GRADUATE APPLICATION INFO & TIPS
Master of Science in Nursing Degree, Nursing Education Program
Admission for Fall 2026

Idaho State University
School of Nursing

1. **Applying to ISU and the School of Nursing**
   - This is a single application process through the CollegeNet system operated by the Graduate School. The CollegeNet application link can be found at https://www.isu.edu/apply/graduate/ and where you will need set up a new account and complete the general information screen.
   - **A Note on Residency:** Applicants outside of Idaho and Utah should notify Andrea Lovelace (andrealovelace@isu.edu) what state you reside in before submitting an application. State Boards of Nursing across the country have different rules and regulations regarding the completion of clinical hours, faculty credentials, program approval processes, etc. The School of Nursing may not be able to meet some state's regulations and prevent the SON from accepting you into the program
   - **The application period begins September 1st** and applications are accepted on a rolling basis. Applications received before December 1st are reviewed in the order they are received. Applications received after December 1 are accepted until class is filled and/or a waitlist is established.
   - There are several pieces of information and documents you need to supply/upload into the CollegeNet application system:
     a. Year, Program and Concentration
        i. Please make sure you are applying to the right year, program, and concentration before submitting your application fee and application.
           - On the "Program Information" application page, select *Masters* for the "Degree Type" so the Nursing Education Degree shows up under the "Program Selection" application page.
           - Please select "Fall 2026" for your year of admission. The School of Nursing does not have a spring admission period. A year can be changed so long as we catch it before your transcripts are reviewed.
           - If you submit your fee and apply for the wrong program/concentration, you will need to reapply for the correct program/concentration. It cannot be changed in the system once you have submitted your fee and application.
     b. Transcripts (See Item 2)
     c. Professional Essay (see Item 3)
     d. Professional Resume (see Item 4)
     e. Contact Information for References (See Item 5)
   -Once you submit the application fee, your application is submitted. The information cannot be changed but additional documents can added if sent directly to the Graduate School.
   - Your application goes through several levels of review:
     a. The Graduate School reviews your transcripts (see Item 2) and establishes your Application GPA (see Item 6). This review typically takes 1-2 month to complete.
     b. Once their transcript review is complete, the Graduate School moves your application to the next level, the School of Nursing review (see Item 8). The SON typically begins reviewing essays in November but this is a tentative schedule and subject to change.
     c. Once the School of Nursing evaluation is completed, an initial decision is made by the School of Nursing. Your application and the SON decision are then forwarded back to the Graduate School to make the final admission decision (see Item 11).
   - Because the Graduate School operates the application, the School of Nursing is unable to assist with technical issues of the application. The SON endeavors to assist you in any way possible; however, Amanda Bennett in the Graduate School is your best resource for navigating the application or addressing any application issues (208-282-2150).

2. **Transcripts**

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- The Graduate School requires a full academic record. You must have a transcript for every post-secondary institution you have attended, <u>even if it was for 1 class</u>.
    a. One of these transcripts must list the completion of the Bachelor of Science in Nursing (BSN or BS in Nursing) from an accredited nursing program at a regionally accredited institution. Applicants in progress of their BSN should upload a transcript showing their degree in progress.
    b. The CollegeNet application system will accept unofficial transcripts. However, in order for them to be accepted by the Graduate School, they must have your name, the institution name, courses, grades and credits in the document. A transcript missing any one of these will not be accepted, hold up your application, and require an official copy of your transcripts to be sent to the Graduate School. You might save yourself some time by ordering official transcripts right way.
    c. Official copies of any documents uploaded by the applicant are considered unofficial because they are not coming directly from your previous institution.
    d. **Official transcripts must be submitted to the Graduate School before you can register for classes**

- Official transcripts must be sent directly to the Graduate School from the Registrar's office of the applicant's previous institution(s) other than Idaho State University. Idaho State University transcripts do not need to be sent/ordered because the Graduate School can access those through the ISU Registrar.
    a. Do not send any transcripts to the School of Nursing. The School of Nursing will access it during the review process.
    b. The Graduate School's address is:

    Idaho State University
    c/o Graduate School
    921 S. 8th Ave, Mail Stop 8075
    Pocatello, ID 83209-8075

    c. The Mail Stop number (8075) must be on the address and zip code or it could end up anywhere at the university.
    d. Any electronic transcripts should be sent to gradadmissions@isu.edu. If your prior institution uses a "Clearinghouse", the Graduate School also has a "Clearinghouse" account to access your transcripts.

3. **Essay Submission**
    - Here is the prompt for essay submissions:

    A professional essay (2-3 pages) is required describing applicant's interest in pursuing the Master of Science degree and vision of how this preparation will facilitate career goals.
    a. *Describe experiences which have influenced your decision to seek a Master's in Nursing degree in the chosen option. Present one or more strengths that will support your success in the graduate program.*
    b. *Explain how completing the Master's degree in Nursing Education will contribute to your professional goals. Describe the potential impact your professional goals will have on the advancement of the nursing profession.*

    - APA style formatting is recommended but there is not a specific or standard way the essay should be written, so long as the questions/points of the prompt are being met. A PDF format document is highly recommended to maintain your formatting.

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4. **Resume**
   - Self-explanatory: a current resume or vita should be uploaded. A PDF format document is highly recommended to maintain your formatting.

5. **Three References and Recommendation Letters**
   - In the application, it will ask for contact information for your references. Once submitted, the application will send emails to your references with a link to a submission portal. Your references will need to create an account, respond to the requested information, and attach a recommendation letter. There is also an electronic signature and a "Submit" button to click on. The requirement won't be complete until the letter of recommendation is received so you may need to follow up with the people providing your references.
   - Here are a set of questions that your references could use as a guide to complete a letter of recommendation:
     a. *This is a long and rigorous program, how do you feel the applicant will do in this program and why?*
     b. *What skills does the applicant possess that will make them a successful educator?*
     c. *Please describe the applicant's ability to communicate, both oral and written skills.*
   - Any <u>examples</u> they give that demonstrate your leadership, problem solving, creativity, writing ability, research ability, and work ethic is helpful as well. It is recommended that at least one reference be from an academic source and one from a professional clinical site.

6. **Application GPA Calculation**
   - A minimum of a 3.0 Application GPA is required for the School of Nursing.
   - The Application GPA is either your overall cumulative GPA or a GPA calculated by the Graduate School using approximately the last 60 credits taken, using whole semesters/quarters, and working backwards in time chronologically. The number of credits used will be anywhere from 56 to 70 credits depending on the courses taken.
     a. Courses taken pass/fail are not used in the calculation.
     b. If your program is only on a Pass/Fail system, the Graduate School typically sets your calculation at 3.0, which is the minimum accepted for the School of Nursing.
   - If you have a Baccalaureate degree and a graduate degree, your application may have two different calculations for undergraduate and graduate course work.
   - If you are in progress of your BSN degree, the Graduate School will only use the posted grades at the time of the application. They will not recalculate your GPA with updated transcripts.
   - If your Application GPA calculation is lower than 3.5, the Graduate School will require the Graduate Record Examination (GRE) (see Item 7).

7. **School of Nursing Application Evaluation**
   - Application evaluation within the School of Nursing will begin in November. While we can help facilitate the progress of an application from the Graduate School to the School of Nursing, an applicant should be attentive to any inquiry or request for information the Graduate School sends to you.
   - The CollegeNet application does have its limitations to the information collected for the School of Nursing application review. Therefore, a questionnaire will be sent to each applicant asking for specifics on the following information:
     a. Full Time or Part Time (Item 9)
     b. RN License # and Issuing State (Item 10)

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8. **Full or Part Time Study**
   - The School of Nursing gives preference to applicants seeking Full Time study in any program. Due to application numbers and program cohort sizes, we cannot guarantee admission to a Part Time cohort.

9. **Current and Unencumbered RN License**
   - The School of Nursing will look up your license information in the Nursys system or corresponding state board of nursing system to confirm your license is current and unencumbered.
   - If you are in progress of obtaining your BSN degree, please indicate your anticipated Graduation Date. Any acceptance or admission offer will be contingent on passing the NCLEX and receiving your RN license prior to starting the program in August.

10. **Application Decisions**
    - You will be advised of our decision timeline once we contact you. Delays in information or with the application will cause delays to the overall application timeline.
    - You will receive two different decision letters.
       a. The letter you receive from the School of Nursing is either letting you know that you are being recommended for admission, wait-listed/alternate status, or not being selected for the program.
       b. The Graduate School has the official and final letter of admission.
       c. You have to be selected by both the School of Nursing and the ISU Graduate School in order to begin the program in August.
       d. You must accept both the School of Nursing offer through email and the Graduate School offer via the CollegeNet application system to start the admission process. It can take up to 2 months for your admission to be finalized.
       e. Conditions may be placed on your admission by the Graduate School or the School of Nursing. These will be outlined in the acceptance/admission letters. If the conditions are unmet, it may affect your status in the program.
    - All required documents must be on file with the Graduate School before you're able to register for courses.
       a. While the School of Nursing will endeavor to assist you in any way we can, the Graduate School will be your main point of contact to address any issues in finalizing your admission. Amanda Bennett in the Graduate School will be your best resource to address those issues (208-282-2150).