

# R.N. TO B.S.N. STUDENTS (ONLINE PROGRAM)

## Application Procedure & Deadline

The R.N. to B.S.N. program is designed for Registered Nurses (R.N.s) seeking a B.S.N. degree.

### Admission requirements:

1. A current unencumbered nursing license.
2. A 2.750 overall GPA.
3. Completion of prerequisite courses, with a minimum grade of C.
  - Natural or Life Sciences (minimum of 12 semester credits or 18 quarter credits)
  - Social or Behavioral Sciences (minimum of 3 semester credits or 4 quarter credits)
  - College Writing (minimum of 3 semester or 5 quarter credits)
  - Statistics (minimum of 3 semester credits or 4 quarter credits)
  - Nutrition
  - 33 transferrable credits
4. Prospective students should contact Office of Admission to discuss program prerequisites with an academic advisor. Linfield offers some prerequisites through our Online and Continuing Education (OCE) program (<https://www.linfield.edu/academics/oce/>) as a non-degree student and applicants may apply for admission while completing prerequisite courses through OCE.

After admission to the nursing major (R.N. to B.S.N.), and before beginning RN-BSN TRANSITION TO PROFESSIONAL PRACTICE (NURS 308), students must:

1. Provide proof of current unencumbered registered nurse license before beginning R.N. to B.S.N. Transition to Professional Practice (NURS 308). Students who have earned their Associate Degree in Nursing, but who do not yet hold an unencumbered R.N. license may be provisionally admitted for the first term, but will be required to show proof of their license prior to registering for their second term.

## Application Process and Deadlines

- Completed Online Application
- Official transcripts from all previously attended academic institutions
  - Students who have never attended an institutionally accredited college must provide proof of a high school diploma, GED, or equivalent.
  - Students with international credentials must submit, at their own expense, a translated credential evaluation (from a NACES or AICE member organization) with their admission application.
- \$50 application fee
- Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA®). Linfield's school code is 003198.

### Application Deadlines

The R.N. to B.S.N. undergraduate program has rolling admission until the start of classes. We recommend that students complete their application by the priority application date for their intended start term, in order to

have time to receive financial aid, register for classes and purchase their books.

Term	Date
Fall	August 15
Winter	December 5
Spring	March 6
Summer	May 22

**Matriculation Fee:** Students seeking an R.N. to B.S.N. degree through Online and Continuing Education are required to pay a \$100 matriculation fee. These fees are non-refundable after classes begin each term.

## RIGHT TO RESCIND ADMISSION POLICY

A disciplinary matter or criminal conviction, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made, may affect the University's decisions regarding admission, enrollment, or course of study. Linfield University reserves the right to rescind admission or enrollment in such circumstances. In addition, because offers of admission and enrollment are based upon a record of academic achievement, Linfield reserves the right to rescind admission or enrollment upon receipt of a final high school transcript or most recent college transcript reflecting a significant decline in academic performance or showing that specific program prerequisites have not been met. Finally, if an application misrepresents any information, for any reason, admission or enrollment may be rescinded at the University's discretion.

## CO-ADMISSION

Linfield University recognizes a co-admission relationship with Central Oregon Community College, Chemeketa Community College, Clackamas Community College, Clatsop Community College, Columbia Gorge Community College, Klamath Community College, Lane Community College, Linn-Benton Community College, Mt. Hood Community College, Oregon Coast Community College, Portland Community College and Southwestern Oregon Community College for students enrolled in an associate degree of nursing program. The application process includes completion of a co-admission application and the submission of official transcripts from all colleges and universities attended. Only students who apply to and are co-admitted to Linfield University are entitled to:

1. free application to Linfield University,
2. catalog year designation of the year the student begins the Associate of Science in nursing program,
3. advising and support services at both institutions, and
4. joint financial aid (for qualified students) if enrolled at both institutions concurrently.

The catalog year for co-admitted students will expire the sixth consecutive academic term (including fall, January, spring, summer) after awarding the associate degree if the student has not enrolled in at least one Linfield University course by this time. In no case will this provision exceed the catalog expiration policy. If the catalog year expires, the catalog year will reset to the fall of the academic year the student takes their first Linfield University course.

## PROVISIONAL ADMISSION

Students who have earned their Associate Degree in Nursing, but who do not yet hold an unencumbered R.N. license may be provisionally admitted

for the first term, but will be required to show proof of their license prior to registering for their second term.

## Readmission to the R.N. to B.S.N. Program

Students who were dismissed from Linfield's R.N. to B.S.N. Program or who have not been enrolled for 4 accelerated semesters without taking an official leave of absence must apply for readmission to their program.

Applications for readmission to the Good Samaritan School of Nursing R.N. to B.S.N. Program must be submitted to the Office of the Registrar. The Office of the Registrar and the Office of Admission work collaboratively when the student must also apply for readmission to the University.

The readmission application for the Linfield Good Samaritan School of Nursing includes:

- Good Samaritan School of Nursing R.N. to B.S.N. Program Readmission Application should be completed at least 4 weeks prior to the semester they are applying to start. The application is sent to the Office of the Registrar who sends it to the SON Student Policy and Progression Committee.
- Letter Requesting Readmission: The student requesting readmission must submit a letter along with Application for Readmission that includes the following information:
  - Brief history of why you left or were dismissed including a self-reflection on issues that impacted academic performance and actions taken that address these issues.
  - A list of any/all courses that were not successfully completed. Include grades on each test and assignment for each course and the total course grade.
  - A plan for remediation. The plan must address what you plan to do differently to increase the likelihood of being successful if readmitted.

### Procedure:

- Applications and student letters are forwarded to the R.N. to B.S.N. Program Director by the Chair of Student Policy and Progression Committee.
- The R.N. to B.S.N. director in consultation with the R.N. to B.S.N. faculty and Academic Advisor evaluates the application.
- The Academic Advisor verifies the accuracy of the letter related to course work.
- The decision for readmission is based on the student demonstrating insight into why they were not successful and a well-prepared plan for success.
- The R.N. to B.S.N. director drafts a letter to SPP to report the decision to the Student Policy and Progression Committee who reports to the Dean of the Good Samaritan School of Nursing or designee for affirmation.

Students granted readmission are expected to be successful. If the student fails another nursing course, the student will be dismissed from the Good Samaritan School of Nursing and readmission will not be reconsidered.

## READMISSION TO LINFIELD UNIVERSITY

A student must apply for readmission if they want to return to Linfield after being away from the university for a semester or more without

taking an official leave of absence. A readmitted student is responsible for consulting their academic department regarding changes to the curriculum and also must meet the most recently approved requirements for any program that is accredited or licensed. The student must meet the graduation requirements from an eligible catalog which has not expired at the time of the student's graduation. When degree, major and/or minor requirements have changed, the major department has the right to specify the catalog year(s) available to the student. A returning student who is requesting readmission to Linfield but to a new program with specific entrance requirements is not guaranteed admission to that program.

The application for readmission includes:

1. A Readmission of a Former Student Application form available online at [linfield.edu/admission](http://linfield.edu/admission) (<http://linfield.edu/admission/>).
2. Submission of official transcripts from all colleges and universities attended after leaving Linfield University.
3. A returning student who left the university on suspension status must appeal their academic standing in addition to completing the readmission application. See policy on Academic Suspension Appeals.
4. Students previously admitted to any program in the School of Nursing must also submit Nursing-specific forms.

While the university typically reviews all applications for returning students, it is recommended that students complete the readmission application by the priority application deadlines—generally April 15th for fall semester and November 15th for spring semester for programs on a standard calendar and one semester in advance for programs on an accelerated calendar.