



College of Nursing

MOST FREQUENTLY ASKED QUESTIONS
Master of Science in Nursing Programs
Advanced Practice Majors and Nurse Educator

Application and Admission Questions

Q: How do I make application to The University of Toledo College of Nursing Master of Science in Nursing (MSN) majors?

A: The application is found online at <http://apply.utoledo.edu>

Q: Are there application deadlines?

A: Yes. Deadlines are October 1 for the spring semester beginning in January, and February 1 for the fall semester beginning in August.

Q: Is there an application fee?

A: **Yes, your application is not considered active until receipt of the \$45 application fee (sent to the College of Graduate Studies on the UT Health Science Campus) and all applications are submitted online. We suggest that the application fee be sent at the time that the application is submitted.**

Q: Do I need to take the Graduate Record Exam (GRE)?

A: The GRE is not required if you hold a bachelor's or master's degree from an accredited college or university in the U.S.; students with a bachelor's or master's degree from an international institution are required to take a GRE and submit official results to the College of Graduate Studies on the UT Health Science Campus (HSC).

Q: If I am a student with a bachelor's degree from a college/university outside the U.S., are there other requirements for admission in addition to the GRE?

A: Yes, you must also take the Test of English as a Foreign Language (TOEFL) and submit results to the UT College of Graduate Studies on the HSC.

Q: What constitutes an official college/university transcript?

A: The official transcript is sent from the college or university that has the seal on the transcript and is sealed in a college/university envelope. **Transcripts received by students at their homes must remain in the original sealed envelope. The act of opening the envelope makes the transcript unofficial.** Transcripts may be sent directly to the College of Graduate Studies, MS 1042, Health Science Campus, The University of Toledo, 3000 Arlington Avenue, Toledo, OH 43614-2598 or to the student (if that is the case, please leave the transcript in the sealed envelope and mail to the College of Graduate Studies).

Q: Do I need to provide official transcripts for every college/university/nursing school attended?

A: Yes.

Q: Must I send a transcript if I graduated from the Bowling Green State University (BGSU) or The University of Toledo (UT) BSN program offered through the UT/BGSU consortium (junior and senior years offered on the UT Health Science Campus (previously Medical College of Ohio)?

A: Yes. You must request the transcript from the university that conferred the degree and send it to the College of Graduate Studies, MS 1042, Health Science Campus, The University of Toledo, 3000 Arlington Avenue, Toledo, OH 43614-2598.

Q: I am a registered nurse with an Associate Degree in Nursing or a Diploma in nursing with an earned bachelor's degree in another major from an accredited college/university. Am I eligible to apply for the MSN program?

A: Yes, RNs with non-nursing bachelor degrees are eligible to apply for the Advanced Practice Majors and Nurse Educator.

Q: Is there a specified format for recommendations?

A: Yes, the College of Nursing requires the use of official recommendation forms that can be downloaded from our website at <http://hsc.utoledo.edu/nursing/msn.html> . At this site, click on "recommendation forms" and print. Letters are accepted but do not replace the required recommendation forms.

Q: Is there a specified format for my personal statement describing career goals, future plans for employment, and expectations for graduate study?

A: There is no required format, however, this statement is very important to the Graduate Admissions, Retention, and Progression Committee. The statement should demonstrate mastery of language, grammar, and syntax at a post-baccalaureate level. In addition, the statement should speak eloquently to your goals, expectations of graduate study, and plans for post-master's employment.

Q: Is admission competitive?

A: Yes. Applicants are encouraged to give careful attention to all components of the application.

Q: What is a Criminal Record Check?

A: Students are required to authorize The University of Toledo to obtain criminal record checks (i.e, BCII and FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program profession. Convictions may result in denial of admission to the program or dismissal after matriculation.

Q: How do I know if all of my application materials have been received?

A: The College of Graduate Studies on the UT Health Science Campus will inform you about the status of received materials. Please feel free to contact that office directly to validate items received (419-383-4186).

Q: When and how should I expect to learn about my admission status?

A: Please allow 8 to 10 weeks from the application deadline. The notification will come in a letter from the UT Health Science Campus College of Graduate Studies.

Questions about Distance and eLearning (Internet/online)

Q: Can I take core courses online (via the Internet)?

A: Yes, the core courses alternate between being offered online and on campus. Online courses may be offered in a hybrid format that combines online and on campus learning experiences requiring periodic attendance on the UT Health Science Campus as determined by faculty. Courses are offered via the WebCT platform.

Q: Are there majors that are offered completely online?

A: Yes, the Nurse Educator and Psychiatric Mental Health Clinical Nurse Specialist Majors offer didactic content online; clinical experiences may be accomplished in the home community with an approved preceptor/site. Faculty may require periodic visits to the HSC campus.

Questions about Plans of Study, Progression through the Major, and Advising

Q: Is part-time study available?

A: Yes. You can select either part- or full-time study. There is a space on the application where you designate your preference. Our Graduate Nursing Advisor will consult with you to develop your plan of study.

Q: Must I complete the courses in the sequence listed in your promotional materials and web site?

A: Some courses have prerequisites and must be taken in a specific sequence but other courses may have flexibility for scheduling. Again, please contact the Graduate Nursing Advisor to discuss.

Q: How long will it take to complete the MSN program?

A: If attending full-time, the advanced practice programs can be completed in two calendar years, while the Nurse Educator can be completed in three semesters, beginning with the spring semester. Part-time students will often complete the program in three to four years. Please note that the clinical courses for the Pediatric NP and Psychiatric-Mental Health CNS majors are offered every other year; please contact Graduate Nursing Advisor for more details.

Q: Is there a time limit for the completion of the MSN degree?

A: Yes, the MSN degree must be completed within six years. Students may formally request an extension for one additional year, but this requires approval of the Graduate Admissions, Progression, and Retention Committee; the Associate Dean for Graduate Programs in the College of Nursing; and the Senior Associate Dean of the College of Graduate Studies on the HSC.

Q: What grades are required for progression in the MSN majors?

A: Students must earn a grade of B or higher in all coursework with a NURS prefix. A grade of C or higher is required in INDI 600 (statistics). In addition, students are allowed to repeat one course one time for a higher grade; no more than two repeats are allowed during the entire program. Student must maintain a cumulative GPA of 3.0 to meet graduation requirements.

Q: If I earn a grade of C or less in a course with a NURS prefix, am I eligible to take a course for which that course is a prerequisite?

A: No, all prerequisite courses, with the exception of INDI 600, must be completed with a grade of B or better. A grade of C in INDI 600 is sufficient for progression into NURS 591.

Q: Is there a standard grading scale for courses within the College of Nursing?

A: No, each faculty member publishes the grading scale within the syllabus of the course. Please review the syllabus carefully for this information.

Q: Can I work full-time and successfully complete graduate course requirements?

A: This answer varies from student to student. As a general rule, full-time work during graduate school is discouraged. If a student must work full-time due to life circumstances, a part-time plan of study is encouraged. There are many variables involved with successful completion of graduate study, including individual study requirements, family expectations, and employment. We recommend that you confer with the CON Graduate Advisor regarding your specific situation.

Q: Are accommodations available if I have a disability as defined by the Americans with Disabilities Act (ADA)?

A: Yes, if a student formally declares a disability and is approved, he/she will receive reasonable adjustments, which are modifications made to the learning environment to create equal educational opportunities. For specific information, contact Student Disability Services at 419.383.6118. A brochure is available.

Q: Are tutors available for graduate students in the College of Nursing?

A: Yes, tutoring is a service provided at no additional charge to all registered students on the HSC. Services are covered as a part of the student fees. For more information, contact the Academic Enrichment Center at 419.383.6118. A brochure is available.

Q: When does the semester start and where can I find the academic calendar online for the College of Nursing graduate programs?

A: General calendar information is available at the beginning of each semester; please check www.utoledo.edu and go to the Calendars menu then to Academic Calendar. For specific calendar information, please call 419.383.5820.

Questions about Scholarships and Financial Aid

Q: Are scholarships available?

A: The College of Nursing offers graduate scholarships and traineeships (pending funding from HRSA). In both cases students must be full-time with 12 credit hours or more or part-time in the last year of study to qualify. There are limited scholarship monies available from other sources for part-time continuing students. Please check with the CON Administrative Secretary for the Graduate Programs for application forms. In all cases, students must be in good academic standing with a minimum GPA of 3.0.

Q: How do I seek financial aid?

A: Students are encouraged to complete the FAFSA form and to meet with financial advisors on the UT Health Science Campus. If students do qualify for federal student aid, they must be enrolled for a minimum of 6 credits hours and hold regular admission status. Please check out our web site at <http://utoledo.edu/financialaid/hsc> for more information.

Questions about Transfer Credits for Courses

Q: If I have successfully completed graduate courses similar to those required by the UT MSN major in an accredited graduate program, can the credits be transferred?

A: The CON will review courses after the student has been admitted. If the courses are deemed equivalent to the UT MSN courses, they may be transferred. No more than 1/3 of credits may transfer in with a grade of "B" or better and not more than 3 years old. It is important to note that the six-year time-frame for completion of courses begins with the oldest transferred course.

Q: What is the procedure for determining if transfer courses are equivalent?

A: After admission to a MSN major, students are responsible for submitting a complete course syllabus. This material is then reviewed by the appropriate nursing faculty, who will notify the Graduate Nursing Advisor regarding equivalence.

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