DNP ADMISSION CHECKLIST

Congratulations! You've made an important decision to earn your Doctor of Nursing Practice (DNP) degree. The steps outlined below will help you to complete Franklin University's DNP program admission process.

☐ **APPLY FOR ADMISSION:** Complete the online application for graduate students at franklin.edu/apply. Your application remains active for one year. If you have previously applied, please contact your admissions advisor or email graduate.admissions@franklin.edu. If you applied more than a year ago, but did not enroll, please complete a new application so your records can be updated.

There is a $50 non-refundable application fee that must be paid online at the time of application. Franklin University alumni and current military service members, which include Active, Reserve and National Guard from any branch, are exempt from this fee.

☐ **REQUEST TRANSCRIPTS:** Please submit transcripts for all of your master's and doctoral-level coursework as well as your bachelor's degree. Applicants for the DNP program must hold a Bachelor of Science in Nursing (BSN) degree or a Master of Science in Nursing (MSN) degree. To be considered official, all transcripts must arrive at Franklin from your previous institutions in the originally sealed envelope. You are responsible for any transcript fees. Transcripts should be sent directly to:

Franklin University Graduate Admissions Office
201 S. Grant Ave.
Columbus, OH 43215

Electronic transcripts should be emailed to:
transcripts@franklin.edu

Note: Admission to the DNP program requires a cumulative GPA of at least a 3.0 on a 4.0 scale. If you have a GPA lower than 3.0, you can petition for conditional enrollment by submitting an essay detailing other criteria that you believe should be considered to demonstrate your ability to be successful in a DNP program. Conditional enrollment requires you to achieve a final grade of "B" (3.0 GPA) or better in the first DNP course.

☐ **SUBMIT NURSING LICENSE INFORMATION:** **Complete this online form to submit your licensure information**. Applicants must have a valid, active RN license in the U.S. or in a jurisdiction that is an associate member of the National Council of State Boards of Nursing (NCBSN). Applicants holding the equivalent of an RN licensure or certification outside the U.S. must submit a Credential Evaluation Services (CES) Academic Report from the Comission of Graduates of Foreign Nursing Schools (CGFNS).

☐ **SUBMIT RÉSUMÉ:** Email your updated résumé to: graduate.admissions@franklin.edu.

☐ **COMPLETE HANDBOOK REVIEW:** Review the **DNP Program Handbook** and complete the **Acknowledgement of Receipt of the DNP Program Handbook**.

☐ **SUBMIT DISCLOSURES*:** Complete the **Criminal History Disclosure**. (**DNP-FNP applicants only*.)

☐ **IDENTIFY FINANCING OPTIONS:** Financing your education can include options such as federal financial aid (Franklin's school code is 003046), employer tuition reimbursement, or various tuition benefits for military family members, educational partners or Community College Alliance faculty and staff.

FRANKLIN UNIVERSITY