

Student Name: _____

Mentor Name: _____

ID #: _____

Date: _____

Pre-Nursing Advisement for Students Applying to the Pre-Licensure BSN Program for Fall 2026

Application due by Dec 15th, 2025

Please print document and fill out with your faculty mentor.

Students seeking admission to the pre-licensure BSN program must first apply to Pittsburg State University, **unless they are currently enrolled or have already applied**. Students will then apply and submit a \$55.00 fee to the Irene Ransom Bradley School of Nursing. The nursing application is an online process and can be accessed via this link: [BSN Nursing Program Application | Pittsburg State University](#). The application and fees are applicable for one academic year.

The application procedure includes the following steps:

1. Submit the online application by Dec. 15th, 2025, to be considered in the initial selection process. Official transcripts from all colleges/universities attended must be mailed directly to Pittsburg State University, Office of the Registrar, 1701 S. Broadway, Pittsburg, KS 66762 or emailed to the [Registrar's Office](#). Transcripts must be received no later than Jan. 20th, 2026. If official transcripts are not received by Jan. 20th, applicants must provide proof that the request was submitted by Jan. 9th, 2026.
2. **Selection for admission is based on the following:**

_____ A minimum score of **65.0%** is required on the Test of Essential Academic Skills (TEAS). The TEAS must be taken at PSU at the applicant's expense. One retake is allowed. Test dates are posted on the PSU Nursing website and included in the program application. If an applicant needs to retake the TEAS, they must first meet with their Nursing Mentor or Joanna Rhodes who will provide the link to reschedule the exam.

_____ Evidence of ability to complete prerequisites prior to enrollment in the nursing major.

_____ Two professional references from employers, teachers, coaches, or academic advisors/mentors. **References from friends, relatives, and ministers or other religious leaders are not accepted.** Additional references may be required.

_____ A cumulative grade point average of 3.0 or better. **Applicants are ranked by overall GPA for initial admission. Priority will be given to more qualified applicants when the number of applicants is higher than the available spaces.**

_____ Documentation of current state certification as a nurse aide (CNA) is required before beginning clinical nursing courses. Successful completion of a 90-hour course and passage of the state test is required. Documentation of current licensure as a Licensed Practical Nurse (LPN) will meet the CNA requirement.

_____ **Current CPR certification is required prior to beginning the nursing program in August 2026.** American Heart Association BLS for Health Care Providers Course is the required course, 2-year certification. It is recommended to take the course in the summer of 2026, so it doesn't expire while in the nursing program.

_____ Applicants must have earned a C or above in three of the required science and math courses by the end of December 2025. See below for a list of these courses. A cumulative grade point average of 2.5 or better in:

College Algebra with Review _____

College Algebra _____

Pre-Calculus _____

General Biology and Lab _____
Introductory Chemistry and Lab _____
Anatomy and Physiology Lab _____
General Microbiology and Lab _____

_____ A grade of C or above is required for nursing prerequisite courses. Nursing prerequisite courses include the math and science courses listed above, plus

Introduction to Sociology _____
General Psychology _____
Nutrition and Health _____
Developmental Psychology _____
Lifespan Human Development _____

*No more than two of these may be repeated to remove a "D" or "F" grade. Consideration will be given to applicants with three consecutive semesters of full-time study with all A, B, and C coursework

_____ An applicant born outside of the United States is required to submit proof that they have passed the TOEFL iBT (Test of English as a Foreign Language-Internet Based Test) or the IELTS (International English Language Testing System) Minimum scores for the TOEFL iBT are as follows: Writing 20; Speaking 20; Reading 19; Listening 20; and IELTS are as follows: Writing 5.5; Reading 6.5; Listening 6.5; Speaking 6. Each area must meet the minimum requirement.

_____ Applicants are required to purchase a background check through CastleBranch. This is a National Background Check in the applicant's permanent state of residence.

_____ If the applicant is NOT a permanent resident of Kansas, completion of an additional background check through the Kansas Bureau of Investigations is REQUIRED.

_____ Applicants with a criminal history (including diversions, misdemeanors and felonies) and arrests for which action is still pending will be evaluated individually, with no guarantee of admission. There are specific requirements for reporting criminal history on the application. It is essential to follow the guidelines and discuss them with Dr. Amy Hite, Director of the School of Nursing.

_____ Any applicant's request for an exception to or waiver of any published admission requirement including specific course requirements must be made via formal letter and addressed to the Director of the School of Nursing. Written requests will only be accepted by signed/scanned email attachment, mail or personal delivery to McPherson Hall. The request must be accompanied by a written explanation to assist in arriving at a fair decision. Granted or denied waivers or exceptions will be made in writing from the Director of the School of Nursing and will be sent via email. The School of Nursing assumes no responsibility to grant waivers or exceptions that are not made according to this protocol. Applicants are responsible for obtaining the information they need to understand and meet admission requirements.

_____ Applicants will be notified of the Committee's action by early March. Applicants granted conditional acceptance into the program must communicate their acceptance in the program and meet in person with a PSU Nursing advisor/mentor by the end of April.

_____ The number of students admitted to the pre-licensure baccalaureate program in nursing is determined by the number of faculty and clinical facilities available. When there are more qualified applicants than spaces available, an alternate list is prepared. If openings become available, the Director of the School of Nursing will admit individuals who are believed to be the most highly qualified. Completed application packets received after December 15th will be considered if spaces become available.

_____ A personal interview may be required.

_____ **Applicants who receive conditional acceptance into the program will be required to communicate**

acceptance of their space in the program by completing and returning, by the specified deadline, the “Hold My Space” form that is included with the Admit with Conditions letter the applicant receives. A fee of \$465, which will cover part of the cost of the BSN Standardized Testing Package, will also be due at that time.

_____ Documentation of current immunization status will be required by the date specified in the acceptance letter and all required immunizations must be documented by the beginning of the clinical courses.

_____ Orientation sessions will be required prior to starting classes: **June 5th, 2026, and August 14th, 2026.**

NOTE: After conditional admission to the School of Nursing, but before beginning nursing classes, students must submit to a State of Missouri fingerprint search.

Arrests and/or Convictions:

The Pittsburg State University nursing program requires students to:

1. Notify the School of Nursing in writing of his or her arrest/conviction for any crime, diversions, misdemeanors, felonies as well as arrests for which action is still pending, not later than one class/clinical day after such arrest/conviction. Failure to notify the School of Nursing within one day may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the major will be individually evaluated and will be at the sole discretion of the PSU School of Nursing.

Disciplinary Policy

The Pittsburg State University nursing program requires applicants and admitted clinical nursing students to:

Notify the School of Nursing in writing of any disciplinary action against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board or governmental agency. (Some examples are): Driver’s License; Fishing License; Hunting License; Day Care License; Nursing Home Administrator License; Nursing License in Kansas or another state; CNA/CMA/HHA certification; School Teacher certification; Dishonorable discharge and/or other than honorable discharge from any branch of the military, disciplinary sanction from any branch of the military.

If disciplinary action has ever been taken against your driver’s license or other license, registration or certification, in Kansas or any other state, (for any reason), you are required to provide an explanatory letter regarding the disciplinary action (s) taken against your driver’s license or other license, registration or certification.

Your letter should include the following for each disciplinary action: Circumstances leading up to the disciplinary action; date of the disciplinary action; actual disciplinary action; status of the disciplinary action. The applicant may be required to provide certified/dated copies of disciplinary documents.

Failure to notify the School of Nursing on the application or within one day after admission, if a new action since application, may result in dismissal or suspension until the legal issue is resolved. Continuance in the major will be individually evaluated and will be at the sole discretion of the Pittsburg State University School of Nursing.

NOTE: The Kansas State Board of Nursing and other state nursing boards have specific procedures for reporting disciplinary action on nursing applications (initial, reinstatement and endorsement.) The procedures are accessible by contacting the respective boards.

_____ My advisor/mentor and I have reviewed the PSU School of Nursing application requirements above.

_____ I understand that the latest program requirements are listed on the Pittsburg State University School of Nursing website, and I am responsible for following these requirements.

Date: _____

Student Signature: _____

Advisor/Mentor Signature: _____