

BSU School of Nursing
PRE-CLINICAL INFORMATION CHECKLIST

Students taking NUR 634, NUR 680, NUR 682, NUR 684, and NUR 672 should use this checklist to assure all required pre-clinical forms and documents are submitted.

The *student* is responsible for sending all of the required forms and documents together in one envelope to:

Graduate Program Secretary
School of Nursing
Ball State University
Muncie, IN 47306-0265

The *clinical preceptor* and *clinical faculty* **should not** send any of this information to the School of Nursing. They should give it to the student to send.

DO NOT send individual forms or documents in separate envelopes.

Partial information will be returned to the student – please wait until you have all forms and documents and mail everything in one envelope.

DO NOT fax forms or documents.

All required forms and documents must be received by the designated due date. Due date information is sent to students in the preceding semester.

The student will need to withdraw from the course if required forms and documents are not received by the designated due date.

Enclose this checklist along with the required forms and documents.

_____ Clinical Preceptor Information - Form # 2

_____ Copy of current national NP / CNS certification

_____ Clinical Faculty Information - Form # 11

_____ Copy of transcript from last earned degree (official copy preferred)

_____ Copy of current RN license

_____ Copy of current national NP / CNS certification

_____ Current CV or Resume

_____ Memorandum of Agreement between BSU School of Nursing and Clinical Agency - Form # 1

_____ Student name and course number **must** be on Forms # 2 and # 11

_____ All information on forms and documents must be complete and legible.