN program (see separate link for application information)

Admission Requirements: Admission is once a year in the fall. Application deadline is May 1st. The RN-BSN applicant must meet the following criteria:

- An unencumbered license to practice registered nursing in the state of Kentucky. Registered Nurses with a license that has been limited, suspended, or revoked are not eligible for admission.
- Have a CUM GPA of 2.0 or better in ADN/diploma coursework OR most recent college work.
- Submit a copy of a current CPR certification (must maintain while in program).
- Submit a copy of active professional liability insurance (must maintain while in program).
- Be admitted to the University.
- Submit a professionally written admission essay to the School of Nursing explaining the career goals that earning a BSN will allow a nurse to achieve. Essay must be two typed pages (see guidelines online).
- Two letters of recommendation: One from employer and one from former nursing instructor.
- Applicants who have or will be graduating from an ADN program who still need to sit for NCLEX-RN may be considered for conditional admission provided that all other requirements have been met. These applicants must have received their registered nursing license by the first day of NUR 312.

Submission of All requirements listed above must be completed by May 1st of each year in order for application to be complete. Incomplete applications will not be evaluated for admission.

RN-BSN Program Requirements:

- Students must achieve a letter grade of “C” or better in all liberal studies and nursing courses in order to remain in the program (a course may be repeated only once).
- Fully admitted RN-BSN students must maintain a CUM GPA 2.5 or better.
- Fully admitted RN-BSN students must attend program orientation. Students who are conditionally admitted are required to attend the RN-BSN orientation, but attendance does not guarantee full admission into the nursing program.
- Students may be required to complete a current TB skin test, immunizations, criminal background check, a drug screen and/or other information as required by an agency.
- Students must graduate from the RN-BSN program within a five (5) year period beginning with full admission into the RN-BSN program.
- Students must meet all University graduation requirements (See KSU Catalog available online.)

ADN Graduates with a Baccalaureate or a Graduate Degree Outside of Nursing: ADN applicants for the RN-BSN Completion program, who have a Bachelor’s/Master’s degree outside nursing from a regionally accredited institution, are required to complete only the 30 hours of upper division nursing courses, PSY 300 and 200 level IGS course. This allows the student to meet the residency requirements for graduation as stipulated in the Catalogue. The Rising Junior is not required.

Expenses: RN-BSN students pay the same general fees and tuition as do other students at the University. However, students in the RN-BSN program incur additional expenses including but not limited to name badge, liability insurance, and travel expenses.
The School of Nursing requests that applicants submit application, letters of recommendation, essay, copy of CPR card (both sides), and copy of Professional Liability Insurance as one packet. **Packets are due May 1st.**

*Application Date: ___________________  Beginning Term: Fall ________  Full-Time_____  Year  Part-Time_____*

*Name: ____________________________________________________________________________________  Last  First  Middle  Maiden/Previous*

*Permanent Address:________________________________________________________________________  Street Address  City  State  Zip Code  County*

*Phone: H __ C__ ( ) __________________________  Work Telephone: ( ) __________________________  RN License Number: __________________ Date of Licensure: __________________  ADN Program: _____________________ Graduation Date: __________________  University Application Status:  □ Admitted  □ Pending*

List **ALL** colleges, universities, and nursing schools you attended or are currently attending, including Kentucky State University. Submit **OFFICIAL TRANSCRIPTS** (excluding KYSU) to the School of Nursing and to the University Admission’s Office.

<table>
<thead>
<tr>
<th>Colleges/Universities Attended</th>
<th>City/State/Zip Code</th>
<th>Date of Attendance</th>
<th>Date of Graduation</th>
<th>Degree Earned</th>
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</table>

I affirm that all information in this application is true and complete. I understand that withholding information and/or providing false information will make me ineligible for admission and enrollment. **I understand that I must be a licensed registered nurse in order to attain full admission into the RN-BSN program.**

____________________  ________________________  ________________________
Date  Signature  (Do not write below this line)

**Applicant named above is _____Admitted_____ Conditionally Admitted _____Not Admitted.**

Rationale for conditional or denial of admission:

________________________________________________________

Signature, RN-BSN Coordinator School of Nursing  Date

When displaying signature(s), this copy communicates official action taken by the RN-BSN admission committee and supported by the School of Nursing Chair.

*It is the policy of Kentucky State University not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status. Kentucky State University is an Equal Educational and Employment Opportunity/Affirmative Action Institution.*

Revised March 2013
TO BE COMPLETED BY THE APPLICANT

Applicant’s Name: ___________________________ KYSU CWID: _____________

Address: ________________________________________________________________

City: ___________________________ State: _____ Zip: _______________

I am applying to the School of Nursing for: FALL 20____

Release of access to this reference: The Applicant must complete and sign one of the following statements before submitting this form to the evaluator. This request is in Federal Law P. L. 93-380 (Family Educational Rights and Privacy Act of 1974).

I hereby voluntarily waive and relinquish any right to access to this confidential reference. I retain my rights to access this confidential reference.

_______________________________    ___________  Sign  Date

TO BE COMPLETED BY THE EVALUATOR: Each applicant for entry into the RN-BSN Program at Kentucky State University is required to submit two (2) letters of recommendation (at least one (1) professional reference from employer or nursing faculty/instructor). The Nursing Admission Committee requests a frank appraisal of the applicant’s characteristics and behaviors. This information will be useful in selecting applicants for the professional program. When completed, this form should be mailed directly to the RN-BSN Admissions Committee, Kentucky State University School of Nursing, 400 East Main Street, Frankfort, KY 40601.

Please place an X under the rating column which best describes the applicant’s characteristics and qualifications and include a short narrative in the space provided on the second page of this form.

| Attitude and Personality – cooperative, confident, courteous, accepts criticism | Excellent | Above Average | Average | Below Avg. | Poor | N/A |
| Reliability – honest and dependable, ethical behavior | | | | | | |
| Personal Appearance – neatness and cleanliness | | | | | | |
| Work Habits and Industry – motivation, self-discipline, resourceful, ability to organize, conscientious, takes initiative | | | | | | |
| Performance Under Pressure – problem solving skills, critical thinking skills, appropriate response to stress | | | | | | |
| Capacity for Independent Thinking – curiosity, creativity, leadership | | | | | | |
| Communication – verbal and written clarity, coherence, confidence in conversation, capacity for empathy | | | | | | |
| Likelihood of Career Success - Aptitude for leadership | | | | | | |

It is the policy of Kentucky State University not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status. Kentucky State University is an Equal Educational and Employment Opportunity/Affirmative Action Institution.

Revised March 2013
Reference Request Form (continued)

Applicant’s Name: _________________________________________________

Write a short narrative description of your overall impression of the applicant:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How long have you known the applicant? _______________________________________________

In what capacity? _________________________________________________________________

Overall recommendation: (Please check the appropriate statement.)

[ ] Highly Recommend    [ ] Recommend
[ ] Recommend with Reservation    [ ] Do Not Recommend

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

TO BE COMPLETED BY PERSON PROVIDING REFERENCE (Please Print)

Name _______________________________ Job Title (if applicable) ________________________________

Name of Agency: _________________________________________________________

Address: ____________________________ Street Address ____________________________ City ____________________________ State ____________ Zip ____________

(_____) __________________________________________________________ Telephone Number

Signature ___________________________________________ Date _______________________

Please return this completed form to:

Nursing Admission Committee
School of Nursing
Kentucky State University
400 East Main Street
Frankfort, KY 40601

Please note: The School of Nursing deadline for receiving this completed Reference Request form is 5:00 PM on May 1st.
# Reference Request Form

## Kentucky State University School of Nursing
### RN-BSN Program
#### Reference Request Form

### TO BE COMPLETED BY THE APPLICANT

<table>
<thead>
<tr>
<th>Applicant’s Name: ____________________________ KYSU CWID: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: __________________________________________________________________</td>
</tr>
<tr>
<td>City: __________________________ State: _______ Zip: ________________</td>
</tr>
</tbody>
</table>

I am applying to the School of Nursing for: FALL 20____

### Release of access to this reference:
The Applicant must complete and sign one of the following statements before submitting this form to the evaluator. This request is in Federal Law P. L. 93-380 (Family Educational Rights and Privacy Act of 1974).

- I hereby voluntarily waive and relinquish any right to access to this confidential reference.
- I retain my rights to access this confidential reference.

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### TO BE COMPLETED BY THE EVALUATOR:

Each applicant for entry into the RN-BSN Program at Kentucky State University is required to submit two (2) letters of recommendation (at least one (1) professional reference from employer or nursing faculty/instructor). The Nursing Admission Committee requests a frank appraisal of the applicant’s characteristics and behaviors. This information will be useful in selecting applicants for the professional program. When completed, this form should be mailed directly to the RN-BSN Admissions Committee, Kentucky State University School of Nursing, 400 East Main Street, Frankfort, KY 40601.

Please place an X under the rating column which best describes the applicant’s characteristics and qualifications and include a short narrative in the space provided on the second page of this form.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Avg.</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude and Personality – cooperative, confident, courteous, accepts criticism</td>
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<td>Reliability – honest and dependable, ethical behavior</td>
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<td>Work Habits and Industry – motivation, self-discipline, resourceful, ability to organize, conscientious, takes initiative</td>
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<tr>
<td>Performance Under Pressure – problem solving skills, critical thinking skills, appropriate response to stress</td>
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<tr>
<td>Capacity for Independent Thinking – curiosity, creativity, leadership</td>
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<td>Likelihood of Career Success - Aptitude for leadership</td>
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</tr>
</tbody>
</table>
Reference Request Form (continued)

Applicant’s Name: _________________________________________________

Write a short narrative description of your overall impression of the applicant:
__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

How long have you known the applicant? _________________________________________________

In what capacity? ___________________________________________________________________

Overall recommendation: (Please check the appropriate statement.)
[ ] Highly Recommend [ ] Recommend
[ ] Recommend with Reservation [ ] Do Not Recommend

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

TO BE COMPLETED BY PERSON PROVIDING REFERENCE (Please Print)

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(____) ________________ Telephone Number

Signature ___________________________ Date ______________________

Please return this completed form to:

Nursing Admission Committee
School of Nursing
Kentucky State University
400 East Main Street
Frankfort, KY 40601

Please note: The School of Nursing deadline for receiving this completed Reference Request form is 5:00 PM on May 1st.
The Nursing Admission Committee requires that you write an essay with information about yourself that is not otherwise explained or addressed in this application. Such information might include a health-related experience, a personal and/or work experience, personal experiences affecting grades, and reasons or rationale for choosing to return to school to complete your BSN degree. Write from your perspective - where you are on your life journey and where you believe nursing will take you.

Your essay should:
- Provide insights into your plans with imagination and creativity
- Give examples from your life that are relevant to your goals
- Address how nursing fits into your life goals
- State your professional goals

Be honest; write about your true interests and values. Imagine if you were on the Committee, what would interest you about an applicant? What would catch your eye and your imagination? Why do you believe the Committee should accept your application for admission?

Essay Format:
- No longer than two typed double-spaced pages (8 ½” x 11”) with one-inch margins;
- In either Courier or Times New Roman 12-point font; and
- Addressed to the Nursing Admission Committee.

Your essay will be scored by the Committee for content, quality of writing/expression, spelling, and grammar. Review your Personal Essay with care before submitting it with the application to be sure that it truly reflects who you are and is of the quality that you want the Committee to review. Edit unnecessary words and phrases; don’t let spelling and grammar errors reflect negatively on your application. You may ask others to review your essay and provide you with feedback, but be sure that the final product is your work, written about who you are, in your words, and by you.

Keep in mind that the Nursing Admission Committee will review many applications so you will want your essay to be concise, clear, descriptive and creative. This Committee will consider the information in your application, personal essay and references to determine eligibility, and to make a determination on admission to the Nursing Program. Your personal essay is an important piece of information and should be thoughtfully drafted.

IMPORTANT: See personal essay grading rubric that will be utilized by the admission committee.
Kentucky State University School of Nursing  
RN-BSN Program  
Essay Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Competent 6-7</th>
<th>Average 4-5</th>
<th>Needs Developing 2-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics: Spelling, Punctuation, and Grammar Usage</td>
<td>Writing represents consistent command of spelling, capitalization, punctuation and grammar usage. Contains no more than 1 minor error and this error does not distract from the overall fluency of the essay. Mechanics enhance meaning.</td>
<td>Writing represents somewhat a command of spelling, capitalization, punctuation and grammar. Contains 2 to 3 errors but these errors do not distract from the overall fluency and meaning of essay.</td>
<td>Many spelling, capitalization, punctuation and grammar errors; these errors interfere with the overall fluency and meaning of the essay.</td>
</tr>
<tr>
<td>Syntax: Words, Phrases, and Sentence Structure</td>
<td>Words, phrases and sentence structure greatly enhance the overall effectiveness of the communication of ideas. Wording and phrasing are clear, concise, creative, descriptive and informative.</td>
<td>Words, phrases and sentence structure generally enhance the overall effectiveness of the communication of ideas. Wording and phrasing flow but additional elaboration would have strengthened essay.</td>
<td>Words, phrases and sentence structure distract from the overall effectiveness of the communication of ideas. Wording and phrasing are awkward and fragmented; difficult to understand.</td>
</tr>
<tr>
<td>Introduction</td>
<td>Well-developed; engages reader and creates great interest. Contains detailed background information. States a significant and compelling position or belief.</td>
<td>Creates interest; engages reader and creates interest. Sufficient background information is provided. States position and belief.</td>
<td>Creates little interest and does not engage the reader. Background details are a random collection of information and unclear. Does not state position or belief.</td>
</tr>
</tbody>
</table>
**Essay Rubric Continued**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Competent 6-7</th>
<th>Average 4-5</th>
<th>Needs Developing 2-3</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body Paragraphs</strong></td>
<td>Main ideas are clearly defined and organized; there is more than one key point. Appropriate relevant information and details are shared from a variety of sources including personal experiences, observations and prior knowledge. Supporting details are accurate, relevant and very helpful in clarifying main ideas.</td>
<td>Main ideas are identified and organized. There is some relevant information and details that are shared from a variety of sources including personal experiences, observations and prior knowledge. Supporting and relevant details somewhat clarify main ideas. Stronger support and greater attention to details would strengthen this essay.</td>
<td>The main idea is not identifiable and paragraphs are not organized. The writer shares some information, but the variety of sources is greatly limited or unclear. Details are missing or repetitious.</td>
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</tr>
<tr>
<td><strong>Conclusion</strong></td>
<td>Conclusion effectively wraps up and goes beyond restating the essay; ends with a strong clincher.</td>
<td>Conclusion is recognizable and restates main points; it ties up most loose ends.</td>
<td>Conclusion is either not present or it does not summarize main points.</td>
<td></td>
</tr>
</tbody>
</table>