Academic Year 2018 – 2019

APPLICATION PROCESS
The School of Nursing welcomes applications to the 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 will only evaluate complete applications containing all required materials. It is the responsibility of the applicant to ensure the entire application is received by the posted deadline by checking the online application portal.

<table>
<thead>
<tr>
<th>Fall Semester Deadlines</th>
<th>Applications must be submitted by this date for University Scholarship consideration. University Merit Awards recognize the most promising incoming students. A GPA of 3.75 or higher is required for merit nomination.</th>
<th>The complete application must be submitted by this date. A GPA of 2.75 or higher is required for admission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Application:</td>
<td>December 12, 2017</td>
<td>January 9, 2018</td>
</tr>
<tr>
<td>Final Application:</td>
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The GRE Requirement has been waived for the School of Nursing Graduate Admission! School of Nursing Applicants are not required to enter their test scores on the Test Scores Page.

BSN to DNP Pathway - FULL-TIME enrollment is required (enrolling in at least nine credit hours per semester)

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:
  - Health Care Systems—Administration
  - Health Care Systems – Outcomes Management
  - Health Care Systems—Informatics

- The direct care pathway prepares graduates to be nurse practitioners in the following Advanced Practice Areas
  - Adult/Gerontology Primary Care Nurse Practitioner
  - Adult/Gerontology Primary Care Nurse Practitioner - Oncology
  - Family Nurse Practitioner
  - Psychiatric Mental Health Nurse Practitioner
  - Pediatric Nurse Practitioner – Primary Care

MSN to DNP Pathway
This option provides enhanced education to nurses prepared as Nurse Practitioners, Clinical Nurse Specialists, Registered Nurse Anesthetists, Nurse Midwives, Nurse Administrators or other Health Care Systems Leaders. Enrollment may be on a full-time or part-time basis. Full-time study requires enrolling in at least nine credit hours per semester. Part-time study requires enrollment in three to six credit hours per semester.

**Note:** DNP 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.

PROGRAM PREREQUISITES

- Hold a BSN from a CCNE or NLNAC accredited program conferred prior to the application deadline.
• Registered Nurse Licensure: all applicants must hold a current unencumbered license as a registered nurse in the state in which the student will do clinical course work.

• Work experience as a Registered Nurse: within the past three years, applicants must have obtained a minimum of one year of recent, full-time, paid clinical work experience as a Registered Nurse by the application deadline. The following specialties have additional requirements:
  o **Adult/Gerontology (AGPCNP):** applicants must have direct care experience in community, hospital or ambulatory settings that serve adult or geriatric patients.
  o **Family (FNP):** applicants should have experience as a Registered Nurse in a public health/community, hospital or ambulatory setting that serves patients across the life span.
  o **Health Care Systems (HCS):** specialty applicants should have leadership experience within a health care setting (e.g., committee member, leading a service/QI project).
  o **Pediatric (PNP-PC):** Within the past 3 years, applicants must have the equivalent of 6 months of full-time clinical work experience as a Registered Nurse in a neonatal or pediatric setting, or community setting that serves children and families.
  o **Psychiatric/Mental Health (PMHNP):** Within the past 3 years, applicants should have the equivalent of 6 months of full-time clinical work experience as a Registered Nurse in an acute or community setting that serves psychiatric illness/substance abuse.

• Completion of Required Prerequisite Coursework:
  All applicants must have completed an introductory-level statistics course with an earned grade of B or better. The credit-bearing course may have been part of the undergraduate degree program, and must have been completed within 5 years of the posted application deadline (credit earned December 2012 or later) Note: continuing education courses will not satisfy this requirement. Please list data on this course in the Prerequisite section of the application.

**MSN to DNP Pathway**

• Hold a master's degree in nursing from an NLNAC or CCNE accredited program conferred by program matriculation.

• Registered Nurse Licensure and, if applicable, verification of current certification as an advanced practice registered nurse.

• **Verification of Precepted Clinical Hours:** MSN to DNP applicants must provide a completed DNP Verification of Precepted Clinical Hours Form found on our website: [https://nursing.unc.edu/files/2012/11/2016-DNP_Practicum_Hour_Verification_Form_Admissions.pdf](https://nursing.unc.edu/files/2012/11/2016-DNP_Practicum_Hour_Verification_Form_Admissions.pdf) and included at the bottom of the application instructions. The top of the form is to be completed by the applicant and bottom half of the form is to be completed by a School of Nursing Official from the college/university the applicant obtained their MSN degree. Upload the form under the Program Supplement page within the online application.

### 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. Be sure to read the information regarding Graduate School requirements: ([http://gradschool.unc.edu/admissions/instructions.html](http://gradschool.unc.edu/admissions/instructions.html)). Please carefully read and meticulously 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 upload into the application an unofficial or official transcript for all colleges and universities attended since high school. If the unofficial transcript does not clearly state the name of the institution, PLEASE write the name at the top of the transcript prior to scanning and uploading. Collectively, documents must reflect all college-level course work you have taken (including pre-requisite courses, any summer school courses or AP courses). Transcripts must indicate the date degree was conferred.
   - Failure to upload a transcript for each school attended will render the application incomplete.
   - Uploading transcripts is the responsibility of the applicant.
• Transcripts must be uploaded in the correct form and size. This may take some time and effort. Please do not leave document upload to the last minute as it may prevent you from submitting the application on time. Follow the instructions in the application for uploading unofficial transcripts and review the additional information on transcript upload provided at the end of this document.

• NOTE: If you will be completing a course or a degree after you submit the application, please upload the final transcript for the course or degree into the application portal or email to son_gradapp@unc.edu

• Paper transcripts are not accepted for the admission application (except for Fall 2017 courses as noted above); only legible transcripts are accepted for application evaluation.

• If a college/university you’ve attended has changed its institutional name, please indicate the name change under academic history within the application.

2. GPA Requirement:
   • Competitive BSN-DNP applicants will present a cumulative grade point average of at least 3.0 (on a 4.0 scale) in their undergraduate nursing program. Applicants with GPA between 2.75 – 2.99 may apply but must offer a strong justifiable explanation.
   • MSN-DNP applicants will present an earned a 3.25 cumulative GPA in graduate coursework.

3. Readmissibility:
   • All applicants must be admissible to all previously attended colleges/universities. If you have been declared academically ineligible and as such are unable to return to any previous institutions, you must contact that institution and seek documentation that reinstates your eligibility or your application cannot undergo review. Copies of ALL correspondence regarding your reinstatement request must be submitted in the application. Additionally, if your final institutional cumulative GPA at any previously attended college/university is below 2.0 (on a 4.0 scale), please provide documentation of your eligibility to return to that particular institution.

4. Letters of Recommendation: Submit three (3) letters of recommendation supporting your 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. Letters from relatives, family friends, fellow staff members (co-workers of equal or less rank), clinical preceptors, clients/patients or religious/spiritual leaders will not be accepted. Note: The Letters of Recommendation are traditionally the most challenging for applicants. To insure that your application is reviewed, please follow these guidelines explicitly.

BSN to DNP
- Employer Reference: One letter must be from your current immediate supervisor.
- Academic References: BSN to DNP applicants completing a baccalaureate nursing program (online or traditional) between Fall 2013 and the present must submit two (2) letters of recommendation from faculty members with an earned graduate degree (master’s or doctorate) whose class you have taken and who can speak to your academic qualifications and strengths as a student. Specifically, the letters should address your potential for success in graduate education, leadership ability, and personal characteristics that will help or hinder development as an advanced practice nurse. One faculty letter of recommendation must be from the nursing program most recently attended.
- Additional References: BSN to DNP applicants out of nursing school over five years (no completed courses since Summer 2013) have the option to submit faculty recommendations as outlined above, or two letters of recommendation from professional colleagues with an earned graduate degree (master’s or doctorate) who possess the ability to speak to your potential for success in graduate school. Letters from relatives, family friends, fellow staff members (co-workers of equal or less rank), clinical preceptors, clients/patients or religious/spiritual leaders will not be accepted.

MSN to DNP
- Employer Reference: One letter must be from your current immediate supervisor.
• Academic References: MSN to DNP applicants completing a master’s nursing program (online or traditional) between Fall 2013 and the present must submit at least one (1) letter of recommendation from a faculty member with an earned graduate degree (master’s or doctorate) whose class you have taken and who can speak to your academic qualifications and strengths as a student. Specifically, the letters should address your potential for success in graduate education, leadership ability, and personal characteristics that will help or hinder development as an advanced practice nurse. MSN to DNP applicants out of nursing school over five years (no completed courses since Summer 2013) have the option to submit an additional recommendation from a professional colleague as outlined below).

• Additional References: MSN to DNP applicants attending nursing school between Fall 2013 and the present must submit at least one (1) letter of recommendation from a professional colleague with an earned graduate degree (master’s or doctorate) who possess the ability to speak to your potential for success in graduate school. Applicants out of nursing school over five years (no completed courses since Summer 2013) have the option to submit faculty recommendations as outlined above, or two letters of recommendation from professional colleagues with an earned graduate degree (master’s or doctorate) who possess the ability to speak to your potential for success in graduate school. Letters from relatives, family friends, fellow staff members (co-workers of equal or less rank), clinical preceptors, 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 be able to upload the reference into the application. Recommendations MUST be uploaded into the application by the recommenders. Applicants are responsible for checking the online application portal and following up with recommender to assure all letters are uploaded by the application deadline. The School of Nursing is unable to reuse recommendations from previous application cycles.

5. Professional Statement: You are asked to write, and upload into the application, a Professional Statement that addresses each bulleted item noted; the statement must be formatted as outlined below. Create a topic-specific header for each response; ensure that you address each subject noted. Please include APA formatted references on a separate page of the document. This narrative is a very important part of your portfolio as it offers insight into your professional goals and expectations. The quality of the Professional Statement is crucial in admission 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 statement 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 as poorly written statements will notably weaken your portfolio!

Please address EACH of the following subjects in your professional statement.

PART 1: Professional Goals and Background Essay (3 pages maximum, double-spaced, 12 point font, APA format):
1. Describe your professional career, including populations served, roles held and settings in which you practiced.
2. State your short and long-term professional goals.
3. Explain why you have chosen a specific advanced practice area/population foci for the DNP.
4. Discuss relevant areas of your background and how each prepared you for doctoral study, such as prior coursework, earned degrees, continuing education, practice history, and professional activities. It is important to include information on:
   ● Scholarship activities (Publications, Presentations)
   ● Research experience (specify)
   ● Service activities (local community, global or professional)
   ● Honors and awards
   ● Language fluency other than English
   ● Leadership activities
   ● Military service
5. Describe how obtaining the DNP degree from this school of Nursing will help you attain your goals.
6. Identify clinical and academic strengths and areas of improvement that may impact your doctoral studies.
7. 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). Please share any other information you feel is pertinent to your application that you wish the Admissions Committee to know (e.g. overcoming personal and/or professional adversity, etc.).

PART 2: Scholarly Interest (4 pages, double-spaced, references must be in APA format):
Identify an important practice-based problem that you would like to examine during your DNP studies. Provide a clear and comprehensive evidence-based review of the literature supporting why this problem requires further exploration. Include details about prior work on the topic (if any), the importance of the problem in healthcare delivery, and how you would study this problem during the DNP program. You must provide sufficient references from scholarly sources to support your argument.

MSN-DNP applicants are to identify a member of the School of Nursing faculty who would be a good match for their scholarly interests. A listing of Doctoral Faculty is available on the School’s web site (http://nursing.unc.edu/doctoral-program/faculty-advisors-research/)

6. Current Curriculum Vitae or Resume: Use the CV/resume page within the online application to detail your career path, explaining any gap in employment greater than one year. Full disclosure of your complete education background including a list of all colleges and universities you’ve attended is required. http://nursing.unc.edu/admissions/applications/

7. Professional Nursing Licensure: Documentation substantiating you hold a current unrestricted/unencumbered license as a registered nurse must be uploaded into the application. An "unencumbered license" means neither the license, the licensee's practice, nor the licensee is associated with any type of restriction, encumbrance, or probationary limitations imposed by the applicable Board of Nursing or any judicial entity. NC License or compact state equivalent is needed by matriculation. The Information provided by the Board of Nursing website of your state is sufficient. Print and scan or save a screenshot to upload into the application.

8. APA Certification: MSN to DNP applicants must, if applicable, provide verification of current certification as an advanced practice registered nurse by program matriculation.

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)

INTERVIEWS
If at any time additional information is needed to clarify or supplement your application portfolio, you will be contacted for an interview. Note: International applicants for whom English is the second language will be interviewed.

Critical Information for International Applicants:
Admissions Requirements: This DNP Program is available to international students. It is essential that international students be fluent in English. Presently, the University (including the School of Nursing) does not offer ESL programs or an English language institute. For this reason, candidates interested in attending the University must be able to understand rapid, idiomatic English as spoken in lectures, group discussions, and clinical settings by individuals of widely varying accents. Students from non-English-speaking countries must be able to communicate quickly and clearly in spoken and written English.

Transcripts: International students 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/
A note on foreign degrees: As part of the transcript submission, degree credentials are also reviewed by the Graduate School. Assessment of a foreign degree, including those conferred from institutions participating in the Bologna Accord, is based upon the characteristics of a national system of education, the type of institution attended, its accreditation and the level of studies completed. The following guidelines indicate the level of study expected of international applicants prior to graduate enrollment:

- British patterned education bachelor's degree with honours
- French patterned education degree of diplôme requiring four years of post baccalauréat study
- Germany university Diplom preferred. Applicants with very strong academic records may be considered if they have completed the Staatsexamen, a bachelor’s degree after a 13-year Abitur, or at least one year of full-time study beyond Vorprüfung, Zwischenprüfung, Vordiplom, or any other bachelor’s degree
- Other European countries: university degree requiring a minimum of four years of study
- Canada three year bachelor’s degree from Québec; four-year bachelor’s degree from all other provinces
- Latin America university degree requiring a minimum of four years of study
- India, Pakistan, Bangladesh, Nepal bachelor’s degree in engineering or medicine; master’s degree in all other fields
- Philippines five year bachelor’s degree or four year bachelor’s degree plus one year of graduate course work
- Other Asian countries: university degree requiring a minimum of four years study

TOEFL or IELTS: The School of Nursing DNP program requires a higher level of English proficiency than The Graduate School due to the clinical requirements. The UNC Graduate School Institution Code is 5816 (no department code). International applicants must achieve a minimum total score of 575 (with a minimum of 50 in each section) on the written version of the Test of English as a Foreign Language (TOEFL) or minimum of 90 on the internet-based test with the following minimum section requirements: Reading, 21; Listening, 22; Speaking, 25; Writing, 22. This is not a requirement of applicants who are residents of a country where English is the sole official language of instruction or if applicants hold a degree from an accredited United States institution of higher education.

Meeting the minimum total score on TOEFL does not guarantee admission to the School of Nursing. Admission decisions are made on the basis of multiple factors including: scholastic performance; English proficiency; essays; letters of recommendation; the appropriateness of the requested advanced practice area to the applicant’s goals and clinical experiences; and verification of financial support to insure proper visa status.

A score of 8 is required on IELTS which is higher than The Graduate School requirement.

Letters of Recommendation: In addition to the three current letters of recommendation meeting the specifications outlined above, applicants for whom English is a second language (non-native language), must submit at least one additional letter of reference that addresses your ability to communicate fluently in the English language.

Interview: An interview is required of all international applicants who are non-native English speakers. The interview (personal, telephone, Skype) will be conducted by faculty who teach in the candidate’s clinical area of interest. The interview has two distinct foci: part one will focus on information provided in the application materials (for example, essay and future goals); the second part will evaluate the interviewee’s English proficiency.

Financial Certificate with supporting documents will be required upon admission

http://gradschool.unc.edu/admissions/instructions.html#fincert

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

ONLINE APPLICATION PORTAL
It is the responsibility of the applicant to ensure that the online application is submitted prior to the posted deadline, all requested documents are uploaded properly into the application, and that your application is complete. You can check the status of your application review by logging on to the application to see if any required items are missing. The Admissions Committee only considers COMPLETE applications. It is your responsibility to check your application in the online application portal, and follow up with your recommenders and schools. The School of Nursing will contact you directly, if we need additional documents or information.
BASIS FOR DECISIONS
Admission to the DNP program is necessarily a selective process. Meeting the posted criteria does not ensure admission. The Committee considers a myriad of factors including: the quality of performance in previous undergraduate and graduate study (as applicable), success in previous employment and related 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. Using an objective review procedure, the Admissions Committee recommends selected candidates to the Dean of The Graduate School.

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 School of Nursing and Dean of The Graduate School will notify you in writing of the outcome of your application review as soon as decisions are rendered. Therefore, please modify your information in the Update Profile section of your application if you change your address prior to notification.

FOLLOWING ADMISSION ACCEPTANCE:
Admitted applicants are required to pay a $250 deposit and submit official transcripts to the Graduate School (not the School of Nursing). Instructions on how to submit official transcripts will be included in the admission offer letter from the Graduate School. 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/

Accessing the Correct Application
Go to the Graduate School Admissions Application Management Page: https://applynow.unc.edu/apply/

Select Create an Account to start a new application or Log in to continue an application*

*NOTE: School of Nursing Applicants are not required to enter their test scores on the Test Scores Page!!!

Select an application type* select 2018 Graduate

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
Please select the term of entry* select Fall 2018

BSN to DNP/MSN-DNP Area of Interest Selection occurs on the Program Supplement Page

QUESTIONS:
Questions regarding the instructions, or application requirements should be directed to the Office of Student Affairs in the School of Nursing at (919) 966-4260 or via email to son_gradapp@unc.edu.

TECHNICAL HELP:
If you have any technical problems, such as browsers or login issues, contact the UNC Help Desk at (919) 962-HELP (4357).

Transcript Specifications
- Applicants should either upload the document directly if it is in an accepted format or scan each unofficial transcript into a file that can be uploaded.
- Scan multiple page transcripts from one institution into one file; however, only one back page is required from each school.
- Preview the uploaded transcript(s) to ensure legibility so that the processing of your application is not delayed. If you cannot read the file clearly, please try another scanner or different settings and upload again.
- A transcript from each institution is always required.

Thank you for your interest in the School of Nursing at UNC-Chapel Hill. Good luck with your application!
Applicant Information (The applicant should complete this section and then send to the School of Nursing Official for verification.)

Student Name (Last, First, MI): ________________________________________________________

Other Names/Spellings: _______________________________________________________________

Type of Graduate Degree (e.g. MSN, MS) or Post-Master’s Certificate: ______________________________

Name of Institution From Which Degree Was Obtained: ________________________________________

Population or Specialty Area (e.g. FNP, Administration): ________________________________

Month/Year Graduated: _______________________________

To Be Completed by School of Nursing Official (Program Director or Dean)

The above applicant has applied for admission to UNC-Chapel Hill School of Nursing Doctor of Nursing Practice program. Please verify the total number of precepted (supervised) clinical hours in the applicant’s MSN or post-master’s program.

University/College Name: ________________________________________________________________

School Mailing Address: _________________________________________________________________

Nursing Official and Title (Please print): _________________________________________________

Email Address: ________________________________ Phone Number: ___________________________

I verify that ___________________________(applicant above) has completed ____________
precepted/supervised clinical hours in their advanced nursing preparation as a
________________________ (e.g. FNP, Administration).

Name and Title of School Official (please print): _____________________________________________

___________________________________________

School Official Signature: ____________________________ Date: _____________________________