

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM**

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**TITLE OF POLICY:**                   **ADMISSION, MASTER'S PROGRAM\***

**ORIGINAL DATE:**                   September 1, 1994

**LAST REVIEWED/REVISED:**    FEBRUARY 2015

**POLICY:**                   Applications to the master's program in nursing are reviewed by the faculty in the applicant's specialty area. Applicants must be considered qualified for advanced study based upon supporting evidence as identified in this policy. Using the point system determined by the Admissions, Progression and Graduation (APG) Committee, the Area of Concentration Coordinator / Program Director will make an admission recommendation to Student Services which then acts upon the recommendation.

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This applies to admissions, employment, and access to and treatment in University programs and activities. Additional information on this policy is available at [www.bc.pitt.edu/policies/policy/07/07-01-03.html](http://www.bc.pitt.edu/policies/policy/07/07-01-03.html).

Applicants to the master's program must have:

1. A baccalaureate degree in nursing from an NLN, CCNE, ACICS, or ACEN program in nursing. An [RN Option](#), Early Admission to MSN is available.
2. A GPA of 3.0 or higher in the undergraduate degree.
3. A current license to practice nursing in a state or territory of the United States.
4. Relevant clinical experience may be required by the Major/Area of Concentration.
5. Official scores on the Graduate Record Examination (GRE). The GRE may be waived if the GPA is 3.5 or higher.
6. A prerequisite undergraduate statistics course of at least three credits, with a minimum of a C grade is required.
7. A pre-admission interview. If the applicant resides at a great distance, a telephone interview may be conducted.
8. Three letters of recommendation attesting to the applicant's capacity and potential for master's study.
9. A typed essay of a minimum of 500 words.
10. Requirements in addition to School criteria may be established by the faculty in the specialty area.

- PROCEDURE:**
1. Application forms are secured from and returned to Student Services. Applicants wanting full time study are encouraged to apply for Fall Term admission.
  2. Applicant's materials are assembled and filed in Student Services and must include:
    - a. Completed "Master's Program Application" including the essay as directed on the application itself.
    - b. Application fee (non-refundable and does not apply to the payment of tuition)
    - c. Complete official transcripts of all undergraduate and graduate work
    - d. Admission test scores if applicable.
    - e. Three references

- f. Copy of a current license to practice nursing
  - g. Resume / CV
3. When the application is completed, Student Services sends a copy of the "Summary Record for Admission" to the area of concentration coordinator / Program Director.
  4. Pre-admission interviews are scheduled and conducted by faculty in the applicant's specialty area. RN-MSN applicants are interviewed by the Director of Student Services for RN Options, and Graduate Programs before interviewing in the specialty area.
  5. The specialty coordinator completes the Summary of Admissions Criteria form and submits it to Student Services with recommendations for the following:
    - a. admit or reject
    - b. term of admission
    - c. graduate status
    - d. full or part time study status
  6. If the applicant does not meet the minimal criteria, for admission to provisional status, an area may advocate for special consideration to provisional admission status. The A P & G committee then considers the applicant and makes an admission decision at the next regularly scheduled meeting.
  7. Applicants are notified via email by Student Services of their admission status.
  8. Admission must be granted before registration is permitted.

Revised 96-97, 99-00, 01-03, 14-15

Revisions Approved by Faculty 7/89, 5/97, 2/00, 2/03, 10/03, 02/15