

**DELTA STATE UNIVERSITY  
ROBERT E. SMITH SCHOOL OF NURSING  
POST-MASTER'S CERTIFICATE PROGRAM  
APPLICATION PROCESS**

**DELTA STATE UNIVERSITY (DSU)** – students interested in applying to the Robert E. Smith School of Nursing Post-Master Certificate Program must apply for admission to the university, complete all university requirements for admission, and receive an acceptance letter from Graduate and Continuing Studies prior to beginning the program.

1. Apply to DSU
  - a. Online ([www.deltastate.edu](http://www.deltastate.edu))
    - i. Go to Graduate and Continuing Studies
  - b. Complete all admission requirements
  - c. Students will receive an acceptance letter to Delta State University from Graduate and Continuing Studies when requirements have been met
    - i. ALL requirements must be met before students can receive a PIN number to register for courses

**ROBERT E. SMITH SCHOOL OF NURSING** - students must complete the Robert E. Smith School of Nursing Post-Master Certificate Program application; complete all requirements; and receive an acceptance letter from the Robert E. Smith School of Nursing prior to beginning the program.

2. Apply to Robert E. Smith School of Nursing Post-Master Certificate Program
  - a. Online ([www.deltastate.edu](http://www.deltastate.edu))
    - i. Go to Nursing, Program of Study, Post-Master Application
  - b. Application packets are also available at DSU Robert E. Smith School of Nursing
    - i. Room #137
    - ii. Mrs. Judy Haney 662-846-4255.
  - c. Complete all admission requirements
    - i. Verify completion of all requirements by contacting Judy Haney in the SON @ 662-846-4255
  - d. Schedule an interview with DSU SON graduate faculty  
(See **Scheduling an Interview with the SON Graduate Faculty Committee**)
  - e. Receive an acceptance/denial letter from the Robert E. Smith School of Nursing
  - f. Return the acceptance letter on or before the deadline

**DSU ROBERT E. SMITH SCHOOL OF NURSING**  
**POST-MASTER'S CERTIFICATE ADMISSION REQUIREMENTS**  
**CHECKLIST**

- \_\_\_\_\_ Master degree in nursing with a minimum GPA of 3.0 overall  
(See **DSU SON MSN Program Provisional Admission Policy**)
- \_\_\_\_\_ A grade of "C" or better on a graduate level pathophysiology course  
**(Nurse Practitioner and Nurse Educator tracks only)**
- \_\_\_\_\_ At least one year of continuous clinical nursing experience with patient contact  
as a Registered Nurse within the past three (3) years  
**(Nurse Practitioner track only)**
- \_\_\_\_\_ At least one year of continuous clinical nursing experience as a Registered  
Nurse **(Nurse Administrator and Nurse Educator tracks only)**
- \_\_\_\_\_ Complete Robert E. Smith School of Nursing Post-Master Certificate Program  
Application
- \_\_\_\_\_ Complete written advanced role in nursing statement as noted in the Robert E.  
Smith School of Nursing Post-Master Certificate Program Application
- \_\_\_\_\_ Submission of a resume (see additional information provided)
- \_\_\_\_\_ Copy of a current unencumbered registered nurse license to practice in the state  
in which the student will perform clinical.
- \_\_\_\_\_ Three current (<1 year) letters of professional/academic reference
- \_\_\_\_\_ Complete the interview process with the Robert E. Smith School of Nursing  
Graduate Faculty Committee with a score of 50 or better
- \_\_\_\_\_ Complete writing sample during interview (if required)

**SCHEDULING AN INTERVIEW WITH GRADUATE FACULTY**

The following items must be in the applicant's SON file before an interview with the Graduate Faculty will be scheduled:

- \_\_\_\_\_ A GPA and/or GRE score that meets admission criteria
- \_\_\_\_\_ Completed SON Post-Master Certificate Program application
- \_\_\_\_\_ Official transcripts from all colleges/universities
- \_\_\_\_\_ Three (3) current (<1 year) letters of professional/academic reference  
**At least one reference must be academic in nature**
- \_\_\_\_\_ Advanced Role in Nursing statement
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Current unencumbered registered nurse license to practice in the state in which the student will perform clinical

**(It is the applicant's responsibility to ensure the file is complete on or before the deadline of February 1st)**

### **ADDITIONAL REQUIREMENTS/INFORMATION UPON ACCEPTANCE INTO THE PROGRAM**

- After being accepted for admission, each student will be required to submit a completed health and immunization form provided by the SON, evidence of personal health insurance and are required to have a current American Heart Association (AHA) BLS certification on the MSN orientation date.
- Applicants must comply with Mississippi legislative statues and regulations regarding criminal background checks by having fingerprints taken at an approved health care agency (not a police or sheriff's department) and a criminal background check completed. If done at the School of Nursing there is no cost for this requirement. If done outside the School of Nursing Any cost of this requirement will be the student's responsibility.
- Applicants who want to receive credit for prior nursing course(s) from another program must submit a request and credit be negotiated before admission to the SON and not after the student is enrolled. A copy of the course syllabus is required to be on file in the SON.

Revised September 2015