

**TO:** Future Excelsior College BS and RN–MS Nursing Students  
**FROM:** Excelsior College 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\* 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 College 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.

Note: Excelsior College is unable to enter into clinical affiliation agreements for capstones in Guam and California.

\*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.

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 College School of Nursing. **Please proceed with my application.**
- I have decided NOT to enroll in Excelsior College at this time. **Please cancel my application and return my fee.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Excelsior College ID # \_\_\_\_\_  
ID# required. It can be found at [www.excelsior.edu/myexcelsior](http://www.excelsior.edu/myexcelsior).

**Please return signed copy back via the Message Center.**

Other options:

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

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

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