

MSN Program Admissions Check List

Applicants to the MSN program at Cox College must:

- Hold a current, un-encumbered RN licensure
- Have a cumulative GPA of 3.0 or greater on professional component courses (BSN level work). *GPA of 2.5-2.9 may be considered for provision admission upon discretion of faculty.*

Application deadline for the program:

- **Family Nurse Practitioner Track** **Fall – March 1st Spring – September 15th**
- **Psychiatric Mental Health Nurse Practitioner Track** **Fall – March 1st**
- **Nurse Education Track** **Fall – March 1st**

- 1. Complete & submit the Cox College application along with \$50 application fee through one of the following methods. If you are a Cox College or Burge graduate you are not required to pay the \$50 application fee.
 - Complete the application online at www.coxcollege.edu
 - Attend one of our Open House events

- 2. Request that **all** official transcripts be sent to Cox College.
 - Transcripts from **ALL** colleges/universities in which you have completed college level courses.
 - It can take up to 3 weeks for us to receive your transcripts once a request is submitted.

- 3. Submit a copy of your updated Curriculum Vitae (CV).

- 4. Submit a copy of your current un-encumbered RN license (a PDF from Nursys is sufficient)

- 5. Submit **two** letters of recommendation.
 - Letters must be signed and received directly from the recommender via email with a signed pdf or mailed in a sealed envelope to Cox College.
 - i. One letter must be from a direct supervisor or faculty member, speaking to your experience and likely success in the program.
 - ii. One letter must be from a physician, whom you’ve collaborated with, speaking to your likely success as an FNP or NE.

- 6. Submit program specific essay. Submission of the essay needs to be in the latest APA format (scholarly references are expected). No greater than 500 words total.
 - **FNP track:** Discuss the scope of practice, collaboration, and prescriptive authority of the rural Family Nurse Practitioner.
 - **PMHNP track:** Discuss the scope of practice, collaboration, and prescriptive authority of the Psychiatric Mental Health Nurse Practitioner.
 - **NE track:** Summarize your philosophy of teaching. Utilize four of the NLN core component for nursing education.

7. Complete your FAFSA application at www.fafsa.ed.gov. Our school code is 013877. *Not required but recommended.*

Priority service date: A minimum of 4 weeks prior to the start of the semester.

- Visit www.FederalStudentAid.ed.gov for more info on financial aid.
- Contact our Financial Aid Department at 417/269-3401 for assistance.

Post-Masters Certificate Requirements:

- Completed Masters of Science in Nursing (MSN) from an accredited institution
- Completed MSN Core Courses (within the last 5 years):
 - Advanced Pharmacology
 - Advanced Physical Assessment
 - Advanced Physiology & Pathophysiology
- Completion of all the MSN graduate application requirements (as listed above)

Application Materials may be mailed or emailed to:

Cox College – Attn: Admissions
1423 N. Jefferson Avenue
Springfield, Missouri 65802
admissions@coxcollege.edu

After the Application Deadline:

Those with complete files will be contacted to schedule a phone interview.

Once Accepted:

- Proof of Immunizations will be required. Full listing of requirements can be found in the Cox College Catalog and the Student Handbook. This information will also be sent after acceptance into the program.
- Submit a copy of current AHA BLS for Health Care Provider Certification.

