

TO: Future Excelsior University BS and RN–MS Nursing Students
FROM: Excelsior University Admissions Office
RE: BS Capstone Requirements

As part of your BS program, you will be required to design a capstone project. This includes working with a volunteer mentor you identify who meets our requirements^① and will facilitate the creation and design of a quality improvement initiative. This work is done as part of course requirements and with the guidance of faculty. The capstone is the final course in your program. As you progress through your program, you should be thinking about a project and possible mentor, so that you are prepared to start your capstone as scheduled in your degree plan. There are various resources in the program to assist you in planning for the capstone.

If you plan to complete your capstone practice experience at a facility that requires an affiliation agreement, you may need to meet facility specific requirements. These may include, but are not limited to, a confidentiality statement, a criminal background check, current CPR certification, health records (current physical examination, current tuberculosis screening, MMR vaccination, varicella vaccination, hepatitis B vaccination, diphtheria/tetanus booster, and current influenza vaccination), drug screening, and infection control education. Facilities may have additional requirements such as attending an orientation, purchasing an electronic name badge, or having a specific type of insurance. Students unable or unwilling to provide required documentation are responsible for identifying an alternative experience. Excelsior University cannot assist with placement of a student in the desired practice experience if the student is not able to meet facility requirements. Students are responsible for all costs associated with facility requirements. In the event of an accident or illness during participation in the capstone practice experience, the student incurs all costs.

Some facilities require an affiliation agreement with Excelsior University. This is a contractual agreement between the Excelsior University and the facility outlining the responsibilities and liabilities of both parties. If the facility where you plan to do your capstone requires an affiliation agreement, you need to submit a request to Excelsior University in advance to allow time to process the agreement. The request is submitted to the School of Nursing and includes the facility name, the physical address of the facility, and the email and phone number of the contact person at the facility. The due dates for the request are:

TERM CAPSTONE BEGINS	AFFILIATION AGREEMENT SUBMISSION DEADLINE
Spring term (January)	October 1 of previous year
Summer term (May)	February 1 of current year
Fall term (August)	May 1 of current year

If the facility you have chosen to do your practice experience hours does not require an affiliation agreement, verification will need to be provided indicating that you have approval to complete your practice experience hours at this facility.

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① The mentor must be an employee of the organization where the student is completing the capstone, hold a minimum of a bachelor's degree in nursing, have an active, unencumbered RN license in the state where the capstone project is completed, and two years of experience at the facility. Students' direct supervisors, family, or close friends cannot serve as mentors.

Excelsior University is unable to enter into affiliation agreements for capstones in Guam and California.

In order to process your application for admission to the School of Nursing, select one of the options listed below. Then sign and return this document for processing.

- I am aware of the current program requirements for completing the BS capstone course as part of the Excelsior University School of Nursing. **Please proceed with my application.**
- I have decided NOT to enroll in Excelsior University at this time. **Please cancel my application.**

Signature _____ Date _____

Print Name _____

Excelsior University ID # _____

It can be found at www.excelsior.edu/myexcelsior

Please return signed copy back via email to: application@excelsior.edu

Other options:

FAX: Admissions Office, 518-464-8833, available 24 hours a day

MAIL: Admissions Office, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159

If you have any questions, call the Admissions Office at 888-647-2388.