

Boston College  
William F. Connell School of Nursing  
Graduate and Direct Entry Pre- Policies

All CSON Graduate and Direct Entry Pre- policies follow and are aligned with the university policies regarding graduate students. More information is available at

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### **Graduate Admission Policy**

All graduate nursing students are admitted through the CSON Graduate Office in accordance with the university admissions procedures. CSON admits students into a master of science degree program, which prepares students as advance practice registered nurses (APRNs).

The graduate admission process at Boston College is highly selective. A holistic review of applications is utilized. While academic preparation is the most important factor considered, admission decisions are made holistically. A wide range of criteria are considered including but

performance on standardized tests, leadership, recommendations, co-curricular involvement, work experience, potential for future success, and when appropriate, the ability to succeed despite facing significant obstacles or hardships.

Candidates are required to submit an application through the online admissions program (i.e., Slate), standardized test scores, official college transcripts, letters of recommendation, and two completed essays. Each applicant selects an advanced practice specialty (NP/CRNA) at the time of application. Traditional Master of Science candidates are admitted twice each year (fall and spring). CRNA applicants are required to have a minimum of one year of critical care nursing experience and current PALS and ACLS certifications. These candidates are admitted one time each year (spring). Traditional Master of Science candidates one time each year (summer).

All candidates must comply with the immunization requirements specified by the [Massachusetts Department of Public Health](#). Official high/secondary school transcripts are required for admitted

While there are no minimum cut-offs for graduate admission consideration, the typical enrolled student profile includes a mean undergraduate GPA of 3.43, mean standardized test results of 71<sup>st</sup>, 53<sup>rd</sup>, and 72<sup>nd</sup> percentiles in the verbal, quantitative, and analytical/writing sections of the GRE, respectively. For international students who do not speak English as their primary language, the recommended minimum English language proficiency scores are 100 on the TOEFL and 7.5 on the IELTS. Candidates must include translations and evaluations of non-English transcripts.

Boston College does not set its level of selectivity; the size and quality of the applicant pool does. Therefore, decisions are made after all applications have been fully evaluated. This ensures that decisions are equitable and consistent within the context of our highly competitive pool. Class size and specialty NP concentration numbers are carefully monitored to ensure adequate availability of clinical placements.

The faculty of CSON have developed technical standards competency domains that they

Graduate students, who demonstrate unsafe clinical practice or unprofessional conduct in clinical, classroom settings, and/or interactions with BC faculty or staff, will undergo academic review and may be dismissed from the program. Unsafe clinical practice and/or unprofessional conduct are grounds for failure in any clinical course and may result in immediate removal from the clinical site.

The Graduate Associate Dean will notify the student of the outcome of academic review as soon as possible. If the student is dissatisfied with the decision, he / she may submit a



Students who withdraw from a course after the registration period but before the last three weeks of class will have withdrawal from a course is specified on the academic calendar each semester.

Students are not permitted to drop courses during the last three weeks of classes or during the exam period; students who are still registered at this point will receive a final grade.

Students may withdraw from a course or change from credit to audit up to three weeks prior to examinations and may receive a partial tuition refund on withdrawals submitted during the three weeks following registration. Students who change from credit to audit receive no refund.

Graduate students may only repeat a course once.

## **WITHDRAWAL**

### **FROM BOSTON COLLEGE**

Students in good standing who wish to withdraw from Boston College are required to file a withdrawal form in the graduate office. In the case of students who are dismissed for academic or disciplinary reasons, the appropriate administrator will complete this form.

## **READMISSION POLICIES**

Graduate student readmission will be granted in accordance with university policies.

Related policies

### **POLICY ON NOT REGISTERED (NR) STUDENTS**

Matriculated students who are not registered must complete a leave of absence or withdrawal form and return it to the graduate programs office. Failure to do so may result in the university

### **LEAVE OF ABSENCE (LOA)**

Graduate students enrolled in a degree program who do not register for course work, doctoral advisement, or doctoral continuation in any given semester must request a LOA for that semester. LOAs are granted for one semester at a time. Students may obtain a LOA form from the graduate program office or the CSON website and submit this form to that office for the Graduate Associate Dean's approval. Leave time will be considered a portion of the total time limit for the degree unless due to active military service.

Students must meet any conditions specified for return from a leave of absence. Students on leave of absence must still follow procedures and deadlines for initiating the placement process for clinical practica; clinical placements will be on a space available basis. Students must notify the graduate office by March 1 prior to the academic year they wish to return.

When a student takes a LOA from Boston College for mental health reasons, the student is expected to get the appropriate treatment to deal with the condition that led to the leave. Before the graduate associate dean can make a decision regarding readmission, it is required that the student's mental health treatment professional provide sufficient information to Boston College for the purpose of assessing the student's readiness to return and take on the rigors of his/her



dialogue and clarification between faculty and student about how the matter was determined, what criteria were used, and any related issues. If such a discussion results in a mutually acceptable resolution, the matter will be considered closed. If either party wishes to have a written statement of the outcome, the parties will put the resolution in writing, sign it, and each retain a copy. This written statement must be completed no later than two weeks after the mutually acceptable resolution has been reached.

If, however, a mutually acceptable disposition cannot be achieved, the student may present the matter in writing to the CSON Chairperson. The student's written statement to the Chair must be submitted no later than two weeks from the date of the final meeting with the faculty member or preceptor and clearly specify the nature of the complaint and the remedy requested. The Chairperson will review the matter by meeting individually with each individual involved and reviewing any written materials related to the grievance. The Chairperson will meet again with the individuals involved, either separately or jointly or both, in an attempt to resolve the matter.

The Chairperson will provide a written response within two weeks of this meeting. If a settlement is reached, it is to be put in writing and signed by the Chairperson and each of the parties, with each to retain a copy. If no resolution is reached, the Chairperson will prepare a written summary of events relevant to the grievance and provide a copy of it to the student and the faculty member or other individuals involved. In the event that the grievance concerns treatment or evaluation in a practicum, the student should follow this same procedure, discussing the matter first with his or her preceptor and/or clinical instructor. If this discussion does not lead to resolution, the matter should be brought to the CSON Chairperson who will follow the guidelines described above.

## FORMAL APPEAL PROCEDURES

If a graduate student is dissatisfied by the outcome of the discussions and process at the Chairperson level, the student may initiate a formal appeal. The student must initiate the appeal as early as possible, but not later than resolution.

A formal appeal consists of a written explanation of the grievance sent to the Associate Dean of Graduate Program, which should include the reasons the student believes the faculty member's

why previous discussions were not satisfactory. The Associate Dean may request that the faculty member, the Chairperson and any other individual involved provide the Associate Dean with a written evaluation of the merit of the appeal and a summary of the attempts to resolve the grievance.

The Associate Dean will then convene an ad hoc committee composed of three members of the elected Grievance Committee. The ad hoc committee will conduct an independent review of the grievance, which will include discussing the grievance with the student, the Chairperson and other individuals involved. Within thirty (30) days of receiving the formal appeal, the ad hoc committee

Chairperson involved in the earlier level of the process, the person(s) against whom the grievance was brought, and the Associate Dean.

If the student is dissatisfied with the conclusions of the ad hoc committee, the student may submit a written appeal to the Dean. The appeal must be submitted as soon as possible but no

later than thirty (30) days after the student has received the conclusions of the ad hoc committee.

A formal appeal to the Dean consists of a written explanation of the appeal, which should arbitrary, unethical, or based on extrinsic error, and the reasons why