



Cover Memo for Proposed Admission and/or Standards Change (MTSU)

**On-campus memo:**

**TO:** Admission and Standards Committee

**FROM:** Jenny Sauls, Ph.D., RN Director  
(Department Chair or Program Coordinator)\*

CBHS- School of Nursing  
(College, Program or Department)\*

**Contact Person:** Richard C. Meeks DNP, RN

**EMAIL:** richard.meeks@mtsu.edu

**RE:** Admissions Policy- Deletion of the Interview process- Traditional BSN program  
(Specify issue[s] being submitted to the committee.)

**DATE:** March 1, 2016

**Level or area to which change(s) would apply:**

- University
- College
- School
- Department
- Program
- Other? \_\_\_\_\_

**Program(s) and/or student population(s) affected:** Traditional BSN program  
(Note that an Impact Data Form must be submitted along with the proposal.)

This change would fall into the following classification(s) (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed change in GPA for admission                                | <input type="checkbox"/> Proposed change in policies or requirements for retention  |
| <input type="checkbox"/> Proposed change in GPA for retention                                | <input type="checkbox"/> Proposed change in policies or requirements for graduation |
| <input type="checkbox"/> Proposed change in GPA for graduation                               | <input type="checkbox"/> Proposed change in grading scale                           |
| <input type="checkbox"/> Proposed change in test or pre-requisite requirements for admission | <input type="checkbox"/> Proposed change to academic program requirements           |
| <input checked="" type="checkbox"/> Proposed change in other requirements for admission      | <input type="checkbox"/> Proposed standards for a new program                       |
| <input type="checkbox"/> Proposed change in policies or requirements for placement           | <input type="checkbox"/> Other  |

**Description of Change Proposed:**  
(Attach separate sheet as needed.)

Deletion of the interview from the traditional BSN admissions process/  
\_\_\_\_\_  
\_\_\_\_\_

**Rationale/justification for change** (Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed.):

See attached.  
\_\_\_\_\_  
\_\_\_\_\_

**Dissemination of information:**

The following colleges, program or departments may be affected by this decision:

School of Nursing only

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I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer's signature Paul C Meeks

March 1, 2016  
Date

**Other permissions sought:** *If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.*

Approved via SON faculty, CBHS Dean and University Curriculum Committee 2/26/16

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**Other signatures needed for approval of proposal:**

Jerry Saule  
Department Chair or Program Coordinator\*

01-12-16  
Date of initial proposal

Walter White  
College Dean \*

3/2/16  
Date of college approval

\_\_\_\_\_  
Chair Admission and Standards Committee

\_\_\_\_\_  
Date approved by ASC

\_\_\_\_\_  
Vice-President for Student Affairs / Vice-  
Provost for Enrollment & Academic Services

\_\_\_\_\_  
Date approved by VPSA

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date approved by Provost

\_\_\_\_\_  
President

\_\_\_\_\_  
Date approved

\* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.



**Actions Subject to the 30 Day Review Process**  
**or Signature of the Vice Chancellor**

*Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.*

**INSTRUCTIONS:** Please respond to each question. If the question is not applicable, please use "NA" **and** include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be **submitted to the TBR Vice Chancellor for Academic Affairs or Vice Chancellor of Community Colleges as appropriate an MSWord document.**

**INSTITUTION:** Middle Tennessee State University

**PROPOSAL:** Deletion of the interview from the traditional BSN admission process.

**PROPOSED EFFECTIVE DATE:** To begin Fall 2016

**PURPOSE:** The mission and purpose of Middle Tennessee State University (MTSU) is to prepare graduates through signature programs. The University generates, preserves and disseminates knowledge and innovation and uses scholarship to enhance teaching and public service. The University is committed to prepare students to thrive in their chosen professions and changing global society.

The mission of the MTSU School of Nursing is to provide excellence in nursing education by preparing individuals to meet the dynamic and complex health care needs of society. Through robust academic programs, the School of Nursing demonstrates its commitment to the art and science of nursing. For the reasons stated below, the School of Nursing faculty have determined the interview outlined in the traditional BSN admissions criteria is not an adequate determinate of overall success in the program and post-graduation licensure examination (NCLEX).

**NEED/RATIONALE:**

As stated above, the overarching goal of the School of Nursing is to prepare graduates to pass the national licensure exam (NCLEX) post-graduation and become licensed as a Registered Nurse (RN).

Currently, NCLEX examination scores are declining. The most recent composite report dated September 30, 2015 documented a 72.73% first time exam pass rate. Out of 25 first time exam takers, 16 graduates passed and 8 graduates failed. Realistically, these results are unacceptable and does not reflect the School of Nursing goal of greater than 90% pass rate for graduates.

Interviews are subjective. The School of Nursing faculty values the ability to interact with students prior to acceptance in upper-division nursing courses, but finds the scoring of interviews inaccurate and potentially biased because of personality, appearance and social skills. Currently, interviews are completed and scored by two faculty members. A review of interview scores over several semesters documented a wide variance in scores according to faculty and question difficulty. For these reasons, deletion of the interview process is necessary.

**IMPACT:** The impact of the deletion of the interview process from the admissions process in the traditional BSN program will be positive. Hopefully, this deletion will assimilate students better prepared to be successful in the program, and on the state licensure exam post-graduation.

**PLANS FOR ACCREDITATION:** NA- This change will not require a review or notification of accreditation bodies.

*The following two items require the completion of separate forms as indicated below. Do not complete the remainder of this document.*

\_\_\_\_\_ Name Change for Existing Program or Academic Unit (**USE NAME CHANGE FORM ONLY ON TBR ACADEMIC AFFAIRS WEBSITE**)

\_\_\_\_\_ Establish an Off-Campus Site/Off Campus Center. (**USE THEC OFF-CAMPUS SITE/CENTER APPROVAL FORM(S) ONLY ON TBR ACADEMIC AFFAIRS WEBSITE**)

Note: In keeping with the THEC Policies, the **THEC Off-Campus Site /Center Approval Forms** must be submitted for review. No announcements may be made regarding opening new site or center until the THEC approval is granted per THEC Policy 1.0.60B

***Type of Change (Check all those that apply):***

\_\_\_\_\_ Change of degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body or to more accurately represent the title to the workplace. Documentation must accompany the change request.

\_\_\_\_\_ Change of degree designation for an existing academic program or concentration when the change involves a significant curriculum shift in redefining the program's purpose.

\_\_\_\_\_ Change/Add degree designation for existing programs

\_\_\_\_\_ Consolidate an existing academic program

\_\_\_\_\_ Consolidate existing academic programs regardless of degree designations for Performance Funding purposes only

\_\_\_\_\_ Conversion of an existing ground program to a fully on-line program (Indicate with or without maintaining the existing ground program)

\_\_\_\_\_ Curriculum modifications which increase or decrease total hours required for a degree.

\_\_\_\_\_ Substantive Curriculum Modification (i.e., 9 or more SCH at the community college, 18 or more SCH undergraduate, 9 or more at graduate, or 50% or more certificate) in an existing academic program. Provide a side-by-side comparison of the existing and proposed curriculum.

The proposed program requires completion of \_\_\_ SCH distributed as follows:

<u>Curriculum Component</u>	<u>SCH Required</u>
General Education	
Major Field Core (required of all students in program)	
Concentration (courses specific to the concentration)	
Electives (may be guided or general electives)	
Other (specify, i.e.)	

TOTAL SCH:

No. of new courses: \_\_\_\_\_ with \_\_\_\_\_ credit hours

No. of SCH impacted by the revision since last TBR action \_\_\_\_\_

\_\_\_\_\_ Establish a certificate less than 24 SCH (Provide the curriculum, justify the demand for the requested certificate and any alignment with other existing programs or certificates. Any new costs require the completion of the THEC FP.)

\_\_\_\_\_ Establish a new concentration or MINOR (**Justify the demand and show side-by-side comparison of proposed curriculum along with the curriculum for any other concentrations or minors within the existing degree.** Any new costs require the completion of the THEC FP.) (Minors may be approved by the Vice Chancellor for Academic Affairs or referred to the Board.)

\_\_\_\_\_ Establish a free standing degree program from an existing concentration with a steady enrollment and graduation rate for a period of at least three years may request to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources. **Provide documentation of enrollment and graduation data for the existing concentration. If there are multiple concentrations within the existing, provide enrollment and graduation data for all concentrations within the degree to**

**demonstrate that becoming freestanding will not endanger other concentrations within the existing degree.**

\_\_\_\_\_ Establish a free standing degree program from an existing concentration **for more accurate Representation of title to the workplace.** Provide letters of support from the workplace to demonstrate more accurate representation as a freestanding degree. (See TBR policy 2:01:01:00 II (m) for performance funding implications.)

\_\_\_\_\_ Establish a new academic unit or reorganization (Specify department, division, college, school, campus sponsored centers not seeking Center of Excellence/Emphasis status through the THEC, centers within existing academic units, institutes, bureaus, campus, etc.) (Attach a current and proposed organizational chart.) Specify if the requested action results in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). **The THEC has established additional requirements which must be attached to this request which may be located at [http://www.tn.gov/thec/Divisions/AcademicAffairs/academic\\_programs/THEC%20Administrative%20Units%20Form%20Feb%2027%202015.pdf](http://www.tn.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC%20Administrative%20Units%20Form%20Feb%2027%202015.pdf). This action will be reviewed with Executive signature action by the THEC.)**

\_\_\_\_\_ Establish an articulation agreement between institutions

\_\_\_\_\_ Extend an existing **degree** program to be delivered 100% at an off-campus location. (Extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from a "site" to a "center.")

\_\_\_\_\_ Inactivation of an existing program or concentration (If a program is not reactivated within a period of three years, the program will automatically be terminated and removed from the Academic Inventory by December of that year.)

\_\_\_\_\_ Reactivation of a program that was placed on inactivation within the past 3 years  
Date of inactivation: \_\_\_\_\_ Date of proposed reactivation: \_\_\_\_\_

\_\_\_\_\_ Termination with or without phase-out of an existing program or concentration

Policy Revision: Admission/Progression/Graduation (institutional or program specific)  
**(Attach the current and proposed policy as a side-by-side comparison)**

\_\_\_\_\_ Other \_\_\_\_\_

3. Indicate Program, Certificate and Concentration Change as Reflected in the Academic Program Inventory:

Before the Proposed Change (List as it now appears on the official Academic Program Inventory at THEC)			After the Proposed Change (List as it should appear on the official Academic Program Inventory at THEC, once approved.)		
Title of Old Program or Certificate Option (Include all existing concentrations before revision.)	Degree	CIP Code	Title of New Program Certificate, or Concentrations existing after revision is approved.	Degree	CIP Code
NA					

4. **\*Attach a copy of the "before and after" curriculum or organizational chart, as applicable, and a rationale for the proposed change. For policy changes, include the current and proposed policy. Whenever possible a side-by-side comparison is preferred.**

5. Intended implementation date for program change: NA

6. For terminations, date phase-out period will end: NA

(If the phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why more time is needed.)

7. **If any new costs are anticipated, attach the THEC Financial Projections Form.**

None

8. Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.

None

Middle Tennessee State University  
School of Nursing  
Admissions Criteria Proposal- Current Criteria Spring 2016

1. Tentatively or fully admitted to MTSU
2. Inclusive (institutional and transfer) GPA of 2.8 on a 4.0 scale posted by the application deadline
3. Minimum score of 75 on standardized entrance exam
4. Complete and submit all application materials by the posted deadline including:
  - a. Completed School of Nursing application
  - b. Copy of standardized entrance exam score report
  - c. Documentation of work experience by:
    - i. Pay stubs accompanied by a signed letter of verification describing type of work experience (on letterhead)
    - ii. Signed letter of verification from manager or supervisor (on letterhead)
5. Complete all General Education and required pre-nursing courses as outlined by the MTSU Undergraduate Catalog
  - a. Earn a passing grade ("C", an "S", or a "P") in all General Education and required pre-nursing courses.
  - b. Or receive written approval for substitution/waiver of a course
6. All eligible applicants must be interviewed
7. Students will be selected for admission according to the admission criteria via a calculated score:
  - a. Overall GPA
  - b. Standardized entrance exam score
  - c. Interview score
  - d. Credit for work experience (if applicable)
8. A number of student admitted is limited based on availability of faculty and clinical sites. A list of alternates eligible for admission will be established based on composite scores. At least 80% of the total number of students enrolled must be Tennessee residents.
9. Students who are not admitted to the Upper-Division nursing program, must reapply to be considered in subsequent semesters.
10. Accepted students must confirm acceptance of admission into the Upper-Division program and complete degree requirements within 4 years of beginning the Upper-Division nursing courses

*Private* →

*Private* →

*Private* →



Middle Tennessee State University  
School of Nursing

Admissions Criteria Proposal- Proposed Criteria (Begin Fall 2016)

1. Tentatively or fully admitted to MTSU
2. Inclusive (institutional and transfer) GPA of 2.8 on a 4.0 scale posted by the application deadline
3. Minimum score of 75 on standardized entrance exam
4. Complete and submit all application materials by the posted deadline including:
  - a. Completed School of Nursing application
  - b. Copy of standardized entrance exam score report
  - c. Official undergraduate college transcripts from all universities attended
5. Complete all General Education and required pre-nursing courses as outlined by the MTSU Undergraduate Catalog
  - a. Earn a passing grade ("C", an "S", or a "P") in all General Education and required pre-nursing courses.
  - b. Or receive written approval for substitution/waiver of a course
  - c. Or receive credit by examination for General Education course requirements as determined by MTSU
6. Students will be selected for admission according to the admission criteria via a calculated score:
  - a. Overall GPA
  - b. Standardized entrance exam score
7. A number of student admitted is limited based on availability of faculty and clinical sites. A list of alternates eligible for admission will be established based on composite scores. At least 80% of the total number of students enrolled must be Tennessee residents.
8. Students who are not admitted to the Upper-Division nursing program, must reapply to be considered in subsequent semesters.
9. Accepted students must confirm acceptance of admission into the Upper- Division program and complete degree requirements within 4 years of beginning the Upper-Division nursing courses

## Master Catalog Change Form Undergraduate

Department Nursing (BH-NURS)  Subject NURS  Course No. \_\_\_\_\_

Full title of course \_\_\_\_\_  
(100 characters only)

Credit hours \_\_\_\_\_ Contact hours, if different \_\_\_\_\_ Course taught with:  Standard Grading  Pass/Fail

Can be taken multiple times without calculating as repeat?  No  Yes How many times \_\_\_\_\_ Total Hours \_\_\_\_\_

CIP code ([go to http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)) \_\_\_\_\_ Fees (if applicable) \_\_\_\_\_  
(must be approved by TBR)

Schedule type  Instructional Method

**EFFECTIVE TERM:** Fall 2016

- |  |   |
|--|---|
| <input type="checkbox"/> <b>New course</b><br><br><input type="checkbox"/> <b>Course title change</b><br><input type="checkbox"/> <b>Course prefix/number change</b><br><input type="checkbox"/> <b>Credit hours change</b><br><input type="checkbox"/> <b>Grading system change</b><br><input type="checkbox"/> <b>Change course to inactive status</b><br><input type="checkbox"/> <b>Change course to active status</b><br><input type="checkbox"/> <b>Cross-listing of existing course</b><br><input type="checkbox"/> <b>Other course changes</b> | Abbreviated Title: _____<br><small>(30 characters only)</small><br>Prescribed requirement (lower division courses only): <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math<br>Previous Abbreviated Title: _____<br>Previous course prefix/number: _____<br>Previous credit hours: _____<br>Cross-list with: _____<br><input type="checkbox"/> |
|--|---|

Deletion of Interview process -  
Catalog changes attached on  
next page

Course prerequisites/co-requisites/restrictions: \_\_\_\_\_  
(A course cannot require departmental permission AND prerequisites/restrictions)

Memo Notes for RaiderNet: \_\_\_\_\_  
(i.e. At least junior classification, pass/fail grade only)

Does this change require a new catalog description?  No  Yes (attach new catalog description, if required)

APPROVED \_\_\_\_\_ Date \_\_\_\_\_  
Vice Provost for Academic Affairs

FOR RECORDS OFFICE USE ONLY					
Course	Equivalents	Beg	End	Attributes:	UCC Approved: _____
1. _____				1. _____	Records Entered: _____
2. _____				2. _____	
3. _____				3. _____	
4. _____				4. _____	
5. _____				5. _____	

## Current Catalog

**Admission and Progression in the Upper-division Nursing Curriculum**

1. Updated information and application forms must be on file in the School of Nursing by published application deadlines.
2. Transcript validation of all prerequisite courses must be on file in the MTSU Records Office and in the School of Nursing by published application deadlines.
3. Student must have completed BIOL 2010/BIOL 2011 with a grade of C (2.00) or better before making application to upper-division nursing.
4. Applicants must have no grade less than a C (2.00) in any prerequisite and General Education course **by the end of Summer Term (for those entering in Fall Semester), or by the end of Fall Semester (for those entering in Spring Semester)**.
5. Scores from a standardized examination and an interview, along with the cumulative college grade point average will be used to calculate a composite score and to rank candidates for progression to the upper division. To be considered for admission to upper-division nursing, a minimum GPA of 2.80 is required. DELTA
6. Add 1/2 point to composite score for any student who can provide documented evidence of clinical experience providing direct patient care for a period of at least 380 hours within the two years prior to making application to upper-division nursing.
7. Students must attain a minimum grade of C (2.00) in all theory courses as well as a "pass" in each corresponding lab/clinical course.
8. Comprehensive assessment tools and/or standardized exams are administered throughout the curriculum.
9. Students will be asked to present evidence of physical and/or mental health prior to or at any time during their enrollment in the nursing courses. Students must be physically, emotionally, and cognitively able to meet the criteria required for clinical skills. Students must be able to perform clinical skills without physical or psychological threat to themselves or others. Students who have chronic health problems which are controlled and which do not put themselves or others in danger are eligible to be considered for admission.
10. Faculty reserves the right to determine each student's eligibility to participate in clinical rotations based upon satisfactory preparation, meeting School of Nursing and clinical agency's policies, and performance at a safe level of practice. If any of these are not satisfactory, faculty may give a student an unsatisfactory grade and ask a student to leave the clinical agency for the day.
11. Students with infectious diseases will not be permitted to participate in clinical experiences. Causes for clinical absences must be cleared with the instructor and reported to the clinical agency before the clinical experience is to begin. Unexcused absences will be counted as unsatisfactory clinical performance.
12. Students will be dismissed from the Nursing major if they
  - a. commit a breach of ethics or gross professional negligence, or
  - b. use mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class, or
  - c. fail to progress due to unsuccessful attainment of requirements. Students who fail to progress will be readmitted on a space-available basis. **Only one readmission for failure to progress will be allowed.** Students admitted from other nursing programs in which a grade of D (less than 2.00) was made in nursing will not be readmitted after one failure.
  - d. violate the student honor code.
13. If a student fails a nursing course at MTSU, he/she **must** repeat that course at MTSU.

**Admission and Standards Committee**  
**IMPACT DATA FORM for PROPOSED CHANGES**

Department or Program or University Office: CBHS - Nursing

Brief Statement of Proposed Change: Interview Process- Deletion Date: March 1, 2016

1. Detailed discussion of how proposed changes may impact students, prospective students, university programs and/or other. *(Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)*  
See supporting documentation attached.

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Proposed Effective Date Fall 2016

2. Identify the student population(s) that will be affected.  
Pre-Nursing applicants

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3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. *(For example, "students admitted under the 2004 catalog or earlier.")*

None-- to be implemented Fall 2016

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4. Discuss the specific impact on students. Provide enrollment and/or other relevant **data for the past three years**, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. *(For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.)* Attach supporting documentation.

See supporting documentation attached.

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**PROPOSAL: Deletion of the work experience credit from the traditional BSN admission process.**

**PROPOSED EFFECTIVE DATE: To begin Fall 2016**

**PURPOSE:**

The mission of the MTSU School of Nursing is to provide excellence in nursing education by preparing individuals to meet the dynamic and complex health care needs of society. Through robust academic programs, the School of Nursing demonstrates its commitment to the art and science of nursing.

For the reasons stated below, the School of Nursing faculty have determined the interview outlined in the traditional BSN admissions criteria is not an adequate determinate of overall success in the program and post-graduation licensure examination (NCLEX).

**IMPACT:**

As stated above, the overarching goal of the School of Nursing is to prepare graduates to pass the National Licensure Exam (NCLEX) post-graduation and become licensed as a Registered Nurse (RN).

Currently, NCLEX examination scores are declining. Below are aggregate scores from years 2010 to 2014. Applicants are tested approximately four to six weeks after graduation. The School of Nursing offers two cohorts per year (Fall/Spring).

Year	Tested	Passed	% Passed
2010	50	44	88%
2011	113	106	93.80%
2012	109	102	93.50%
2013	162	122	75.30%
2014	145	121	83.40%

BSN NCLEX pass rates 2010-2014

Realistically, these results are unacceptable as aggregate scores do not reflect the School of Nursing goal of greater than 90% pass rate for graduates. Currently, the School of Nursing has been given a year extension on current state board accreditation. If NCLEX scores do not improve, accreditation and the program will be in jeopardy.

The interview was added to the BSN admissions process via the 2012-2014 undergraduate catalog. Interview scores are subjective. The School of Nursing faculty values the ability to interact with students prior to acceptance into upper-division nursing courses, but finds the scoring of interviews inaccurate and potentially biased because of personality, appearance and social skills. Currently, interviews are completed and scored by two faculty members. A review of interview scores over several semesters documented a wide variance in scores according to faculty and question difficulty. For these reasons, deletion of the interview process is necessary.

In 2014, School of Nursing faculty realized the interview was not providing reliable, equitable scores for applicants, the weight of the interview was decreased. Ultimately, faculty tried to compensate for the subjectivity of the interview process. In 2015, the formal removal of the interview process was approved by faculty. Since then, all candidates have been given a 1.0 (participation) score for the interview. This approach standardized scores and decreased subjectivity of the interview.

**Gender/ Ethnicity bias:**

The deletion of the interview will not affect admission of men or people from a non-Caucasian background. Since the School of Nursing is now giving a 1.0 standard score, the deletion of this admission standard will not even re-order students according to composite score.

**PLANS FOR ACCREDITATION:** NA- This change will not require a review or notification of accreditation bodies.