

CHAPTER 5
MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. This chapter explains, in detail, the eligibility requirements and steps to apply for the MECP. Refer to the NAVADMIN that is released each year concerning application procedures and deadlines.

2. Program Information

a. The MECP is a commissioning program specifically intended to provide an advancement pathway to commissioned status in the NC, U.S. Navy, on the active duty list. It is not intended to serve as a precursor to medical school, nor for academic programs leading to certification, or licensure as a physical therapist, physician assistant, or other health care specialty. MECP provides outstanding career-motivated enlisted personnel of all ratings, who have attained previous college credit, the opportunity to complete the requirements for an entry-level degree and ultimately a commission in the NC. For those holding a valid nursing license (having passed the National Council Licensure Exam (NCLEX)) and a Bachelor of Science in Nursing (BSN) from a non-accredited institution, applications for a Master of Science in Nursing (MSN) will be considered as an entry-level degree. No entry grade credit would be granted, as the MSN would be the qualifying degree for commissioning in the NC.

b. Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. Long distance learning programs are not acceptable. When possible, the college or university must be within 50 miles of a Naval activity to which the participant will be ordered, for administrative purposes, on a PCS basis. The Naval activity may be a Navy operational support center, Naval Reserve officers training corps unit, or other Naval command.

c. MECP students receive full pay and allowances for their enlisted paygrade and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP. Navy-sponsored tuition assistance may not be used to pay for tuition, but selectees may seek financial assistance from other sources, including the VEAP or MGIB, if eligible.

d. Selectees are required to complete the requirements for a baccalaureate or entry-level master's degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis. Advanced academic standing may be granted at the discretion of the individual school; however, candidates must then complete the degree requirements in a proportionately reduced period of time.

e. Selectees disenrolled from MECP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active duty service obligation.

f. Graduates from MECP are commissioned as ensign, NC, U.S. Navy, attend ODS, and incur an 8-year military service obligation with a minimum of 4 years served on active duty.

3. Eligibility Requirements. To be eligible to apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship is required. This cannot be waived.

b. Age requirement. Candidates must be able to complete the baccalaureate nursing degree requirements and be commissioned prior to their 42nd birthday.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding 1 October of the FY in which the selection is held. All minor traffic violations must be listed on this application. For the purpose of this subparagraph, an offense involving driving under the influence of an intoxicant (Driving Under the Influence/Driving While Intoxicated (DUI/DWI)) is a major traffic violation and is disqualifying if within 4 years preceding 1 October of the FY in which the selection is held.

d. Drug Use. A felony conviction or any record of in-service drug abuse, regardless of the date, is disqualifying for MECP. A person who is drug or alcohol dependent, abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of trafficking offenses is ineligible for MECP.

e. Active Duty Service. Be serving on active duty as enlisted personnel in any rating of the U.S. Navy or Navy Reserve (including FTS). Reserves on ADSW or 1-, 2-, or 3-year recalls and CANRECs are not eligible for the program.

f. Performance Record. Have a superb performance record as well as strong academic potential.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High school diplomas or equivalency certificates based upon military educational experience and GED are acceptable if they are issued by the Department of Education of a State, Commonwealth, or Territory of the United States or the District of Columbia.

(2) Have a certified copy of SAT or ACT scores no older than 3 years from application due date. Minimum **recommended** scores are 1000 SAT (500 math and 500 critical reading/verbal) or 42 ACT (21 math and 21 English).

(3) Have applied for acceptance or transfer into a baccalaureate or entry level master's degree in nursing program during the FY in which the selection board is held at a United States college or university and its nursing school that is accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(4) Be able to complete any prerequisites and the requirements for a baccalaureate or entry level master's degree in nursing within 36 consecutive months from the date of enrollment into the MECP. Full-time student status must be maintained throughout the calendar year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university that offers classes applicable to MECP for each of those sessions.

(5) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as English, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition, and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, College Level Entry

Program (CLEP) credit, on-line or distance learning, and military training credits, provided that the non-traditional credits are accepted by the school applied to.

(6) Individuals who already have a baccalaureate degree in nursing must have that degree accepted by the NLNAC or CCNE school of nursing for which they are applying to graduate school.

h. Marital status and number of family members. No restrictions.

i. Physical qualifications. Meet the requisite pre-commissioning/accession physical standards for appointment as NC officer prescribed by reference (n), chapter 15. Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery (CHBUMED) and waiver of the standard(s), by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Applicants are strongly recommended to submit a pre-commissioning SF 88 Report of Medical Examination, SF 93 Report of Medical History, or DD 2807-1/2808 within the last 12 months (or 24 months for those applicants deployed). Applicants must meet physical fitness and percent body fat standards at the time of application, while in training, and at the time of commissioning. Failure to maintain physical standards will result in immediate disenrollment.

j. CO's Endorsement Endorsement letter from their CO.

k. Waivers Waivers of eligibility requirements are reviewed by BUPERS (BUPERS-31). Waivers of eligibility requirements, other than minor physical defects, are normally not granted.

4. Application Submission Procedures and Deadlines

a. Applications are reviewed by selection boards on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Each applicant's service record should be complete and up-to-date. Each applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete or late applications will be returned without board action. Include an e-mail address in the application.

b. Applicants must fill out OPNAV 1420/1 and submit it via their CO to: Commander, Naval Medical Education and Training Command (NAVMED MPT&E), Code OC3, Bethesda, MD 20889-5611 postmarked not later than 1 October of the FY in which the board meets. The personal information requested in the application will be used by board members to identify those candidates who are fully qualified for appointment and are the best candidates. Applications must contain the following with any supplemental attachments placed at the end of OPNAV 1420/1:

(1) OPNAV 1420/1.

(2) Academic Degree Plan, (see paragraph 13 of this chapter), signed by the school of nursing advisor and the applicant, showing the projected program of study and completion date with the number of transfer credits the school will accept. If already accepted into the program, the letter of acceptance should be included with the degree completion plan.

(3) Certified copies of academic transcripts for each technical school, college, and university attended. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to NAVMED MPT&E Medical Accessions (Code OC3), provided they include the applicant's full name and SSN. If documents are in the service record, they may be forwarded but must be certified to be true copies.

(4) Certified copy of SMART. Those taken directly from the service record or downloaded from the Internet shall be certified to be true copies and must be legible.

(5) Certified and legible copies of proof of citizenship. Copy of birth certificate or certified statement signed by an official who has cited the naturalization certificate.

(6) Enlisted Qualification History. NAVPERS 1070/604, page 4 of the enlisted service record.

(7) History of Assignments. NAVPERS 1070/605, page 5 of the enlisted service record, annotated, if necessary, to include all periods of temporary duty under instruction.

(8) Evaluations. Copies of last 5 years observed NAVPERS 1616/26, Evaluation Report and Counseling, or NAVPERS 1610/2, Fitness Report and Counseling Record.

(9) Medical Examination/History. One copy each of current SF 88 and SF 93 or SF 2807-1 and SF 2808. Physical examinations completed within 18 months prior to 1 October application deadline are acceptable, provided there has been no change in the applicant's health status. The physical examination must address "commissioning standards" not "retention standards." The applicant shall ensure that the forms are completed and signed by the attending physician and include results of the most recent drug screening and HIV testing, an EKG, complete eye exam, clinical records, and consultation sheets, if applicable.

(10) Statement of age. The following statement must be contained under Personal Statements of OPNAV 1420/1: "My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____ years, _____ months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____ days."

(11) The SF 86 (e-QIP) is required for all applicants who do not possess a current NACLIC and credit check. The command security manager should assist applicants in determining whether the appropriate agency check is on file in the Joint Personnel Adjudication System (JPAS). Applicants who do not possess a NACLIC must include a completed SF 86 with the OPNAV 1420/1.

(12) Testing Scores (Officer Aptitude). Applicants can submit scores with the OPNAV 1420/1 but they are not required.

c. CO. Upon receipt of an application, the applicant's CO shall:

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more NC officers, when available, to interview and evaluate each applicant. Each board member shall complete a NAVCRUIT 1131/5 assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a NC officer is highly recommended if a NC officer cannot be appointed to the board.

(2) Interview the applicant personally. Complete the CO's Recommendation section provided in OPNAV 1420/1. No additional cover letter by the CO is required. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a NC officer and with the academic ability to complete

a demanding college curriculum. Applications without command endorsement shall be deemed ineligible. The CO's endorsement shall contain a:

(a) Statement addressing any waivers requested by the applicant (including High Year Tenure (HYT)).

(b) Statement indicating whether or not the applicant is serving on full duty without limitation.

(c) Statement that applicant meets physical fitness and percent body fat standards as outlined in reference (a).

(d) Typewritten, signed copy of each board member's NAVCRUIT 1131/5 as an enclosure.

(3) Ensure that each MECF Program applicant has been counseled as to their financial status and the extent of benefits while enrolled in a MECF Program.

(4) Forward applications to:
NAVMED Manpower, Personnel, Training, and Education (MPT&E)
(Code OC3 HMDT)
8901 Wisconsin Ave
Bethesda, MD 20889-5611

d. Acknowledgment of Receipt of Applications. NAVMED MPT&E (Code OC3 HMDT) will notify the applicant to verify receipt of application.

e. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to a nursing school, transcripts, etc.) to reach NAVMED MPT&E (Code OC3) no later than 1 October of the FY in which the selection board meets.

f. Change of Address. Applicants must notify NAVMED MPT&E (Code OC3) in writing of any change in mailing address. Change of e-mail address can be completed electronically through notification of NAVMED MPT&E (Code OC3 HMDT), at <http://www.med.navy.mil/sites/navmedmpte/Pages/MedicalEnlistedCommissioningProgram.aspx>.

g. Selection. Eligible MECF applicants will be considered by an annual selection board convened by CHNAVPERS in December. The board will recommend those applicants best qualified for

appointment within authorized quota limitations established by DCNO (MPTE) (N1). The names of those selectees will be published by a NAVADMIN.

5. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee desiring to withdraw should decline transfer orders and notify NAVMED MPT&E (Code OC3). Applicants may apply to other programs, for example, STA-21. If selected for another commissioning program, applicant must advise NAVMED MPT&E (Code OC3 HMDT) in writing of their intent to continue to be considered for the MECP selection board no later than 1 November of the FY in which the board meets.

b. Should there be a marked drop in the overall performance of the selectee or UCMJ violations prior to the selectee's transfer, the CO shall immediately inform NAVMED MPT&E (Code OC3) and make a recommendation for the individual's disenrollment from the program.

6. Transfer Policy. Transfer directives/orders will be issued by NAVPERSCOM. COs shall ensure that no person ordered to MECP is transferred without the required obligated service.

7. Advancement in Rating. MECP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

8. Appointment. Upon successful completion of a baccalaureate or entry level master's degree in nursing (certified by the accredited college/university), the candidate will receive a permanent appointment in the grade of ensign in the NC, U.S. Navy, per section 12203 of reference (f), and under the guidance of reference (h). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per section 6323 of reference (f) to be eligible for retirement. Appointees incur an 8-year military service obligation upon commissioning, 4 of which must be served on active duty.

9. Officer Development School (ODS). Appointees must complete ODS and will be assigned to the next available class upon successful completion of the baccalaureate or entry-level master's degree in nursing and commissioning.

10. Licensure

a. NC officers must obtain and maintain a license to practice as a professional Registered Nurse (RN) from a State, Territory, or the District of Columbia based on the licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Appointment as an NC officer may occur prior to licensure; however, the NCLEX-RN must be taken at the first available opportunity following completion of the baccalaureate program.

c. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the member.

d. Officers who twice fail the licensure examination may be re-appointed through the training attrite process to a different officer community/designator to complete any incurred active duty obligation. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of DCNO (MPTE) (N1), when such action would be in the best interest of the Naval Service. Officers whose active duty obligation has been waived shall either submit a voluntary resignation or be processed for administrative separation per reference (i).

e. Before appointment, applicants are required to acknowledge in writing that they are aware of licensure requirements.

11. Educational Program Management. The following administrative guidance applies to the educational program management:

a. Any selectee who does not desire to participate in the program must notify NAVMED MPT&E (Code OC3 HMDT) within 15 days of notification of selection.

b. Selectees have until 15 March of the FY in which the selection board was held to submit a letter of acceptance from a U.S. college or university and its NLNAC or CCNE accredited nursing school. A final degree completion plan, signed by the university, must be submitted with the letter of acceptance showing the approved transfer credits and the expected degree completion date. Acceptance letters must be submitted to:

Navy Medicine Manpower, Personnel, Training & Education (NAVMED MPT&E)
Code OC3 HMDT
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

c. The letter of acceptance must state:

(1) Accreditation status of the nursing program.

(2) Specific acceptance of the applicant to the school of nursing as well as the college/university in a course of study leading to a nursing baccalaureate or entry level master's degree.

(3) That the applicant has been accepted for the fall term of the FY in which the application was made.

(4) That the applicant will be able to complete the baccalaureate or entry level master's degree program in nursing in 36 consecutive months or less.

NOTE: some schools of nursing will not formally accept a student into their program until certain criteria have been met. In this case, a provisional letter of acceptance must state that the applicant will be accepted to the school of nursing upon satisfactory completion of specific prerequisite courses. Provisional letters shall be accompanied by a letter of acceptance from that college or university, along with the proposed degree completion plan, which reflects completion of prerequisites and the full course of study in nursing within 36 months or less.

d. Once NAVMED MPT&E receives program letter of acceptance from the selectee, PCS orders will be issued within 5 months. Orders will be to a Naval activity within 50 miles of the college or university they will attend when possible. The CO or Officer in Charge (OIC) of the Naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

e. Prior to detachment from their present command, each MECP student will incur a 6-year active service obligation by extending or reenlisting. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Payment of the Selective Reenlistment Bonus (SRB) is not

authorized for selectees who reenlist for the purpose of meeting the obligated service requirement. If the selectee is entitled to an enlistment bonus or SRB, the selectee's CO must counsel the selectee individually per DoD 7000.14-R, volume 7A, chapter 9 of July 1996, concerning suspension of entitlement. The CO must also ensure a page 13 entry is signed acknowledging that the entitlement for a bonus will be reinstated and paid on a pro-rata basis if the member is not commissioned and returns to enlisted status in the same bonus skill rating. Upon execution of an extension, the following entry shall be made on page 1A in the service record: "Reason for extension: Training (MECP). I understand that upon admission to a college/university under this program, this extension becomes binding and may not thereafter be cancelled except as provided in the MILPERSMAN."

f. MECP students will maintain their enlisted status and be eligible for advancement in rating under the Navy advancement system. Their Armed Forces Identification Card, DD 2N (ACT), will reflect the enlisted paygrade currently held.

g. MECP students may not use Navy-sponsored tuition assistance to pay for their tuition but may seek financial assistance from other sources including the Veteran's Administration "GI" bill or VEAP, if eligible.

h. Applications of selectees will be kept by NAVMED MPT&E (Code OC3 HMDT) and become part of the selectee's academic file. Non-selectee applications will not be returned to the applicant.

i. Disenrollment from MECP will be the determination of Commander, NAVMED MPT&E, with information copies forwarded to BUPERS (BUPERS-31) and Bureau of Medicine and Surgery (BUMED) Medical Accessions (M131). Reasons for disenrollment may include unsatisfactory academic performance, inability to maintain commissioning physical fitness/body fat standards, or for other reasons of unsuitability. Disenrollees shall be made available for assignment to duty in their current paygrade and rating and shall complete the terms of their enlistment. The periods served at the college/university shall count as shore duty.

j. MECP students are not required to have an annual physical, but must pass the PRT as required by reference (a). Further, the CO or OIC of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes NAVPERS 6110/2, Risk Factor Screening Test Results, for each bi-annual test cycle.

12. Action

a. Commander, NAVMED MPT&E will report to BUPERS (BUPERS-31) and BUMED (M131), a minimum of twice per year, the names, last four digits of their SSNs, administrative commands to which assigned, and expected graduation dates of all candidates. For continuity and facilitation for completion of commissioning documents, a copy of the report will be forwarded to BUPERS (BUPERS-31).

b. COs, command master chiefs, career counselors, education service officers, and Navy College for Achievement advisors will ensure widest issuance of information regarding eligibility requirements and encourage eligible, interested, and qualified personnel to apply.

c. Inquiries concerning fleet applications should be addressed to:

NAVMED MPT&E
(Code OC3 HMDT)
8901 Wisconsin Avenue
Bethesda, MD 20889-5611
COMM (301) 319-4520/DSN 285

d. For the most up to date MECF information, access the Frequently Asked Questions (FAQ) page at <http://www.med.navy.mil/sites/navmedmpte/Pages/MedicalEnlistedCommissioningProgram.aspx>.

13. Academic Degree Plan

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on the forms referenced in this instruction. Please read it before completing the memo.

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. Section § 32, 504, 505, 507, 532, 552, 978, 1201, 1202, 4346, 2122, 12209, 12241; E.O. 9397.

PRINCIPAL PURPOSES: Information collected by this form will be used to determine applicant's qualifications for commission in the U.S. Navy and programs leading to commission. The authority governing this collection is Privacy Act Systems of Record Notice N01070-3, Navy Military Personnel Records System; N01420-1, Enlisted to Officer Commissioning Programs; NM06150-6, Medical Readiness Reporting System (MRRS). These notices can be downloaded at

<http://privacy.navy.mil/privacy/noticenumber/>. **SAFEGUARDS:** Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. Password complexity, expiration, minimum length, and history will assist in assuring only appropriate personnel have access to client data.

RETENTION: The collected information provided is FOR OFFICIAL USE ONLY and may become a permanent part of your service record. Records which have not been merged in the military personnel record are destroyed after 2 years.

ROUTINE USES: To obtain background and medical information from the application to determine applicant's qualifications and medical fitness for commission and programs leading to commission, appointment and retention in the Armed Forces. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices apply to this system.

DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment. All collected personal data will be safeguarded pursuant to the rulemaking of the Privacy Act of 1974 (5 U.S.C. § 552a) and/or the personal privacy exemptions of the Freedom of Information Act [5 U.S.C. § 552(b)(6) and/or (b)(7)(C)], as applicable.

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
(THIS PAGE IS UNCLASSIFIED BUT MARKED "FOUO" FOR SAMPLE PURPOSES ONLY)**

From: Academic Advisor for applicant
To: CO
NAVMED MPT&E, 8901 Wisconsin Ave
Bethesda, MD 20889-5611

Subj: ACADEMIC DEGREE PLAN FOR (APPLICANTS NAME/SSN)

Quarter/Semester: /Year: 20

| COURSE | COURSE NUMBER | HOURS | TITLE** |
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Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

| COURSE | COURSE NUMBER | HOURS | TITLE** |
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Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

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Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

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Total Qtr./Semester Hours: _____

Quarter/Semester: _____ /Year: 20__

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Total Qtr./Semester Hours: _____

Quarter/Semester: _____ /Year: 20__

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Total Qtr./Semester Hours: _____

1. Each quarter/semester must be listed in succession. All electives must be noted. If the elective is a required technical elective, it must be specified as such. Other technical electives and all humanities electives need only be as “__# hours, humanities/other technical elective.”

2. Based upon my knowledge of present course scheduling, the above courses will be offered when indicated. Completion of this plan will meet the requirement for a (BSN/MSN) degree to be issued (Mo/Yr) from (school).

3. At (school), __# credit hours is required for full-time status during ____ quarter(s)/semester(s). __# credit hours is required for full-time status during ____ quarter(s)/semester(s) during summer sessions.

(Academic Advisor Name (print))

(Academic Advisor Signature)

Title