Doctor of Nursing Practice

Application Process & Instructions: Academic Year 2014

Updated November 15, 2013.

APPLICATION PROCESS
The School of Nursing welcomes applications to its Doctor of Nursing Practice program. If you have additional questions after reviewing the following instructions please contact the School as detailed at the end of this document.

The School of Nursing admits students for the fall semester each year. Admission consideration is extended to those applicants who complete and submit the online application and all required documents (outlined below) to the appropriate UNC office by the posted deadline. The DNP Admissions Committee may only evaluate and review complete applications containing all required materials. It is the responsibility of the applicant to ensure the entire application is received by the posted deadline.

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<td>Priority Application Deadline:</td>
<td>December 17, 2013</td>
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<td>December 17, 2013, is the final deadline for University Scholarship consideration.</td>
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<td>Final Application Deadline</td>
<td>February 11, 2014</td>
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<td>This is the final deadline to submit the complete application to the School of Nursing.</td>
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Students in the BSN-DNP program must be enrolled full-time. Students in the MSN-DNP program may enroll for either full-time or part-time study. Full-time study requires enrolling in nine credit hours (typically three courses) per semester. Part-time study requires enrolling in three to six credit hours per semester. Students may work while enrolled in the program to the extent that the student’s academic progression is not compromised. However, in accordance with School of Nursing policy, full-time graduate students employed by the University may work no more than 50 percent (20 hours/week) while actively engaged in coursework.

BSN to DNP Pathway
There are two options for BSN prepared nurses to obtain their DNP. The Healthcare Systems option prepares nurses for roles that support clinical practice such as administration, informatics and organizational leadership, and the direct care pathway will prepare graduates to be nurse practitioners in the following Advanced Practice Areas:

- Adult/Gerontology Nurse Practitioner – Primary Care
- Adult/Gerontology Nurse Practitioner – Primary Care - Oncology
- Family Nurse Practitioner
- Psych Mental Health Nurse Practitioner
- Pediatric Nurse Practitioner – Primary Care
Health Care Systems – Administration
Health Care Systems – Outcomes Management
Health Care Systems – Informatics

**MSN to DNP Pathway**
This option provides enhanced education to those who are already prepared as Nurse Practitioners, Clinical Nurse Specialists, Registered Nurse Anesthetists, Nurse Midwives, Nurse Administrators or other Health Care Systems Leaders.

**PROGRAM PREREQUISITES**

**BSN to DNP Pathway**
- Hold a BSN from a CCNE or NLNAC accredited program.
- Possess a minimum of one year of recent (within the past 3 years) clinical work experience, as a Registered Nurse, preferably in an area relevant to the DNP track to which the candidate is seeking admission.
- Provide evidence of successfully completing an undergraduate statistics course within 5 years with a grade of B or better.

**MSN to DNP Pathway**
- Hold a master's degree in nursing from an NLNAC or CCNE-accredited program.
- If applicable, provide verification of being certified or ever having been certified as an advanced practice nurse.

**INSTRUCTIONS FOR APPLICATION**
This document contains instructions for the integrated online application process; the UNC-Chapel Hill Graduate School and School of Nursing Supplemental Application have been combined for user-ease and processing efficiency. Information regarding Graduate School requirements is available at: (http://gradschool.unc.edu/admissions/instructions.html). Please carefully read and follow the School of Nursing application instructions below; each element described is a required facet of the online application.

1. **Transcripts of Undergraduate and Graduate Education:** Applicants must scan into the application an unofficial transcript from all post-secondary schools attended since high school. These documents must reflect all college-level course work you have taken. Upon admission, official transcripts must be submitted from all colleges/universities attended to The Graduate School. Competitive applicants will present a grade point average of at least 3.0 (on a 4.0 scale) in the major courses of their undergraduate nursing program. Applicants with a master’s degree in nursing are expected to have earned a 3.5 cumulative grade point average in graduate coursework.

   International students and students who have attended schools outside of the US must provide a full credit evaluation of all courses completed at a foreign institution. The National Association of Credential Evaluation Services provides a list of organizations that offer this service at the link below. Applicants may also choose to have credit evaluated by faculty members in the various departments on campus. Please submit the credit evaluation report and an official copy of your transcript with your application for admission. These documents may be scanned into the transcript section of the application. Submission of this credit evaluation with degree validation will allow us to view your transcripts in a US transcript format on a 4.0 GPA scale. Related URL: http://www.naces.org/

2. **Graduate Record Examination (GRE) scores:** An applicant’s GRE scores must be less than five years old at the time of application submission. ETS will generate scores for persons taking the computerized version of the GRE and distribute to designated schools within two-three weeks. Those
taking the paper version of the GRE should allow 4-6 weeks for scores to reach designated schools. Applicants should take these timeframes into consideration when planning for portfolio completeness. One official score report should be sent by Educational Testing Service (ETS) to the Graduate School. Processing your application can be initiated using unofficial scores. (Note: UNC-Chapel Hill’s School Code is #5816, no department code required.)

Applicants are more competitive when their verbal and quantitative scores reach or exceed the 50th percentile on the GRE Revised test. The GRE is an important factor in admissions decisions; however, it is essential to note that it is not the sole factor on which decisions are made. An applicant’s total portfolio is considered by the Admissions Committee.

Note: Applicants who hold an earned professional doctorate in a field other than nursing may request a waiver of the GRE.

3. **Letters of Recommendation:** Submit three (3) letters of recommendation supporting the applicant’s potential for success in the DNP program. Recommendations must be received from three individuals familiar with the applicant’s intellectual ability, academic, achievement, practice expertise, and professional commitment to nursing.

   - **BSN to DNP** applicants should submit 2 academic references and at least one should be a doctorally prepared faculty member, and a current supervisor in an employment setting (Please provide your employer referents with the School of Nursing’s DNP Recommendation Form [http://nursing.unc.edu/admissions/applications/](http://nursing.unc.edu/admissions/applications/)).
   - **MSN to DNP** referents should include at least one doctorally prepared faculty member, a current supervisor in an employment setting (Please provide your employer referents with the School of Nursing’s DNP Recommendation Form [http://nursing.unc.edu/admissions/applications/](http://nursing.unc.edu/admissions/applications/)), and a professional colleague with at least a master’s degree. Letters from relatives, family friends, fellow staff members, clients/patients or religious/spiritual leaders will not be accepted.

The online application will prompt you to submit the email addresses for your three required recommenders. The recommender will then receive an email request for recommendation and must upload the letter into the application.

4. **Professional Statement:** You are asked to write and upload into the application, a two-part essay. It is most important that you address each bulleted item noted and format the document as requested. Please include references on a separate page and upload all documents into the application. This narrative is a very important part of your portfolio as it offers insight into the professional goals and expectations of the applicant. The quality of the Professional Statement is often crucial in admissions decisions since it provides the Admissions Committee a first-hand example of your writing skills and your ability to present ideas in a clear, logical and coherent manner. In lieu of an interview, the professional statements avails the Committee of your personal perspective on your professional contributions, strengths as a student, current skills and abilities, and prior experiences. Prepare and proofread your statement carefully!

**PART 1:** Professional Goals and Background (2 pages, double-spaced):

- Describe your short and long-term professional goals
- Detail how obtaining the DNP degree from UNC-Chapel Hill degree will help you attain those goals
- Discuss relevant areas of your background, such as prior coursework, earned degrees, continuing education, practice history, and professional activities, and how each has prepared you for doctoral study.
- Describe how your practice background has prepared you for doctoral study.
- Identify clinical and academic strengths and areas of improvement that may impact your doctoral studies. Address any aspect of the program’s admission criteria for which you do not meet
minimum requirements and provide an explanation for your situation (e.g., an explanation is needed if GPA < minimum, GRE scores < 50th percentile (or equivalent), work experience not current or < 1 year, etc.)

PART 2: Clinical Interest (4 pages, double-spaced):
Identify an important practice-based problem that you would like to examine during your DNP studies.
Having a scholarly focus is the first step toward successful doctoral education. Provide a brief, referenced review of the literature about why this problem requires further study. Include details about prior work on the topic (if any), the importance of the problem in patient care delivery, and how you would go about studying this problem during the DNP program.
Identify a member of the School of Nursing faculty who would be a good match for your scholarly interests. A listing of Doctoral Faculty is available on the School’s web site (http://nursing.unc.edu/doctoral-program/faculty-66/)

5. Upload a copy of your current Curriculum Vitae or Resume. This document should detail your career path, explaining any gap in employment greater than one year. Note: Full disclosure of your complete education history is required.

6. Professional Nursing license

7. APRN Certification: As applicable, MSN applicants will provide evidence of APRN Certification.

7. TOEFL or IELTS Score (International Applicants only): Standardized test scores must be official and are reportable for a period of two years from the date of the exam. Exam results more than two years old cannot be considered. Standardized test scores that are submitted to this institution are kept on file for only one year. Refer to The Graduate School for more information http://gradschool.unc.edu/admissions/instructions.html#toefl

8. Financial Certificate (International Applicants only): the Certificate plus supportive documents should be uploaded into your application. For more information:
http://gradschool.unc.edu/admissions/instructions.html#fincert

9. Application fee: $85.00 (may be paid by check, money order or online by credit card to The Graduate School; instructions are available on the final screen of the application)

BASIS FOR DECISIONS
Admission to the DNP program is necessarily a selective process. Meeting the posted criteria does not ensure admission. Using an objective review procedure, the Admissions Committee selects candidates to recommend to the Dean of The Graduate School for admission. The Committee considers the quality of performance in previous undergraduate and graduate study (when applicable), success in previous employment and other pertinent experiences, and personal qualifications including suitability for advanced study. The Admissions Committee weighs the applicant’s accomplishments and potential for success in the program. Diversity in student backgrounds and scholarly interests is desired.

The University of North Carolina at Chapel Hill School of Nursing is committed to equality of educational opportunity and does not discriminate on the basis of race, gender, national origin, age, religion, sexual preference, or handicap. Members of racial or ethnic minority groups and males are encouraged to apply.
NOTIFICATION OF DECISION
The Admissions Committee only reviews complete applications. Your application portfolio is not deemed complete until all application materials are received. It is the responsibility of the applicant to ensure that application materials have been received by the appropriate office and the application file is complete by the posted deadline. Contact the Office of Student Affairs with all application concerns.

The School of Nursing and Dean of The Graduate School will notify you in writing of your outcome as soon as decisions are rendered. To ensure we utilize the correct address, please notify the Office of Student Affairs in the School of Nursing, (919) 966-4260, and The Graduate School, (919) 966-2611, of any change in contact information once your application is submitted. Please also modify your information in the Update Profile section of your application.

FOLLOWING ADMISSION ACCEPTANCE:
Admitted students seeking to establish North Carolina residency for tuition purposes, shall submit an online application located at this site: http://gradschool.unc.edu/student/residency/

Information concerning visa, U.S. Immigration, or financial certificate matters can be obtained from our Office of International Student and Scholar Services. http://oisss.unc.edu/

Accessing the Correct Application
Go to the Graduate School Admissions Page http://gradschool.unc.edu/admissions/

Select Apply Now and Create an Account or Log in with an existing account

Start Application

Applicant Type

Level of Study* select Graduate

Type of Applicant* select New degree seeking applicant

Level Of Study
Graduate

Type Of Applicant
New degree seeking applicant

Select a major* you must select Nursing Practice

Select a degree* select Doctor of Nursing Practice

Are you applying for a dual degree? select No
If so, please indicate 2nd program here: leave blank

Area of Interest or Specialization* highlight Nursing Practice

Select a major*  Nursing Practice

Select a degree*  Doctor of Nursing Practice

Are you applying for a dual degree?

☐ Yes ☐ No

If so, please indicate 2nd program here:

Term of Entry

Please select the term of entry* select Fall 2014

Select save & continue to complete the application

BSN to DNP APRN Specialization Selection occurs on the Supplemental Documents Page

Good Luck!