

## 2026 Instructions for Application to the Traditional Nursing Major, Class of May 2029

- Applications to the Concordia College nursing major in Moorhead, Minnesota, are only considered from students who have completed the required application process for the program and have been admitted to Concordia College. Students not admitted to Concordia College may request college admission forms from the Concordia College Admission office (218.299.3004) or online at [ConcordiaCollege.edu](http://ConcordiaCollege.edu).
- **Non-Concordia students** must obtain official sealed **transcripts** from all schools attended after high school, and submit them. If sending them electronically through a Clearinghouse, please send them directly to the Nursing Department to ensure receipt.
- Two references are required. Your evaluator must use the reference forms provided with the application packet. References from relatives and family friends **ARE NOT** accepted. Individuals who are asked to provide a reference must be able to evaluate the applicant on the evaluation criteria listed on the form. References are to be mailed from the evaluator directly to the Nursing Department.
- A **one-page** resume is required. Please include your contact information (name, address, cell phone, personal email address) education (high school and college), work experience, awards/certifications, and foreign languages that you read, write, and speak (if applicable). If you need assistance with resume writing, the career center is available to help Concordia students.
- All application materials must be received in the Nursing Department (or be postmarked) by **March 27, 2026**. It is the applicant's responsibility to verify that the Nursing Department has received all application materials by the deadline. Incomplete applications **ARE NOT** considered after **March 27, 2026**. Completed applications received after the deadline will be placed on an alternate list and may be considered only if the cohort is not filled.
- Deposit — a \$100 deposit (nonrefundable) is required to be submitted by the student after notification of acceptance into the nursing program. This will hold your place in the nursing class and be put toward your first semester of nursing student fees.
- Use the following checklist to help complete your application:
  - ☐ Completed application to the nursing major. (Please sign each area at "Applicant's Signature.")
  - ☐ One-page resume.
  - ☐ Non-Concordia Students: Official sealed transcripts from all schools attended after high school. Official high school transcripts to include all college level coursework (i.e. AP, PSEO, College in the Classroom) completed to fulfill selective course GPA requirements for the major. These courses include the Concordia College equivalent of Biology 101 or Biology 121; Chemistry 142 (or Chemistry 127 and 128); COM 110 (oral communication); ENG 110 (written communication); and Psychology 111.
  - ☐ Two references **sent by the evaluators directly to the Nursing Department.**

**Submit Application & Resume:**  
Integrated Science Center 157  
Email: [nursing@cord.edu](mailto:nursing@cord.edu)

**Mailing Address:**  
Nursing Department  
Concordia College  
901 8th St. S.  
Moorhead, MN 56562

**References can be submitted via  
mail or email to [nursing@cord.edu](mailto:nursing@cord.edu).**

If you have questions, call the Concordia College Nursing Department at 218.299.3879 or email [nursing@cord.edu](mailto:nursing@cord.edu).



# Application to the Nursing Program at Concordia College 2026

The application deadline is Friday, March 27, 2026, but applicants may submit materials any time after Jan. 12, 2026.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Former/Maiden Name \_\_\_\_\_ Phonetic Spelling \_\_\_\_\_

Preferred Nickname \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_

Advisor's Name \_\_\_\_\_

If you are a Concordia student, provide your Concordia ID number. \_\_\_\_\_

Date Started at Concordia College \_\_\_\_\_ Cellphone \_\_\_\_\_

Concordia Email \_\_\_\_\_ Personal Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last Four Digits of SSN \_\_\_\_\_

Please indicate your citizenship status: ☐ United States citizen ☐ United States permanent resident  
☐ Foreign citizen ☐ Other: \_\_\_\_\_

Please indicate your sex: ☐ Male ☐ Female ☐ Transgender ☐ Prefer not to respond

Please indicate your ethnicity: ☐ American Indian or Alaska Native ☐ Asian  
☐ Black or African American ☐ Native Hawaiian Other Pacific Islander  
☐ Prefer not to respond ☐ Race and ethnicity unknown  
☐ Two or more races ☐ White  
Hispanic or Latino: ☐ Yes ☐ No

**Please provide your mailing address (relevant after May 4) for notification of program admission status.**

Current Mailing Address: Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Permanent Mailing Address: Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Do we have permission to contact you and leave a message on voicemail/email if needed? ☐ Yes ☐ No

## Colleges/Universities Attended:

List **all** colleges/universities/institutions you have attended in order of most recent attendance, including Concordia College.

Name of Institution and Location	Dates Attended Month/Year	Reason for Leaving or Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken postsecondary education offerings (PSEO), advanced placement (AP), or College in the Classroom courses?

☐ Yes ☐ No If yes, list the course titles and institution (see the Traditional Nursing Student FAQs with questions).

Have you ever attended or been admitted to another program of nursing at a college, or university? ☐ Yes ☐ No

If yes, please indicate the name and address of the program and your reason for leaving.

**References:** All applicants are requested to supply two confidential references (relatives and family friends are not accepted). References should be from an employer, supervisor, member of the clergy, guidance counselor, or college professor who is able to provide feedback on all criteria included on the reference form. Please indicate your references below:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

***Please sign your name and date to indicate you understand the references are confidential and you waive access to the information.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Coursework/GPA:** "I understand that I will not meet the criteria for admission to the major if my cumulative college Grade Point Average is less than 2.8 and/or my selective GPA is less than 3.0 (on a 4.0 scale) at the time of committee review." (See Selective Coursework prerequisites below.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Degree Completion/Major Completion:** "I am aware that the degree must be completed in the same semester as completion of the nursing major."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Selective GPA Coursework:** The following coursework (or its equivalent) must be completed (or in progress) at the time of application to the major with a C- or better for each course and a combined GPA of greater than or equal to 3.0 (on a 4.0 scale). Please indicate if the course has been completed (include date), or is in progress (IP) during the semester of application, and if able, provide grade and credits earned. If the official transcript does not reflect a lab component for the science courses, applicants may verify the lab requirement to the admission committee by: 1) attaching the course syllabus, 2) attaching a photocopied description from the college's official catalog, or 3) sending a letter from the college's registrar's office, to substantiate that a lab was included.

<b>Prerequisite Coursework (or equivalent)</b>	<b>Dates</b> (When taken, "IP" for In Progress, or date scheduled to take)	<b>Where Taken</b> (Which transcript can the committee find this on?)	<b>Course Title and Number of Course</b> (if not taken at Concordia College, Moorhead, Minn.)	<b>Grade Earned</b> (Must be a C- or higher and not Pass/Fail)	<b>Credits Earned</b> (Must be three semester credits or more)
Example: PSYC 111	Fall 2024	St. Olaf	General PSYC/1601	A-	3 credits
Introduction to Oral Communication (COM 110)					
Introduction to Written Communication (ENG 110)					
Intro to Biology (BIOL 101) and Lab <b>OR</b> Cell Biology (BIOL 121) and Lab					_____ credits Did it include a lab? <input type="checkbox"/> Yes <input type="checkbox"/> No
Chemistry (Biochemistry/Organic, CHEM 142) <b>or both</b> General Chemistry I (CHEM 127) & General Chemistry II (CHEM 128) and Labs					_____ credits Did it include a lab? <input type="checkbox"/> Yes <input type="checkbox"/> No
General Psychology (PSYC 111, or a course equivalent above 111)					

**"I certify that the information provided in the above table is correct and that official transcripts from institutions will corroborate that which I have indicated to be true."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Technical Standards/ADA Statement:**

In accordance with the Americans with Disabilities Act, Concordia College and the Nursing Program are committed to making reasonable accommodations to assist individuals with documented disabilities to reach their academic potential. The Nursing Program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the Nursing Program.

Becoming a nurse requires the completion of a professional education program that is rigorous — both physically and intellectually. The curriculum requires students to engage in diverse and complex experiences essential to the acquisition and practice of essential nursing skills and functions. In addition, the educational program requires assimilation of knowledge, acquisition of skills, and development of judgment and critical thinking abilities through client care experiences. The achievement of these skills and functions is necessary for the graduate nurse to provide safe, effective, competent, and compassionate care.

The faculty have determined that certain technical standards are requisite for admission, progression, and successful completion of the nursing program. Therefore, a student interested in enrolling in the nursing program should be able to fully perform the technical standards essential for the completion of the program. This is illustrative only and is not a comprehensive inventory of all functions and tasks that may need to be performed. Students who seek accommodations prior to or immediately after enrolling in the nursing program must also request an assessment for the types of reasonable accommodations needed for the classroom and clinical components of the nursing program. If limitations in abilities are identified, the student is responsible for consulting with a qualified healthcare provider for further evaluation. If a limitation is verified by the healthcare provider, the student must present the suggested accommodations in writing to the Nursing Department chair for consideration. In consultation with the Center of Holistic Health, the Nursing Department faculty will determine which accommodations are reasonable, available, and appropriate.

Please review the Nursing Department Technical Standards that are above.

**“I certify that I have read fully and understand the Nursing Department Technical Standards document. I am able to perform all abilities, with or without reasonable accommodation, as set forth in the NDTS document and have no further questions.”**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Information on Clinical Placement and Future Licensure

It is important that you are aware of the following:

- Substance abuse and certain physical or mental conditions can be a cause for denial of a license to practice nursing.
- Certain criminal conduct or offenses can be a cause for denial of a license to practice nursing.
- Clinical agencies reserve the right to deny students access to clinical experiences based on findings revealed in the criminal background check.
- You are expected to document any and all infractions, including those dismissed. Failure to do so may impede your license application.

If you need further information, please contact your nursing faculty advisor, the program chair, or a state board of nursing representative. The following questions are similar to those that appear on an application for professional nursing licensure.

*Affirmative answers to the following questions do not exclude you from review for admission. However, clinical agencies reserve the right to deny student access to experiences which may impact a student's ability to progress in the major. Your circumstances will be individually evaluated.*

- ☐ Yes ☐ No 1. Have you ever been convicted of a crime other than a minor traffic offense?
- ☐ Yes ☐ No 2. Have you ever been involuntarily confined based on harm to self or others?
- ☐ Yes ☐ No 3. Have you ever been cited and/or disciplined for cheating or received a conduct/disciplinary violation or any **other offense at any college or institution?**
- ☐ Yes ☐ No 4. Have you ever had a nurse aide registry listing marked for abuse, neglect, or misappropriation of property?
- ☐ Yes ☐ No 5. Have you ever been charged with the use or possession of any illegal drug or drug paraphernalia, misuse of prescribed medications, or any drug-related offense?

*If "yes," please describe the offense(s), circumstances, and any disciplinary action taken against you. This information will be reviewed by the Department of Nursing's Admissions Committee and/or appropriate college staff. (You may attach an additional page if needed).*

**"I certify that all information given on this application and supporting documentation is correct and complete. I understand any omission, misinformation, or misrepresentation may void my admission or result in dismissal or revocation of any degree awarded based upon this admission. I understand that criminal background checks and a review of my file in Student Development and Campus Life and Academic Affairs will be completed as part of the admission process."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**"I understand that submission of this application and admission to Concordia College does not guarantee admission to the major."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**"I am aware that this application process requires a review of my academic record. By signing below, I consent to allow the Registrar's Office to release my academic transcript to the Nursing Department."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Reference Form for the Nursing Program at Concordia College 2026

*This evaluation must be received/postmarked in the Nursing Department no later than **March 27, 2026**.*

1. Name of Applicant (Please print) \_\_\_\_\_

NOTE: The person whose name appears above has applied for admission to the Concordia College Nursing Program. It would be helpful to the Nursing Department Admissions Committee if you would give us an assessment of the applicant as called for below. If you are not able to evaluate the applicant on the qualities listed, please notify the applicant. The information you provide will be confidential and the applicant has waived his/her right to access this evaluation.

2. How long have you known the candidate and in what capacity? \_\_\_\_\_

3. Please rate the applicant on each of the 10 criteria. Mark your responses with an 'X' in only one square per criteria.

	Exceptional	Average	Needs Improvement	Unable to Assess
Integrity/Honesty				
Initiative/Motivation				
Maturity				
Ability to Work with Others				
Communication Skills				
Empathy/Caring				
Judgment				
Ability to Make Decisions				
Dependability				
Critical Thinking				
Overall Rating				

4. If you have additional comments of value to the Nursing Department's Admissions Committee, please include them on the back of this form.

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

SEND COMPLETED REFERENCE FORM NO LATER THAN **MARCH 27, 2026** TO:

Nursing Department  
Concordia College  
901 8th St. S.  
Moorhead, MN 56562

Phone: 218.299.3879  
Fax: 218.299.4309  
Email: nursing@cord.edu

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Signature \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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# Technical Standards for Concordia College Nursing Students

## Essential for the Completion of the Nursing Program

Concordia College Technical Standards for students enrolled in the Bachelor of Science in Nursing:

- A. Technical standards are a necessary component to the complex discipline of nursing, which all students must meet with or without reasonable accommodations.
- B. Students wishing to enter the Concordia College Nursing programs must be able to demonstrate that they can meet these technical standards and continue to do so throughout their nursing education program. Please thoroughly read the technical standards requirement to determine whether you can meet these with or without accommodations. See procedures listed below.

The Concordia College Department of Nursing is committed to equal access for all persons in its programs, facilities, and employment. The college abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Minnesota Human Rights Act and other applicable statutes and regulations relating to equality of opportunity (see below for Student Accessibility Services).

- C. The nursing curriculum, leading to eligibility for licensure as a registered nurse, requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing skills and functions. Unique combinations of cognitive, physical, psychomotor, sensory, communication, affective, and social abilities are required to satisfactorily perform these skills and nursing functions. These skills and functions are essential for the successful completion of the requirements of the Department of Nursing degree program and necessary to ensure the health and safety of clients, self, faculty, and other healthcare providers. As outlined below, these functions comprise the "Technical Standards" performance requirements for students.
- D. Procedures
  1. When applying to the major, students are required to review the policy and identify their capacity to meet the technical standards.
  2. If limitations in the ability to meet the technical standards are identified, the student is responsible for consulting with a qualified health care practitioner for further evaluation.
  3. If a limitation is verified by the health care practitioner, the student must present the recommended accommodations in writing to Student Accessibility Services for departmental consideration.
  4. The Nursing Department chair, in consultation with the Admissions Committee and the Center for Holistic Health, will determine which accommodations are reasonable, available, and preserve client/student/faculty safety prior to admission to the nursing major.
  5. Prior to the first day of classes, the student must notify the coordinator of each course about the accommodations.
  6. The student must notify the Center for Holistic Health and it will provide a copy of the approved accommodations to the faculty involved.
  7. Once admitted to the nursing program, if there is a change in the ability to meet the technical standards the student must notify the course coordinator and the Center for Holistic Health immediately. The course coordinator will notify the Nursing Department chair.
- E. Technical standards include but are not limited to the following abilities:

### Cognitive

#### GENERAL

The student must be able to:

- measure
- calculate
- reason
- prioritize
- analyze
- integrate
- synthesize information
- act with integrity and judgment
- must have the ability to sustain attention and memory to maintain client safety.

#### SPECIFIC

The student must be able to read and comprehend extensive written materials. The student must also be able to evaluate and apply information and engage in critical thinking in the classroom, lab, and clinical setting within the time constraints unique to each setting.

### Motor Skills

#### GENERAL

The student should have sufficient motor functions such that they are able to execute movements required to provide general care and treatment to clients in all health care settings.

#### SPECIFIC

It is required that a student possess the motor skills necessary for assessment and therapeutic procedures such as:

- inspection
- palpation
- percussion
- auscultation
- other diagnostic maneuvers and procedures.

Such actions require:

- coordination of both gross and fine muscular movements
- equilibrium
- functional uses of the senses of touch, vision, and hearing.

#### SPECIFIC

The student must be able to perform basic life support (including CPR), transfer and position clients, and position and reposition self around clients. The student must also be able to operate equipment typically found in the health care environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, safe client handling equipment, etc.).

### Sensory/Observation

#### GENERAL

The student must be able to acquire information presented through demonstration and experience in the basic and nursing sciences.

#### SPECIFIC

The student must be able to:

- observe and hear the client accurately, at a distance and close at hand.
- observe nonverbal communications when performing nursing assessments and interventions or administering medications.
- be capable of assessing the client. For example, sensory and observation information may be derived from visual inspection and images of the body surfaces, palpable chang-

es in various organs and tissues, and auditory information (client voice, heart tones, bowel, and lung sounds, etc.).

- ability to read medication labels and markings on syringes.

## Communication

### GENERAL

The student must have the ability to communicate effectively and respectfully with other students, faculty, staff, clients, family, and other professionals.

### SPECIFIC

The student must be able to:

- express his or her ideas and feelings clearly.
- demonstrate a willingness and ability to give and receive feedback.
- convey or exchange information at a proficiency level to obtain a health history.
- identify problems presented.
- explain alternative solutions.
- give directions during treatment and post-treatment.
- effectively communicate in English through verbal, written, and electronic formats with the ability to retrieve information from various sources of literature and computerized databases.
- communicate verbally in English in classroom presentations, seminars, simulation, clinical sites, clinical conferences, and online formats.
- process and communicate information regarding the client's status with accuracy in a timely manner to members of the healthcare team.
- use sound clinical judgment and appropriate communication in seeking supervision and consultation from faculty and/or healthcare staff.

## Behavioral/Emotional

### GENERAL

The student must possess the emotional health required for the utilization of their intellectual abilities, the exercise of good judgment, ability to manage impulsivity, and the prompt completion of all responsibilities associated with the nursing care of clients and families.

### SPECIFIC

The student must be able to:

- maintain mature, respectful, and professional relationships with clients, students, faculty, staff, and other members of the healthcare team under all circumstances, including highly stressful situations.
- have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly and/or in unpredictable ways.
- demonstrate empathy for the situations and circumstances of others.
- recognize how their own values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- willingly examine their behavior when it interferes with productive individual or team relationships.
- possess skills necessary for effective and productive relationships in diverse academic and work environments.

## Professional Conduct

### GENERAL

The student must possess the ability to reason morally and practice nursing in an ethical manner.

### SPECIFIC

The student must be willing to learn and abide by professional standards of practice. They must possess attributes including:

- compassion
- empathy
- altruism
- integrity
- honesty
- responsibility
- tolerance
- engaging in client care delivery in all settings and be able to provide care to all client populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised clients, diverse clients, and vulnerable adults.

The students are expected to follow the American Nurses Association Nursing: Scope and Standards of Practice and the ANA Code of Ethics for Nurses. (<https://www.nursingworld.org/ana/about-ana/standards/>)

The students are expected to follow the Nursing Department policy for professional behavior.

The student must be able to meet the Concordia College Department of Nursing attendance requirements. The student must be able to satisfy all requirements set forth by the health care agency's affiliation agreements as well as any additional requirements, such as certain vaccinations, of the assigned clinical settings. The student must uphold professional nursing standards related to the student's scope of practice.

## Center for Holistic Health

The College's mission is to provide optimal educational opportunities for all students, including those with disabilities. The College recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, College policy calls for accommodations to be made on an individualized and flexible basis for qualified students with disabilities. Students are responsible for seeking assistance at the College and making their needs known.

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact the Center for Holistic Health at 218.299.3514 or [holistichealth@cord.edu](mailto:holistichealth@cord.edu).

The Center for Holistic Health values disability as essential to our diverse community. The CHH arranges reasonable accommodations to reduce disability-related barriers to full access for students and works to balance the rights and responsibilities of the student with the rights and responsibilities of the College.

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