

# Policies and Deadlines for Enrollment

## *Admission Requirements*

*Conditional admission is available for all programs but condition must be fulfilled prior to matriculation.*

### **Registered Nurse to Bachelor of Science in Nursing Admission Requirements**

- Associate degree in nursing from an accredited nursing program
- Unencumbered Registered Nursing license
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 2.0
- All official college transcripts

### **Registered Respiratory Therapist to Bachelor of Science in Respiratory Therapy Admission Requirements**

- Associate degree in respiratory therapy from an accredited respiratory therapy program
- Unencumbered Respiratory Therapy license
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 2.0
- All official college transcripts

### **Associate of Science to Bachelor of Science in Health Studies Admission Requirements**

- Associate degree from an accredited college or university
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 2.0
- All official college transcripts

### **Accelerated Bachelor of Science in Nursing Admission Requirements**

- Bachelor degree from an accredited college or university
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 3.0
- All official college transcripts
- Completion of Prerequisites:
  - B- or higher in Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology (all including a lab component and completed within 5 years of acceptance)
  - C or higher in Introduction to Statistics, Introduction to Psychology, Introduction to Sociology, and Lifespan Development

### **Master of Science in Nursing Admission Requirements**

- Bachelor of Science in Nursing degree from an accredited nursing program
- Unencumbered Registered Nursing license
- Resume or curriculum vitae
- Minimum cumulative GPA of 2.5
- All official college transcripts
- Completion of college-level Statistics course (C grade or higher)

### **Nursing Post-Master's Certificate Admission Requirements**

- Master of Science in Nursing degree from an accredited nursing program
- Unencumbered Registered Nursing license
- Resume or curriculum vitae
- Minimum cumulative GPA of 2.5

- All official college transcripts
- Completion of college-level Statistics course (C grade or higher)

#### **Master of Science in Exercise Science Admission Requirements**

- Bachelor degree from an accredited institution
- A resume or curriculum vitae (CV)
- Minimum cumulative GPA of 2.75
- All official college transcripts
- Completion of Prerequisites with a grade of C or higher:
  - Human Anatomy & Physiology I with lab
  - Human Anatomy & Physiology II with lab

#### **Master of Social Work Admission Requirements**

- Regular Standing (two years to completion)
  - Bachelor degree from a nationally accredited institution
  - A resume or curriculum vitae (CV)
  - Minimum cumulative GPA of 3.0
  - All official college transcripts
  - Statement of purpose
  - At least one letter of recommendation
  - Interview (if requested)
- Advanced Standing (for those with a Bachelor of Social Work, one year to completion)
  - Bachelor of Social Work degree from a CSWE accredited program within 8-years of acceptance
  - A resume or curriculum vitae (CV)
  - Minimum cumulative GPA of 3.0
  - All official college transcripts
  - Statement of purpose
  - At least one letter of recommendation
  - Interview (if requested)

#### **Master of Business Administration Admission Requirements**

- Bachelor degree from an accredited college or university
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 2.5
- All official college transcripts
- Two years of professional work experience
- Experience with accounting and economics

#### **Master of Business Administration 4+1 MBA Admission Requirements**

- Bachelor degree from Colby-Sawyer College (degree must be conferred prior to matriculating in Summer 202)
- Professional Resume or Curriculum Vitae
- Minimum Cumulative GPA of 2.5
- All official college transcripts
- Completion of Prerequisites with a C+ or higher: Financial Accounting (ACC216), Principles of Economics (ECO201), Management Principles (BUS204)
- A recommendation for acceptance from a faculty member or advisor

#### **Doctor of Nursing Practice Admission Requirements**

- Master of Science in Nursing degree from an accredited nursing program
- Unencumbered Registered Nursing license or Advanced Practice Registered Nurse (APRN) license in the state where the scholarly practicum will be conducted
- Resume or curriculum vitae
- Minimum cumulative GPA of 3.0
- All official college transcripts

- Two letters of recommendation (One letter must be from a direct supervisor or professional who can address the candidate's clinical expertise and leadership potential. The second letter can be an additional professional recommendation or a letter from a recent academic instructor who can address the candidate's strengths as a student.)
- A statement of purpose (1-2 pages) that provides the candidate's rationale for pursuing the DNP and shows how their interests align with the AACN Essentials of Doctoral Education for Advanced Nursing Practice
- Evidence of completion of a graduate-level statistics course, a graduate-level research course
- Documentation of the number of supervised clinical hours completed in the candidate's previous master's in nursing program
- Interview

## *Applications*

All programs require completion of their respective online application: [colby-sawyer.edu/admissions/apply](http://colby-sawyer.edu/admissions/apply).

### Associate of Science in Health Science (Medical Assistant, Surgical Technologist, & Pharmacy Technician Programs)

- Students will apply for WRI programs through [dhwri.org](http://dhwri.org). The CSC WRI form will be provided during the WRI onboarding process.
- Once Medical Assistant and Pharmacy Technician students have completed the training portion of the WRI program, CSC will work with students to complete their ASHS degree.
- Surgical Technologist students will complete ASHS courses prior to the training portion of the WRI program. The ASHS application form will be provided during the onboarding process.

## *Transcripts*

Applicants and students are required to submit official transcripts from all previous colleges and universities attended in accordance with accreditation standards of the New England Association of Colleges and Schools Commission on Colleges (NECHE). Any separation from the university that led a student to take coursework at another institution must be documented on an official transcript where coursework was taken. Students who take coursework concurrently at another institution must also provide official transcripts as courses are being completed. Students bear the responsibility for providing these transcripts.

## *Recommendations*

Although letters of recommendation are considered optional for most of our undergraduate and graduate majors, one may be requested of a student if additional information is needed to make an accurate admission decision. Letters of recommendation are required for the MSW and DNP programs.

## *International Students*

- International Students who are in the United States on an F-1 visa may not participate in online degrees.
- International students who are in the United States on a work visa must contact their Human Resource representative at their place of employment to determine if they are eligible to take online courses.
- Students who hold a green card are considered a lawful permanent resident of the United States; therefore, they are allowed to live, work and study in the United States without prior authorization.