

Dear Prospective Graduate Student:

Thank you for your interest in the Department of Nursing at Pittsburg State University. Graduate study is important in preparing nurses for the advanced practice of nursing. Our department offers a focus on Family Health Nursing with track options for Family Nurse Practitioner or Clinical Nurse Specialist. In the Clinical Nurse Specialist track you may select a Family or Gerontology specialty and a nursing administration or education functional area.

The mission of the graduate program is to educate advance practice nurses who are prepared to provide health care to families in our rural environment. Graduates will be prepared to take national certification exams in their specialties upon completion of the program if they choose. We are proud of the quality of our nursing programs. The Commission on Collegiate Nursing Education acknowledged that the graduate program meets national standards by granting accreditation in spring 2005.

**Admission to graduate study in the department requires that students submit the following:**

- \*Graduate School Application with \$30.00 application fee (access this form online at [www.pittstate.edu/cgs](http://www.pittstate.edu/cgs)).*
- \*Department of Nursing Application with \$50.00 application.*
- \*GRE scores*
- \*3 Letters of recommendation (at least two references from professional employment and/or academia.  
**References from friends, relatives, ministers and personal physicians are not accepted**)*
- \*Evidence of graduation from a nationally accredited baccalaureate nursing program*
- \*Documentation of current nursing practice*
- \*Evidence of completion of prerequisite courses (undergraduate research course, physical assessment content, and a graduate course in statistics)*
- \*Confirmation of an undergraduate GPA of 3.0 (based on a 4.0 scale)*
- \*Proof of a TOEFL score of 550, or 213 on the computer based TOEFL, **is required** if a student's native language is not English. Minimum scores for the TOEFL iBT are as follows:  
Writing-20; Speaking-20; Reading-19; Listening-14, for a total of 73.  
Each area must meet the minimum requirement.*
- \*Evidence of RN Licensure in the State of Kansas*
- \*Permission for background checks, completion of a National Background Search through CertifiedBackground.com, KBI Records Check Forms if you are **NOT** a resident of Kansas and a SRS Child Abuse Background Search with appropriate fees*
- \*Student Acknowledgement Form for policies related to Substance Abuse*

Application deadlines for summer or fall admission are: February 1, and spring admission: October 1. Applications that are incomplete after two years are considered no longer active and are destroyed.

If I can be of further assistance, please do not hesitate to contact me at 620-235-4431.

Sincerely,



Mary Carol G. Pomatto, EdD, ARNP-CNS  
Chair

PITTSBURG STATE UNIVERSITY  
DEPARTMENT OF NURSING  
**GRADUATE ADMISSION REQUIREMENTS**

Persons wishing to pursue a graduate degree in the Department of Nursing are required to be admitted to graduate study in the Department of Nursing and to the Graduate School.

All necessary admission requirements must be completed prior to enrollment.

**Steps for Student Application**

- Step 1.* The application for Graduate Admission to the Department of Nursing must be completed and submitted to the department along with all official transcripts of college work.
- Step 2.* The Graduate School Application for Admission must be completed and submitted along with all official transcripts of college work to the Graduate School.
- Step 3.* A letter must be submitted to the Chairperson (Dr. Mary Carol Pomatto) of the Department of Nursing from your employer validating your current nursing practice.
- Step 4.* Three letters of reference must be submitted to the Department of Nursing.
- Step 5.* The Graduate Record Examination (GRE) is required before full admission will be granted. The GRE results must be submitted at or near the same time the other application materials are being submitted. The institution code number for PSU is R6336.
- Step 6.* Evidence of R.N. Licensure in the State of Kansas must be submitted.
- Step 7.* Applicants are required to purchase a background check through CertifiedBackground.com. This is a National Background Check in your current state of residence. Read thoroughly and follow the directions on the CertifiedBackground.com student instruction form in your admission packet.  
*If you are a resident of any state besides Kansas you are required to have a Kansas Bureau of Investigation Background Check. Complete the KBI records check form and return with your application with a check payable to the Department of Nursing or PSU in the amount of \$12.50 (this covers a maiden name and one married name). If you have more than one married name the cost is \$12.50 for each two names and you must complete a second form with the additional names.*
- Step 8.* The completed and signed form for Release of Information for Child Abuse and Neglect Central Registry must be returned along with a check in the amount of \$10.00 made payable to SRS Central Registry.

## **Criteria for Admission**

Acceptance will be unconditional, conditional, or probationary. In a case of conditional and probationary acceptance or rejection, the applicant will be informed of the reason(s) and afforded the right of appeal.

Admitted applicants may have specific coursework assigned to remove any deficiencies. The committee's decision will be based upon the following criteria: a) undergraduate Grade Point Average (GPA), b) GRE results, c) the application letter, d) references, e) educational and/or occupational background, and f) the personal interview (when appropriate).

## **Steps to be Followed After Acceptance**

- Step 1.* The applicant will receive a letter of admission and be assigned an advisor.
- Step 2.* The applicant is responsible for contacting the advisor for advisement and enrollment.
- Step 3.* The applicant must plan a program of study in consultation with the advisor prior to completing 12 hours of graduate coursework. A student may complete no more than twelve semester hours of graduate study as a special non-degree student.
- Step 4.* Students admitted on conditional status or with deficiencies should remove all conditions and deficiencies as early as possible after admission to the University. All conditions and deficiencies must be removed before filing an Application for Degree Candidacy.
- Step 5.* Candidacy is to be completed after the student has been fully admitted and completed 9 to 12 hours of the graduate course work. Though the Candidacy is available prior to that time, the system will not allow the Candidacy to be officially submitted for signatures. The Candidacy is available from the link located on the left side menu bar in Graduate System in GUS. It is anticipated that advisors will complete the Candidacy as a part of an advising session with the graduate student.
- Step 6.* In order to be admitted to candidacy, students must have: a) removed all deficiencies for admission to graduate study, and b) earned a B average in nine to eighteen credits of course work taken as part of the degree program with their departmental advisor's approval.
- Step 7.* During the semester of final enrollment before graduation, the student must complete the following by the mid-semester date:
- a) Complete the petition for the degree in the Graduate Office. This should be done early in the semester and not later than four weeks before the date for granting the degree. This petition must also have the approval of the major department.
  - b) Sign up for the Comprehensive Examination (oral) and thesis/project defense, with your advisor no less than four weeks prior to the date of graduation.
  - c) Pay commencement fees in the Graduate Office.
  - d) Commencement is held in December for students receiving degrees in the fall or in May for students receiving degrees in the spring/summer terms.



## Graduate Program Application for Admission

2007-2008

Name: \_\_\_\_\_ Entering semester \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Employer and Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Social Security #: \_\_\_\_\_ RN License # and state: \_\_\_\_\_

In case of emergency, contact: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

<p>Area of Study:    <input type="checkbox"/> Clinical Nurse Specialist    -or-    <input type="checkbox"/> Family Nurse Practitioner</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Family Specialty  <input type="checkbox"/> Gerontology Specialty</p> <p style="text-align: center;"><i>Functional Area (check one)</i></p> <p style="padding-left: 40px;"> <input type="checkbox"/> Nursing Education  <input type="checkbox"/> Nursing Administration</p>
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*Education: List all academic and professional education beyond high school. Start with most recent. Attach sheet if needed.*

Name and location of Institution	Major	Attended from/to	Degree	Year

*Work Experience: Begin with most recent.*

Name and location of institution	Position	Dates From	To

I do \_\_\_\_\_ do not \_\_\_\_\_ have a criminal history (**includes misdemeanors, felonies, and arrests for which action is still pending**).

Describe all criminal history. \_\_\_\_\_

List all states in which you have lived in the last seven (7) years \_\_\_\_\_

I plan to begin as a  full-time  part-time student    I  have taken or  will take the GRE (date) \_\_\_\_\_.

I am or have been a member of Sigma Theta Tau \_\_\_\_\_.

The following information is required in order for Pittsburg State University to comply with Federal Civil Right laws and regulations. Completion of these questions is voluntary. If supplied, the information will be treated as confidential in terms of you as an individual and will have no bearing on your admission for graduate study.

Marital status \_\_\_\_\_ Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Please check your racial/ethnic background:

- Black, Non-Hispanic  (1)
- Asian, Pacific Islander or Indian Sub-Continent  (2)
- Hispanic  (3)
- American Indian or Alaskan Native  (4)
- White, Non-Hispanic  (5)

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students and grants financial aid scholarship without regard to race, color, religion, sex, national origin, age, marital status, ancestry or disabilities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return to:**

**Pittsburg State University  
Department of Nursing/McPherson Hall  
1701 S. Broadway  
Pittsburg, KS. 66762**

**with copies of GRE SCORES, NURSING LICENSE, and CPR Certification.**

Pittsburg State University  
 Department of Nursing  
 Master of Science in Nursing Curriculum (45-47 Credit Hours)

<b>I.</b>	<b>COMMON CORE</b> .....	18/20
	NURS 712, ISSUES AND ROLES IN ADVANCED NURSING PRACTICE.....	3
	NURS 723, CLIENT/FAMILY HEALTH: THEORY ASSESSMENT, PROMOTION.....	2
	NURS 724, CLIENT/FAMILY HEALTH:THEORY ASSESSMENT, PROMOTION PRACTICUM.....	2
	NURS 800, THEORIES RELATED TO NURSING PRACTICE.....	2
	NURS 890, RESEARCH THESIS <b>OR</b>	
	NURS 891, RESEARCH PROBLEM.....	6
<b>OR</b>	OPTION III, FUNCTIONAL AREA.....	8
	NURS 892, RESEARCH METHODS IN NURSING.....	2
	NURS 893, NURSING RESEARCH SEMINAR.....	1
<b>II.</b>	<b>ADVANCED PRACTICE CORE</b> .....	9
	NURS 803, ADVANCED HEALTH ASSESSMENT.....	2
	NURS 804, ADVANCED HEALTH ASSESSMENT PRACTICUM.....	1
	NURS 809, ADVANCED PATHOPHYSIOLOGY.....	3
	NURS 818, ADVANCED PHARMACOLOGY.....	3
<b>III.</b>	<b>AREA OF INTEREST</b> .....	18
<b>A.</b>	<b>NURSE PRACTITIONER TRACK</b>	
	<i>Family Nurse Practitioner Specialty*</i>	
	NURS 806, PRIMARY CARE I: MANAGEMENT OF COMMON HEALTH PROBLEMS.....	3
	NURS 807, PRIMARY CARE I: MANAGEMENT OF COMMON HEALTH PROBLEMS PRACTICUM.....	3
	NURS 812, PRIMARY CARE II: MANAGEMENT OF COMPLEX HEALTH PROBLEMS.....	3
	NURS 813, PRIMARY CARE II: MANAGEMENT OF COMPLEX HEALTH PROBLEMS PRACTICUM.....	3
	NURS 828, NURSE PRACTITIONER PRECEPTORSHIP I.....	3
	NURS 829, NURSE PRACTITIONER PRECEPTORSHIP II.....	3
<b>B.</b>	<b>CLINICAL NURSE SPECIALTY TRACK (INCLUDES SPECIALTY PLUS FUNCTIONAL AREA)</b>	
<b>1.</b>	<b>FAMILY SPECIALTY</b>	
	NURS 830, FAMILY PROCESS/MANAGEMENT OF ACUTE EMERGENT ILLNESS.....	2
	NURS 831, FAMILY PROCESS/MANAGEMENT OF ACUTE EMERGENT ILLNESS PRACTICUM.....	2
	NURS 835, FAMILY PROCESS/MANAGEMENT OF CHRONIC ILLNESS.....	2
	NURS 836, FAMILY PROCESS/MANAGEMENT OF CHRONIC ILLNESS PRACTICUM.....	2
	NURS 840, MANAGEMENT OF CLIENT/FAMILY WITHIN THE HEALTH CARE SYSTEM.....	1
	NURS 841, MANAGEMENT OF CLIENT/FAMILY WITHIN THE HEALTH CARE SYSTEM PRACITCUM....	1

**2. GERONTOLOGY SPECIALTY**

NURS 833, PROCESS/MANAGEMENT IN ACUTE EMERGENT ILLNESS IN THE GERONTOLOGIC CLIENT/FAMILY .....2  
NURS 834, PROCESS/MANAGEMENT IN ACUTE EMERGENT ILLNESS IN THE GERONTOLOGIC CLIENT/FAMILY PRACTICUM.....2  
NURS 838, PROCESS/MANAGEMENT IN CHRONIC ILLNESS IN THE GERONTOLOGIC CLIENT/FAMILY .....2  
NURS 839, PROCESS/MANAGEMENT IN CHRONIC ILLNESS IN THE GERONTOLOGIC CLIENT/FAMILY PRACTICUM.....2  
NURS 840, MANAGEMENT OF CLIENT/FAMILY WITHIN THE HEALTH CARE SYSTEM .....1  
NURS 841, MANAGEMENT OF CLIENT/FAMILY WITHIN THE HEALTH CARE SYSTEM PRACTICUM ....1

The Clinical Nurse Specialty Track includes a choice of one of the following functional areas:

**ADMINISTRATION FUNCTIONAL AREA**

NURS 760, NURSING MANAGEMENT .....2  
NURS 761, NURSING MANAGEMENT PRACTICUM .....1  
NURS 865, STRATEGIC PLANNING.....3  
NURS 866, ADMINISTRATION PRACTICUM.....2

**EDUCATIONAL FUNCTIONAL AREA**

NURS 850, CURRICULUM DEVELOPMENT .....3  
NURS 855, TEACHING STRATEGIES .....2  
NURS 854, TEACHING STRATEGIES PRACTICUM .....1  
NURS 856, EDUCATION PRACTICUM .....2

\*Pittsburg State University cooperates with the University of Kansas, Wichita State University, and Fort Hays State University to offer a joint nurse practitioner curriculum.

**DEPARTMENT OF NURSING  
GRADUATE PROGRAMS  
GENERAL INFORMATION AND REQUIREMENTS**

**Time Requirement**

Course work for the graduate degree must be completed within a six year period from the date of first enrollment. Courses which are taken at another institution and accepted for transfer to apply toward the degree must fall within the six year period.

**Transfer Credit**

No more than nine semester hours of transfer credit may be used toward the degree. Transfer credit must be from a regionally accredited institution and taught by a regular member of the graduate faculty for graduate credit. A grade of "B" or higher must have been earned in all transferred credit. Transfer credit must be equivalent to required courses at PSU and approved by the department and the Dean of the Graduate School. Correspondence study may not be counted toward graduate degrees.

**Credit Hour Load**

The typical maximum load for full-time graduate students is fifteen semester hours. For full-time students who are full-time graduate assistants, the maximum load is typically no more than twelve semester hours and no less than nine semester hours. Full-time students may also hold part-time graduate assistantships.

Students enrolling for six semester hours or less are considered part-time graduate students. For part-time students who are part-time graduate assistants, the maximum load is no more than six semester hours or less than four semester hours. Part-time students may not be full-time graduate assistants. Students who are employed full-time should enroll in no more than six credit hours.

**Retention**

Student performance is monitored by the department by means of semester grades and evidence of appropriate professional behavior and adjustment. Students must maintain an overall average of 3.0 or higher GPA throughout the program. Students earning more than 2 "C"s in any graduate coursework may be dismissed from the program.

**Student Responsibility**

It is the responsibility of the student to meet all requirements. The student should be familiar with the requirements in the University catalog. Any questions should be directed to the assigned advisor.

**Incomplete Work**

Except for research, incomplete work on the graduate level is subject to the rule that it must be completed in the next enrollment period, or with instructor permission, no later than one year after receiving the incomplete. Incompletes not removed within one year shall be regarded as a failure and the I grade will be changed to F and included in the computation of the student's GPA.

**Scholastic and Academic Honors**

Those students who have earned a GPA of 4.0 will receive a Graduate Dean Scholastic Honors designation. This designation will appear on the student's transcript.



# CertifiedBackground.com

—Student Instructions—

## Background Check Require

Pittsburg State University, Department of Nursing

The above organization requires that each student purchase a background check through CertifiedBackground.com.

## About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

## Instructions

1. Go to [www.Certifiedbackground.com](http://www.Certifiedbackground.com) and click on "Students."
2. In the Package Code box, enter package code: *SEE NOTES BELOW*
3. Select a method of payment. We accept Visa, Mastercard and money orders.

Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 48-72 hours.

### Package Descriptions

#### IS30

Package Price \$50.00 - There are no additional charges to this package. PLEASE NOTE: If you are a resident of one of the following states (NY, AR, FL, ME, ND, SC), then select one of the other two package codes listed below.

#### IS30NY

Package Price \$100.00 - There are no additional charges to this package. NOTE: This package is for New York residents ONLY.

#### IS30ST

Package Price \$60.00 - There are no additional charges to this package. NOTE: This package is for residents of the following states ONLY (AR, FL, ME, ND, SC).

Kansas Department of Social and Rehabilitation Services  
Protection Report Center Central Registry  
915 SW Harrison 50, Fl. South  
Topeka, Kansas 66612

Child Abuse and Neglect Central Registry  
Release of Information

I, \_\_\_\_\_, give permission for the release of any information  
(Please print complete first, middle and last name)  
concerning myself in the Child Abuse and Neglect Central Registry to:

Contact Person: Dr. Mary Carol Pomatto

Agency Name: Pittsburg State University/Dept. of Nursing

Mailing address: 1701 S. Broadway  
Pittsburg, KS. 66762

Phone Number: (620) 235-4431

I understand that all information released will be for the exclusive and confidential use of the above named organization/person/agency.

★★ Please complete the information below by printing in ink. ★★  
Please print legibly. Do not leave any space blank. All requested information is required to process this request. Incomplete information will result in the release not being processed and will be returned as insufficient.

First, Middle and Last Name: \_\_\_\_\_

Maiden Name: (Female applicant only) \_\_\_\_\_

Married Names, Nicknames or Other Names Used:  
(Use N/A if no other names used.) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Gender: Male Female

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Each request must be submitted with payment prior to the request being processed. Please attach appropriate fee of \$10.00 per release of information. All releases and fees should be sent via postal mail to the attention of SRS, Child Abuse and Neglect Central Registry, P.O. Box 2637, Topeka, KS. 66601. The following state agencies are exempt from the \$10.00 fee: JJA, KNI, Dept. Of Education-Central Office, KDHE, State Hospitals, State Correctional Institutions, Attorney General's Office, Kansas School for the Blind, Kansas School for the Deaf, Child Welfare agencies in other states.

For Central Registry Use Only

\_\_\_\_ FEE ATTACHED

## Manual Record Check Request

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This page is used to provide identifying information for one person to be checked. The **Full Name** and **Date of Birth** are mandatory fields; the record check cannot be done without at least those two fields. Please include as much additional information as possible to ensure the best search is conducted. Note that each search permits the addition of one alias or maiden name. If the subject of the search has been known by three or more names, then submit a second record check form for the third name. Searching the first two names will be done in the first record check. The third name searched constitutes a new, billable record check.

Attach additional copies of this page as needed for more searches.

This is not the proper form to use for CERTIFIED record checks. If you require CERTIFIED record checks, print the *Request for Certified Record Check* form found on the KBI Public Access web site:

**Requested by:** Dr. Mary Carol G. Pomatto **Date of Request:** \_\_\_\_\_  
(Your printed name in case this page is separated from the first page)

**Identification of the Individual to be searched:**

A fingerprint card [is] [is not] included.

Full Name: \_\_\_\_\_  
Last Name First Name Middle Name (Jr., Sr., III...)

Alias/Maiden Name: \_\_\_\_\_  
Last Name First Name Middle Name (Jr., Sr., III...)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MM/DD/YYYY

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(City, State or Foreign Country)

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residence: \_\_\_\_\_

For KBI Use

**Name searches @ \$12.50 per search (2 names).**

**Billed Account**

# CONSENT TO RELEASE OF CRIMINAL HISTORY INFORMATION

**I acknowledge that my acceptance into the Department of Nursing at Pittsburg State University is dependent upon meeting all of the requirements of the Department. One of those requirements is to be free of any criminal history that would indicate a potential for violence against another person. I release University officials from any potential claim or liability related to the appropriate use of this information.**

**This consent and release is effective as of the date signed and it will remain effective until further notice. The University is not required to notify me when the request will be submitted to any law enforcement unit and is not limited to the number of such requests.**

**By my signature below I acknowledge and agree that I consent to the access and release of any records maintained by any local, county, state or national law enforcement unit, including, but not limited to the Kansas Bureau of Investigation and the Social and Rehabilitation Services Child Abuse and Neglect Central Registry. I also agree to incur the cost of the investigation.**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Other name used, if any)

\_\_\_\_\_  
(Parent or Guardian, if a Minor)

\_\_\_\_\_  
(Date)