# Table of Contents

I. Introduction .................................................................................................................. 1

II. Vision, Mission, Goals and Philosophy of the College of Nursing (Policy A-3) …2

III. Community-based Professional Nursing: Curricular Threads, Foundational Objectives, and Terminal Objectives (Policy C-13) …………………………….. 3

IV. Description of the Baccalaureate Program .................................................................4

V. General Information .................................................................................................5

VI. LPN to BSN Students: Advanced Placement of Licensed Practical Nurses (LPNs) into BSN Program (Policy C-11) ………………………………………………………6

VII. Application for Upper Division Placement (Policy C-16) ........................... 7

VIII. Abilities Required for Success in the BSN Degree Program (Policy A-19) .... 8

IX. Academic Advising for Traditional, ABSN, & LPN students............................9

X. Grades and Grading ..................................................................................................10

XI. Academic Progress within the Undergraduate Nursing Program ....................11

XII. Pinning, Graduation, and MSU Commencement .............................................12

XIII. Undergraduate Student Resources .................................................................13
Appendices

Appendix A
Undergraduate Sample Plan of Study ................................................. 14

Appendix B:
Various Forms

Form 1: College of Nursing Scholastic Committee Appeal Form .............. 15
Form 2: College of Nursing Scholarship Application Form .................... 16
Form 3: College of Nursing Undergraduate Student Involvement Log ........ 17
Form 4: University ADD/DROP Form ................................................. 19
Form 6: University Change of Major Form ........................................... 20
Form 7: University Undergraduate Graduation Application Form ............ 22
I. INTRODUCTION

The MSU-Bozeman College of Nursing offers the Bachelor of Science degree in Nursing (BSN) in two options: Traditional (BSN) and Accelerated (ABSN). The traditional BSN program began in 1937 and the first class to matriculate in the ABSN option started in Summer 2011.

The undergraduate program is recognized as being the leading producer of baccalaureate prepared nurses in the state of Montana. The BSN degree is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The College of Nursing has approximately 900 students enrolled in various levels of the baccalaureate program.

The main campus of Montana State University (MSU) in Bozeman includes extensive library facilities and access to the full array of courses and research opportunities available through all departments at MSU. The administrative offices of the College are located in Bozeman. The Associate Dean for Undergraduate Programs has general responsibility for the two options in the BSN program and is located on the Bozeman campus.

BSN students primarily access undergraduate courses through face-to-face traditional classroom instruction. However, Desire2Learn (MSU’s computer software for distance delivery of courses) is utilized for many blended courses in the curriculum while other courses may be enhanced with teleconference and/or interactive video at the instructor’s discretion. All courses are anchored in Desire2Learn for many components of courses such as syllabi, discussions, quizzes, submission of assignments, etc.

Students should bear in mind that each lecture credit requires one hour of class time and each clinical laboratory credit requires three hours of practicum each week. In addition, students should plan time for class preparation and assignments, library work, and clinical experiences including preparation and travel to clinical sites which are arranged by faculty on an individual basis and sometimes in collaboration with clinical preceptors.

We are proud of our undergraduate program and we welcome strong, enthusiastic, and hard-working students to join us each year. Graduates from the MSU College of Nursing are readily employable in a variety of nursing and health care settings following commencement.
VISION:
MSU College of Nursing will be internationally recognized for innovation, discovery, excellence and leadership in education, research and practice.

MISSION:
Our mission is to enhance the health of the people of Montana, our nation, and the global community by providing leadership for professional nursing through excellence in education, research, practice and service.

GOALS:
1) To inspire baccalaureate and graduate students, within a diverse, challenging, and engaging learning environment, to become leaders in the practice of professional nursing.
2) To create an interactive environment in which faculty and students discover, learn, and integrate knowledge into nursing practice.
3) To serve as leaders in nursing by generating, translating, and disseminating knowledge through research and scholarly activities.
4) To promote health and wellness through professional practice, collaboration, consultation, civic engagement, education, and leadership.

PHILOSOPHY:

Introduction
We believe in excellence in nursing education through a teaching learning process that is the responsibility of both faculty and student. We promote the development of lifelong self-directed learning that fosters leadership in education, research, practice, and service. We believe in a learning environment that supports diversity of people and ideas. Our efforts are directed toward achieving higher levels of education for all nurses, and transforming healthcare in the United States and the world. We believe that nursing education is framed within the context of nursing’s metaparadigm: person, environment, health, and nursing.

Person
A person is any individual, family, group, community or population. Each person is unique and is entitled to treatment with dignity and respect.

Environment
Environment includes all factors influencing a person’s health perceptions, behaviors and responses. The human experience is contextually defined by the interrelationship of spiritual, cultural, developmental, physical, psycho-social, political, and economic subsystems. The appropriate arena for nursing action extends beyond the person and includes promotion of healthy environments through social action.
Health
Health is a state of physical, mental, social, and spiritual well-being defined by the person. It is not merely the absence of disease or disability. Health is multi-factorial and is influenced by many factors such as behaviors, environments, genetics, and resources. There are diverse cultural definitions of health. Health activities include those directed at maintenance, enhancement, prevention and promotion.

Nursing
Nursing is a discipline of science and art requiring synthesis of evidence based knowledge, professional skills, ethical values, and human caring. Nurses assist persons to achieve optimal health. Nurses generate a unique body of knowledge to meet the complex needs of persons in a variety of health care settings from rural to urban.

Nursing education
Nursing education focuses on the knowledge, skills, and attitudes needed by nurses to practice effectively within a complex and changing environment. It “intentionally fosters use of multiple fields of study, use of wide-ranging knowledge of science, cultures, and society; high level intellectual and practical skills; an active commitment to personal and social responsibility; demonstrated ability to apply learning to complex problems and challenges; and personal engagement as a responsible citizen in a global society” (Association of American Colleges and Universities, College Learning for the New Global Century, 2007, p. 4). The education of nursing students is based on professional, regulatory and organizational standards.

Reviewed/Approved by:
Level I: Executive Council (May, 2011)
Level II: Faculty President (May, 2011)
The Montana State University (MSU) College of Nursing applies a concept of community-based professional nursing which is derived from its Vision, Mission, Goals, and Philosophy (Policy A-3), to the undergraduate education. Community-based professional nursing is defined as a philosophy of nursing that guides nursing care for individuals, families, groups, communities, and populations wherever they are encountered.

Community environments where healthcare providers encounter the patient populations would promote or limit their health in terms of the biologic, physical, chemical, psychosocial, cultural, economic, technological, regulatory, and political milieu. Community-based professional nursing promotes the development of professional leaders and fosters the development of partnerships with clients and other disciplines, involves direct and indirect nursing care across the health-illness continuum, enhances capacity for self-care, incorporates an appreciation of client values, and promotes autonomy in decision making. It guides care in all areas of nursing practice.

**Threads Throughout the Curriculum:**

**Critical Thinking**
An active, organized, cognitive process used to identify and examine questions by systematic inquiry and inductive and deductive reasoning with findings used to enhance the quality of nursing and health (AACN, 1998; Chaffee, 2002).

**Communication**
A tool facilitates to convey and exchange ideas, knowledge, and reactions among involved parties.

**Self-directed Learning**
Students commit and are responsible for themselves to an ongoing process of learning, reflection, self-evaluation, and application of previous learning to successive learning opportunities.

**Professional Socialization**
Socialization into the professional nursing role is a major learning process through which the student develops professional identity and commitment. To facilitate socialization, faculty and other professional nurses serve as role models and interact in dynamic relationships where inquiry facilitates growth and change.
**Leadership**
Leadership presents a combination of professional personal traits, qualities, behavior, and well-developed interpersonal skills which inspire others to work together in the pursuit of a shared goal.

**Evidence-Based Practice**
Faculty creates a climate which enables the student to examine new ideas and practice from an evidence base by integrating the best research with clinical expertise and patient values for optimum care (IOM, 2003b).
**Foundational Objectives** (By end of first semester junior year)

1. Discuss the philosophy of community-based professional nursing.

2. Investigate the relationship of sciences, arts, and humanities to professional nursing practice.

3. Utilize critical thinking in the clinical decision-making process in providing safe care to clients with a focus on limited, well-defined problems.

4. Explain the relationship of research to professional nursing practice.

5. Discuss rationale for evidence-based nursing interventions used to assist clients with problems that have predictable outcomes.

6. Examine professional values and legal/ethical responsibilities that influence nursing practice.

7. Demonstrate responsibility and accountability for own behavior in learning environments and professional growth.

8. Utilize professional communication skills in interprofessional relationships.

9. Discuss the changes in societal and individual health care needs that influence nursing practice in this ever-changing global environment.

10. Examine roles and responsibilities of professional nursing within the interdisciplinary health care team.

11. Examine knowledge and skills in leadership to provide high quality and efficacious health care.

12. Describe how health care is organized and financed for patient and system cost.
Terminal Objectives

1. Use a foundation of community-based professional nursing to provide holistic client-centered health care in a variety of healthcare setting.

2. Synthesize theoretical and empirical knowledge from nursing, the sciences, the arts and the humanities to practice safe and effective professional nursing across the lifespan.

3. Practice basic leadership skills to create a safe caring environment and deliver quality care with an interprofessional healthcare team.

4. Evaluate the applicability of research findings in evidence-based nursing practice*.

5. Utilize evidence-based clinical judgments to assist patients with the promotion, maintenance, and restoration of health; prevention of disease; and death with dignity.

6. Demonstrate professionalism by incorporating professional values of altruism, autonomy, human dignity, integrity, social justice, and value-based behaviors into nursing practice and professional career development.

7. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments, inducing local, state, national and global healthcare trends.

8. Utilize effective communication in professional relationships with clients in order to influence health across the health-illness continuum.

9. Utilize progressive technology and information management systems to support safe nursing practice and deliver effective, quality client care.

10. Collaborate with communities to design, implement, and evaluate population-based approaches to care for diverse populations.

11. Provide culturally sensitive direct and indirect care for patients across a variety of healthcare settings.

* Evidence Based Practice: The incorporation of evidence from research, clinical expertise and patient preferences into decisions about the health care of clients.

Reviewed/Approved by:
Level I: UAAC (April 19, 2012)
Level II: Associate Dean for Undergraduate Programs (November 2012)
IV. Description of the Baccalaureate Program

Majors in the MSU-Bozeman College of Nursing earn the Bachelor of Science degree in Nursing (BSN) and are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) when they complete the degree requirements. The baccalaureate program is a 120 semester credit curriculum which includes 65 semester credits of lower division (freshmen and sophomore) level coursework (including the University Core 2.0 requirements) and 55 semester credits of upper division (junior and senior) level coursework.

The traditional BSN program includes two years of lower division study and two years of upper division study. It is possible for a student to complete most or all lower division courses at institutions other than MSU-Bozeman, including the five lower division nursing courses (15 semester credits). All transfer courses are carefully evaluated to ensure equivalent content when students transfer to MSU-Bozeman and the College of Nursing curriculum. While it is possible to complete the program in four years, this requires careful planning and uninterrupted progression through the curriculum. Delays in progression related to reduced credit loads, repeated coursework, securing upper division placement, a semester abroad or exchange opportunity, or change of curriculum commonly result in the student taking longer than four years to complete the program.

The upper division (junior and senior level) coursework is completed at one of the five upper division campus sites located in Billings, Bozeman, Great Falls, Kalispell and Missoula. Students are encouraged to take advantage of the opportunity to enroll in the five required lower division (sophomore level) nursing courses on the non-Bozeman campus sites prior to beginning upper division coursework.

The College offers an accelerated BSN degree option for students to earn a baccalaureate degree in nursing -- the ABSN. This option is available on two of the college's campuses: Great Falls and Bozeman. It is only for students who already have earned a baccalaureate degree in a discipline other than nursing. Prospective students are required to have completed the same prerequisite courses as the traditional students EXCEPT for WRIT 101, CLS 101, and the art, humanities, and diversity Core 2.0 requirements. Once admitted to the ABSN option, students complete the BSN degree in approximately 15 months, as opposed to 29 months in the traditional BSN program.

Students progress through the ABSN nursing curriculum in 4 intense terms (summer, fall, spring, and summer) and graduate at the conclusion of the second summer term. Upon graduation, ABSN students are qualified to sit for NCLEX-RN, the national licensure examination to enter professional nursing practice as a registered nurse.
V. General Information

Admission to the pre-nursing major: Enrollment in the pre-nursing major is available for any student admitted to MSU – Bozeman who meets the minimum requirements. Pre-nursing students are assigned to advisors in the College of Nursing.

Transfer Students/Transfer Credit: The criteria and procedures for progression through the nursing curriculum apply to transfer students as well as MSU-Bozeman students. Students who have been enrolled as nursing students at any other institution (have nursing courses on their transcripts) must provide a letter from their Dean or Director regarding their status at the time they left the previous nursing program. Students who transfer from other academic institutions must have a cumulative GPA of 3.0 or higher to enroll in the pre-nursing major at MSU. In order to facilitate transcript evaluation, transfer students must apply to MSU-Bozeman and provide their official transcripts to the MSU Admissions Office. In addition, out-of-state transfer students must provide course syllabi from their former institution(s) for any courses that transfer as “electives” or do not show up on the MSU-Bozeman Transfer Equivalency Guide. Transfer equivalencies are available at https://atlas.montana.edu:9000 for many out-of-state as well as in-state institutions. Students need to carefully plan their course of study in order to complete required lower division courses prior to upper division placement.

The Undergraduate Student Services Coordinator (UGSSC) serves as temporary academic advisor for all entering undergraduate students until a permanent academic advisor is identified (usually during the first few weeks of the students’ first semester). If a permanent advisor is not identified by the end of the first semester, a temporary academic advisor will be assigned depending on if the student is interested in the traditional or accelerated option. The student meets with the academic advisor at least once each semester, and more often if needed, to guide the student through his/her academic Plan of Study as well as serve as a resource for other services the student may need such as tutoring, counseling, and mentoring, to name a few.

LPN to BSN students: Licensed Practical Nurses (LPNs) wishing to become Registered Nurses (RNs) may select either an Associate Degree in Nursing (ASRN) or a Bachelor of Science degree in Nursing (BSN) program. At this time, either program will prepare the graduate to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). MSU-Bozeman offers a Bachelor of Science degree in Nursing (BSN) program which prepares the graduate for independent professional practice as a generalist in a wide variety of structured and unstructured settings. A baccalaureate degree also provides the necessary academic base for future graduate study and specialized advanced nursing practice. LPNs, with a current unrestricted license in Montana, may waive NRSG 115 and 220 and may challenge the sophomore level nursing courses, NRSG225, NRSG238 and NRSG258 by passing the challenge examinations. Arrangements for advisement and taking the challenge exams can be made by contacting the Undergraduate Program Assistant at (406) 994-3785 or dmccray@montana.edu. Link to http://www.montana.edu/nursing/academic/lpn.htm.

Admission to the nursing major: Admission to the College of Nursing as a nursing major is achieved through the upper division application. Placement in the nursing major is based on the student’s grades in the required prerequisite courses for the nursing major. Pre-nursing majors
(at MSU - Bozeman and transfer institutions) generally apply for admission to the nursing major during the Summer or Spring semester following the first year of lower division study. The traditional BSN program application is on the College of Nursing Web-site by June 15th each year for the August 1st deadline for all Fall upper Division Placements and by November 15th for the January 1st deadline for all Spring Upper Division Placements each year. Applications for the Accelerated BSN option are on the Web-site by March 15th for the June 1st deadline for the following summer cohort each year. Admission to the College of Nursing as a nursing major permits students to be enrolled in restricted entry sophomore, junior, and senior nursing courses.

Abilities required for Success in the BSN degree program are listed in Policy A-19 which can be found on the College of Nursing Web site at:
http://www.montana.edu/nursing/facstaff/policies.htm.
VI. MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
POLICY #C-11

TITLE: ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES (LPNs) INTO BSN PROGRAM

POLICY: Upon completion of a successful application for upper division placement through Policy C-16 (old Policy A-12), LPNs with a current unencumbered license in Montana will be offered the opportunity to waive NRSG 115 and 220 and will be permitted to challenge NRSG 225, 238, and 258. They will also have the option to take these courses, if desired.

RATIONALE: Content covered in lower division nursing courses may have been covered in the courses taken by LPNs in their previous practical nursing program. Waiving NRGS 115 and 220, as well as providing the option to challenge the other lower division nursing courses, and providing advanced placement for LPNs recognizes their achievements in previous learning.

PROCEDURE:

LPNs have the opportunity to self-disclose that they are licensed as practical nurses when they apply for an upper division placement through Policy C-15 (old Policy A-12). These students:

1. indicate that they are an LPN on the Upper Division application form and attach a copy of their current unencumbered license in Montana when submitting the application;

2. once offered an upper division placement, either request to start the challenge process or request to enroll in NRSG 225, 238, and 258 at least one semester prior to beginning the first semester junior level courses;

3. if unsuccessful in any of the challenges, will need to enroll in the course(s).

CHALLENGE PROCESS:

LPN students:

1. Pay a $50 fee to the College of Nursing for each theory and clinical challenge examination in NRSG 225, 238, and 258 (theory only). A check for $50 is made payable to: MSU-Bozeman College of Nursing and sent to the Undergraduate Program Assistant in Bozeman prior to taking each exam.

2. Obtain from the Registrar’s office an official permission form to take each challenge examination.
3. Prior to taking the examinations, pay an additional $30/credit Registrar’s fee to have the pass/fail grade recorded on their permanent record (transcript). The pass/fail grade will be recorded on the transcript after the student has successfully completed 10 credits of coursework at MSU-Bozeman.

4. Who choose to challenge a course will be given access to the course syllabus, textbook(s) and other regularly utilized course materials by the course coordinator on their campus.

5. Arrange the time and date with the course coordinator to take the theory and clinical challenge examinations. These must be completed in a timely manner so that if the student does not demonstrate competence by passing the examinations, he/she will be eligible to take the course(s) needed prior to starting upper division coursework.

6. Performance on the examinations is the basis used for the pass/fail grade in the course. The original copy of the results of each examination will be sent to the Bozeman campus to be filed in the student’s Associate Dean file. A copy of the results will be maintained on the campus where the student successfully completed each examination.

Reviewed/Approved by:

Level I: UAAC (April, 2011)
Level II: Associate Dean for Undergraduate Programs (May, 2011)
TITLE: UPPER DIVISION PLACEMENT POLICY

POLICY: Placement of students on upper division campuses is based on the following principles:
1) maximal placement of the most qualified students;
2) optimal use of resources (eg clinical, faculty, financial); and
3) increasing the supply of baccalaureate prepared nurses.

Additionally, the MSU-Bozeman College of Nursing Caring for Our Own Program (CO-OP) has a total of seven reserved placements each year (one in fall and one in spring in Billings; one in fall in Bozeman; one in fall and one in spring in Great Falls; and one in fall and one in spring in Missoula). The MSU-Bozeman ARMY ROTC program has five reserved placements for cadets each year. These five placements are split between Great Falls and Billings.

RATIONALE: The College of Nursing placement policy provides for the screening of applicants to the nursing program based on established criteria that demonstrate best potential for student success. Limited resources (eg clinical, faculty, and financial) make judicious use of available upper division placements essential. Every effort is made to maximize the number of placements which may vary each placement round according to available resources. The reserved placements for CO-OP and ROTC students are available to facilitate the progression of these students through the program in a timely manner.

Criteria for Pre-Nursing and Transfer Students applying for Upper Division Placement

A. A calculated GPA of 2.75 or higher in required prerequisite courses (or their equivalents) is required to apply to the nursing program. Those courses are: BIOH 201, BIOH 211, BIOM 250, CHMY 121, CHMY 123, CLS 101, FCS 101, NUTR 221, PSYX 100, SOCI 101, STAT 216, and WRIT 101.

B. All required prerequisite courses must be completed with a grade of C or better (C- grades are not acceptable) and no more than two (2) of the required prerequisite courses in #1 above may be repeated one (1) time to earn a grade of C or better.

C. At least 3 of the 5 required natural science courses must be completed with a grade of C or better to apply to the nursing program. Those courses are: BIOH 201, BIOH 211, BIOM 250, CHMY 121, and CHMY 123.

D. A MSU-Bozeman cumulative GPA of 2.75 or higher is required prior to enrolling in the first semester of the junior year of upper division coursework.

Procedure I: Upper Division Placement for First Semester Junior Students

A. The deadlines for submitting an application for upper division placement are January 1st or August 1st each year, one full semester in advance of placement in lower division nursing courses and two full semesters in advance of placement in the first semester of the junior year of upper division placement. Applications are available through the College’s Web site @ http://www.montana.edu/nursing/academic/placement.htm.
B. The College of Nursing will assume the responsibility for accessing transcripts of courses completed at MSU - Bozeman. However, students are responsible for insuring that official transcripts for all other colleges and universities where course work has been completed are received in the College of Nursing by the application deadline, including transcripts from other units of the MSU system (eg MSU-Billings, MSU-GF College, and MSU-Havre). These transcripts must be submitted directly to the College of Nursing (not to the MSU Admissions Office).

C. Completed applications will be ranked according to a calculated GPA in all of the required prerequisite courses for the nursing program. See attachment A-12.1 “Calculation of Grade Point Average (GPA) in Required Prerequisite Courses for the Nursing Program.”

D. The top ranked students will be offered an upper division placement for four consecutive semesters until all available placements are filled. These students will receive a letter offering them a placement in the College of Nursing but no specific campus assignment will be offered at that time.

E. Approximately six weeks later, students with placement will receive a letter offering them a specific campus assignment based on the preferences noted on their applications.

F. If a student does not receive his/her first choice placement, s/he may elect to accept or decline the placement offer and be placed on the Wait List by GPA ranking. By declining the offered placement, the student does not have a placement in the College and will only be placed if a slot opens up and s/he is placed off of the Wait List.

G. A $200 deposit is required for students who accept an upper division placement offer. This deposit is retained and applied to the student’s fees the first semester of enrollment in junior-level courses. Students with a documented financial hardship must contact the Undergraduate Program Assistant prior to the deadline for accepting placement. If a deposit waiver is granted, the student’s record is flagged and she/he is not given the deposit credit. Refund of the $200 deposit can be arranged if the student provides a written request to the Undergraduate Program Assistant’s office at least one month prior to the semester in which s/he is scheduled to begin upper division course work and includes the address to be used in processing the refund which can take up to six weeks.

H. Students who fail lower division courses or fail to achieve the required minimum MSU-Bozeman cumulative GPA of 2.75 by the end of the semester prior to beginning upper division course work will forfeit their placement. They can, however, request a refund of the $200 deposit through the Undergraduate Program Assistant’s office and must include the address to be used in processing the refund.

I. Students not offered an upper division placement may be placed on a Wait List for that application period. The Wait List is used to fill unexpected vacancies that might occur. If not offered placement while on the Wait List, they may also reapply during the following application period.

**Procedure II: Filling Second Semester Junior and Senior Level Vacancies**

A. Clinical placements vacated due to withdrawal, failure or transfer to another campus are offered on a semester-by-semester basis according to the following order of priority, by category:

1. All students in good standing (have had no withdrawals or failures) who have requested transfer to another campus due to extraordinary circumstances. These requests for extraordinary circumstances will be submitted to the College of Nursing Scholastic Committee for consideration and approval.

2. All students who have withdrawn from or failed a clinical course. The College is sometimes unable to offer a placement for the course(s) needed on the student’s requested campus and may need to offer placement to the student on another campus where a vacancy is available.

3. All other students requesting transfer to another campus who do not have extraordinary circumstances.
B. Within each of these categories, students are ranked by the date (semester and year) of their initial request. If two requests are submitted in the same semester, students will be ranked according to their cumulative GPA.

[Note: Because the College of Nursing considers a W grade in the same way as a failing grade in that each is a failure to achieve a grade of C or better in an enrolled course, the Scholastic Committee appeal process may be utilized for situations in which a student needed to withdraw for medical, family emergency, or other extraordinary circumstances. Extraordinary circumstances are defined as those situations that occur which are beyond the student’s control such as military orders, death of an immediate family member, or personal illness or injury.]

Reviewed/Approved by:
Level I: Executive Council (January 24, 2011)
Level II: Dean (January 24, 2011)
TITLE: ABILITIES REQUIRED FOR SUCCESS IN THE BSN DEGREE PROGRAM

POLICY: All nursing students must have the ability to perform certain skills and tasks to successfully complete the BSN degree program.

RATIONALE: In order to be licensed as a registered nurse and be able to carry out the roles and responsibilities that are required for professional nursing practice, one must be a graduate of an approved nursing program. To complete the degree requirements for graduation, one must be able to meet all of the objectives in each of the courses required for the BSN degree program.

PROCEDURE: Each student admitted to the nursing program must have the ability or potential to perform the skills/tasks found in Attachment #1 by the time of degree completion. These abilities and skills/tasks are compiled from research done by the National Council of State Boards of Nursing (NCSBN). A separate column in Attachment #1 provides examples of skills/tasks that are typical of professional nursing practice which graduates of the program will be expected to do.

The student will review the list and sign the affidavit in the upper division application (see Attachment #2) prior to accepting an upper division placement in the College of Nursing, affirming that they are able or believe they have the potential to perform these skills/tasks by the time of degree completion.

The purpose of the review and signing of the affidavit is to provide all pre-nursing students with: 1) information about these expectations before they accept an upper division placement, 2) the opportunity to realistically reflect upon their abilities or their potential to perform these skills/tasks by the time they complete the degree requirements, and 3) an opportunity to disclose if they believe they may not have the ability or potential to perform some of the required tasks/skills.

Students who disclose that they are unable to perform some of the skills/tasks based on a disability will be referred to the MSU-Bozeman Office of Disability, Re-Entry & Veterans Services to document and assess eligibility of a disability which is determined case-by-case, and to discuss if reasonable accommodations can be provided to the student to assist him/her in being able to accomplish the skills/tasks in question. If reasonable accommodations can be provided, the Office of Disability will provide the student with a card that indicates the accommodations that are needed and the student will discuss those accommodations with the course instructors as needed.

If reasonable accommodations cannot be provided, the student will be so informed by the Office of Disability in conjunction with the College of Nursing, and will be provided with a referral for career counseling. Students on upper division campuses may also seek assistance in career counseling on their local campuses.

Reviewed/Approved by:
Level I: Executive Council (May 2014)
Level II: Dean (May 2014)

Note: Please review Policy A-19 Attachment #1 for the actual required skills/tasks required and Attachment #2 for the Affidavit to be signed @ http://www.montana.edu/nursing/facstaff/policies.htm.
X. GRADES AND GRADING

To earn an undergraduate degree from MSU, a student must have a cumulative grade point average (GPA) of C (2.0 on a 4.0 scale) or higher. All required coursework must be completed with a grade of C or better (a C- is not acceptable). To begin Upper Division nursing coursework, a student must have a minimum 2.75 cumulative GPA at MSU-Bozeman. MSU-Bozeman uses a +/- grading system which is displayed in the University Bulletin. College of Nursing faculty have a choice to use +/- grades, if desired, but are not required to do so. All required nursing courses are taken for a letter grade. This information is important to know as it can impact one’s cumulative GPA.

Incomplete ("I") grades must be made up no later than the end of the next semester that the student is in attendance (other than summer semester). "I" grades not made up within the prescribed time will lapse into "F" grades.

Good Standing, College Probation, University Probation, Suspend Warning, and Suspension are all described in the MSU-Bozeman University Bulletin. 

MSU-Bozeman Conduct Guidelines and Grievance Procedures for Students are found online at: http://www.montana.edu/policy/student_conduct/#academicgrievances.

On a more positive note, students with strong academic abilities, as evidenced by their grades, may be interested in applying for College of Nursing Scholarships. Information about each of these scholarships, including application deadlines, is found on the College of Nursing Web-site at: http://www.montana.edu/nursing/student/scholarships.htm. Also see Appendix B for the “Application” form (Form 2) and the required “Student Involvement Log” (Form 3).
XI. POLICIES REGARDING SATISFACTORY ACADEMIC PROGRESS WITHIN THE UNDERGRADUATE NURSING PROGRAM

The following College of Nursing policies provide the requirements for satisfactory progress in the undergraduate program:
Policy C-1 – Acceptable Performance in Nursing Courses
Policy C-6 – Removal of Undergraduate Students from Clinical Settings (Denial of Access to Patients)
Policy C-7 – Student Attendance at Clinical Course Orientation
Policy C-12 – Student Refusal of a Clinical Assignment
Policy C-14 – Correlation of Classroom and Clinical Experiences
Policy C-17 – DROP Policy for Eight Week Upper Division Clinical Nursing Courses (see Appendix B – Form 5 for DROP/ADD form)

When students are not making satisfactory progress for extraordinary reasons beyond their control, they may need to appeal to the College of Nursing Scholastic Committee. The form for these appeals can be found in Appendix B – Form 1.

Other important policies that provide direction to students are:

**Health Related policies**
Policy A-32 – Student Communicable Disease Prevention
Policy A-33 – Student Exposure to, or Diagnosis of, Communicable Disease
Policy A-34 – Mandatory Student Programs on Standard Precautions
Policy A-11 – Faculty/Student Reporting of Unusual Incidents

Additional important policies with which undergraduate students need to be familiar:

Policy A-36 – Student Background Checks
Policy A-38 – Student Urine Drug Testing

Prior to admission to the nursing program, and annually thereafter, students are required to participate in a background check and in urine drug testing. There are also opportunities for students to “self-disclose” challenges they struggle with in these areas so that they may be able to participate in various monitoring and treatment programs while they are students.

Additional miscellaneous but important policies of interest to undergraduate students are:

Policy C-18 – Professional Appearance
Policy E-6 – Evaluation of Faculty by Students

For detailed information on any policy, please refer to College of Nursing Policy Manual at: [http://www.montana.edu/nursing/facstaff/policies.htm](http://www.montana.edu/nursing/facstaff/policies.htm).
Pinning Ceremony: History of the Ceremony

The College of Nursing has traditionally sponsored an annual Recognition Ceremony in Bozeman the day before graduation in May. It was first held in June 1980 as a public declaration of the College of Nursing’s pride and scholarship. It was instituted to reunite seniors from the upper division campuses and honor them as a total class graduating from the MSU College of Nursing. Graduating seniors received their nursing pins and diploma covers in this formal academic ceremony. This event was scheduled in proximity to the overall University Commencement celebration enabling families and friends of the graduates to attend both ceremonies in one trip.

In 2011, the College of Nursing restructured the Recognition Ceremony into a Pinning Ceremony. Diploma covers, the wearing of academic regalia (robes, mortar boards, hoods), the “hooding” of advanced degree graduates and other expressions of academic graduation are no longer part of the College’s ceremony. Recognition of academic achievement occurs exclusively at the University Commencement ceremony on the Saturday immediately following finals week.

The Pinning ceremony, held the Friday afternoon preceding University Commencement, continues to serve to reunite nursing students from the various upper division campuses. It also serves to celebrate the end of the journey towards and entry into the nursing profession, represented by being “pinned”.

Pinning Ceremony – May 2014

Details
Location: Strand Union Building Ballrooms on the Montana State University campus in Bozeman

Date & Time: May 2, 2014 at 2 PM in the SUB Ballrooms (Guests should be seated by 1:50)

Dress: Dress for this event is “Business Dress Formal”

Line-up for Entry: Students and their “Pinners” (max of two) must arrive to check in and line up by 1:30pm.

Guests: Please limit the number of guests to no more than eight (including Pinners), to avoid exceeding the capacity of the facility.

Parking: Parking will be free in the MSU general parking lots, however tickets will still be issued to guests inappropriately parked in handicap or reserved parking spaces.

Graduate Dates and Deadlines:

Graduation Applications must be submitted by the following dates:
- **October 1st** for Spring Graduation, submitted the preceding Fall semester
- **March 1st** for Summer or Fall Graduation, submitted the preceding Spring semester

The date on the diploma will coincide with the end of the semester in which the degree is granted. Students completing the degree requirements may attend the University Commencement (held in May or December). Graduates who attend the MSU Commencement purchase academic robes, caps, and tassels through the MSU Bookstore. It is the student's responsibility to contact the MSU Bookstore for ordering information (usually available the first week of February for spring commencement or the first week of September for fall commencement). Students must complete all financial obligations to the University prior to the degree award.

**Commencement: Morning Ceremony**
Processional: 8:40 a.m.
Ceremony: 9 a.m. to 11:00 a.m.

**Brick Breeden Fieldhouse**

The morning ceremony will celebrate the following colleges:

- Arts and Architecture
- Education, Health and Human Development**
- **Nursing**
- Gallatin College
XIII. UNDERGRADUATE STUDENT RESOURCES

The MSU home page (www.montana.edu) includes an A-Z Index tab to quickly find information and resources such as Renne Library http://www.lib.montana.edu/, Information Technology Center (computer assistance) http://www.montana.edu/wwwitc/, residency information, academic calendar and student health service.

Other universities and MSU campuses (University of Montana, MSU Billings) may have similar resources available (student health clinic, library facilities). Keep in mind, however, you are a MSU student regardless of your geographical location on one of our 5 campus sites.

Students are encouraged to become familiar with the College of Nursing and University Websites. The entire Montana State University-Bozeman Undergraduate Catalog, 2014 is available at http://catalog.montana.edu/. Course descriptions are accessible online at http://www.montana.edu/wwwcat/courses/courses2.html.


Required Computer Access and Skills:
Access to and skill in using computer hardware and software are required for students entering and continuing in the Bachelor of Science in Nursing (BSN) degree program. Because some of the courses in the nursing program are web-based or web-enhanced, students must have access to and skills in using a computer and a printer. They must also have a reliable connection to the Internet with a current Internet browser. Word processing skills are required. Microsoft Word is recommended.

Questions about requirements can be directed to the College of Nursing Information Technology Coordinator at (406) 994-5752.

Interactive Videoconferencing Use and Etiquette
Many nursing courses utilize Desire to Learn (D2L) for online learning. Others utilize Interactive Videoconferencing between various campuses. To make that learning environment effective and pleasant, a few “rules of etiquette” are suggested:

• Prepare to begin class on-time – when people arrive late, it disrupts the class and the learning environment.
• Mute your microphone unless you are ready to speak and contribute to class discussion – it is disruptive to the class to hear papers shuffling, traffic, lawn mowers, dogs barking, etc.
• Identify yourself when you are ready to participate in a discussion so that everyone knows who is speaking – remember that the system will only allow one person to speak at a time.
• Be sure to “unmute” the microphone when speaking.
• Do not leave before class ends unless the class is on a break – it is disruptive to the class for students to be leaving and returning in the middle of class. If the class is on a break, be sure to come back on time to avoid disruption.

Your courtesy in interactive videoconferencing classes is much appreciated by faculty and classmates.
Appendix A: Plan of Study for Traditional BSN Program
(The Plan of Study for the Accelerated BSN option includes the same courses but is offered in 4 consecutive terms including 2 summers and 1 academic year)

MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING
SAMPLE PLAN OF STUDY
Revised 01/04/13

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td></td>
<td>Credits</td>
</tr>
<tr>
<td>CLS 101US Knowledge &amp; Community</td>
<td>3</td>
<td>CHMY 123 Intro. to Organic &amp; Biochemistry Principles ~ with Lab</td>
</tr>
<tr>
<td>CHMY 121IN Introduction to General Chemistry (formerly CHEM 121IN)</td>
<td>4</td>
<td>(formerly BCHM 122)</td>
</tr>
<tr>
<td>FCS 101IS Individual &amp; Family Development &amp; Well Being: Lifespan</td>
<td>3</td>
<td>BIOH 201 Anatomy &amp; Physiology ~ with Lab</td>
</tr>
<tr>
<td>SOCI 101IS Introduction to Sociology (formerly SOC 101IS)</td>
<td>3</td>
<td>WRIT 101W College Writing (formerly ENGL 121W)</td>
</tr>
<tr>
<td>CORE 2.0 Diversity Course</td>
<td>3</td>
<td>PSYX 100IS Introductory Psychology (with Lab)</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>16</td>
<td>TOTAL CREDITS</td>
</tr>
<tr>
<td>Summer Semester between Freshman &amp; Sophomore Years: (optional)</td>
<td>Math (M), if needed, for STATS 216Q</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Arts CORE 2.0 IA or RA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL CREDITS</td>
<td>3-6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>Semester III</th>
<th>Semester IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td></td>
<td>Credits</td>
</tr>
<tr>
<td>BIOH 211 Anatomy &amp; Physiology II ~ With Lab</td>
<td>4</td>
<td>NRSG 115 Nursing as a Profession</td>
</tr>
<tr>
<td>BIOM 250 Microbiology for Health Sciences: Infectious Diseases</td>
<td>3</td>
<td>NRSG 220 Foundations of Ethical Nursing</td>
</tr>
<tr>
<td>Humanities CORE 2.0 IH or RH</td>
<td>3</td>
<td>NRSG 225 Foundations for Planning and Providing Clinical Nursing Care (2lec/2clin lab)</td>
</tr>
<tr>
<td>NUTR 221CS Human Nutrition</td>
<td>3</td>
<td>NRSG 258 Principles of Pathophysiology (3 lecture)</td>
</tr>
<tr>
<td>STAT 216Q Introduction to Statistics</td>
<td>3</td>
<td>NRSG 238 Health Assessment Across the Lifespan (2/college lab)</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>16</td>
<td>TOTAL CREDITS</td>
</tr>
<tr>
<td>Summer Semester between Sophomore &amp; Junior Years: (optional)</td>
<td>Complete any CORE 2.0 still needed (Arts – IA or RA, Humanities IH or RH, or Diversity) or other required prerequisite courses (if needed) before starting Junior level courses</td>
<td></td>
</tr>
</tbody>
</table>
### JUNIOR YEAR

<table>
<thead>
<tr>
<th>Semester V</th>
<th>Credits</th>
<th>Semester VI</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 336 Nursing Pharmacotherapeutics (2 lecture/1 college lab)</td>
<td>3</td>
<td>NRSG 346 Nursing Care of Childbearing Family (2/3clin lab)</td>
<td>5</td>
</tr>
<tr>
<td>NRSG 341 Psychosocial Nursing Concepts (2 lec, 1 college lab)</td>
<td>3</td>
<td>NRSG 348 Nursing Care of Children &amp; Families (2/3clin lab)</td>
<td>5</td>
</tr>
<tr>
<td>NRSG 352 Acute &amp; Chronic Illness (2/3clin lab)</td>
<td>5</td>
<td>NRSG 387R Research in Healthcare (2 lecture/1 college lab)</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 377 Introduction to Community-based Nursing (2)</td>
<td>2</td>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
</tr>
<tr>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
<td><strong>TOTAL CREDITS</strong></td>
<td>13-16</td>
</tr>
</tbody>
</table>

**Summer between Junior & Senior Years:** (optional)

| Electives:  | NRSG 498 Internship (elective) OR Any nursing elective offered | 3       |
|            | Any above unfinished CORE 2.0 could be completed at this time as well | 3       |
|            | **TOTAL CREDITS**                                   | 3-6     |

### SENIOR YEAR

<table>
<thead>
<tr>
<th>Semester VII</th>
<th>Credits</th>
<th>Semester VIII</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 437 Psychiatric Nursing (3/3)</td>
<td>6</td>
<td>NRSG 418 Issues in Health Policy &amp; Health Care Economics (1/1)</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 444 Care Management (2lec/1RD) (includes ethical-legal issues)</td>
<td>3</td>
<td>NRSG 477 Population Based Nursing Care in the Community (3/3)</td>
<td>6</td>
</tr>
<tr>
<td>NRSG 454 Urgent and Palliative Care (3/3)</td>
<td>6</td>
<td>NRSG 487 Nursing Leadership &amp; Management Development (3/3)</td>
<td>6</td>
</tr>
<tr>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
<td>Nursing elective (if desired)</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>15-18</td>
<td><strong>TOTAL CREDITS</strong></td>
<td>14-17</td>
</tr>
</tbody>
</table>

Lower Division = 65 required credits. (including 15 required nursing credits)

Upper Division = 55 required credits.

Total credits needed for graduation = 120 crs

According to the 2010-12 University Bulletin (p. 56), “a minimum of 42 credits for the first degree . . . must be earned in courses numbered 300 and above (upper division courses).” This model meets that requirement with 55 required credits numbered 300 and above. This model also allows students to meet all University CORE requirements and can be completed in four years (probably would realistically include one summer semester). The addition of a summer semester (between the Freshmen & Sophomore years) is a reflection of what most students already do to graduate in four years. No Spring or Fall semester requires more than 16 credits. Nursing electives are available, but not required. The summer internship between the Junior & Senior years would be one optional (elective) experience. Since students often need to take 6 crs for Financial Aid in the summer, students who plan this option in advance may want to complete remaining CORE at this time, for example.
Appendix B: Form 1

Montana State University-Bozeman
College of Nursing
Scholastic Committee Appeal Form
(please print all information)

Name of Student: ____________________________
Name of Advisor: ____________________________
Address: ____________________________
Campus: ____________________________
Phone #: ____________________________
Level in Program: Pre-nursing
E-mail: ____________________________
(circle one) Sophomore
Student ID# or SS# ____________________________
Junior
Current cum GPA: ____________________________
Senior
(Attach copy of current transcript)
ABSN

Type of Appeal (Please check the appropriate box(es):

1) Variance in Progression (attach rationale for this request):
   - I request a waiver of _____________course(s)
   - I request a substitution of _____________course(s) for _____________course(s)
   - I request to take the _____________required prerequisite course(s) concurrently with
     _____________course(s)

2) I request permission to apply for an Upper Division placement in the College of Nursing with more
   than one attempt to earn a grade of C or better in a required prerequisite course:
   - I have failed to achieve a grade of C or better on two attempts in
     _____________course(s)

3) I request reinstatement to the College of Nursing:
   - I have failed to achieve a grade of C or better on two attempts in two different semesters in
     _____________clinical nursing course(s)
   - I was removed from the College of Nursing for other reasons which are listed below
     __________________________________________________________________________

4) I am making a miscellaneous request (please specify in the provided space):
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   I have Upper Division placement on the _____________Campus for Fall_________ or
   Spring_________ semester.
   I am currently on the Wait List for Upper Division placement on the _____________Campus for the
   Fall_________ or Spring_________semester.
   Student Signature/Date: __________________________________________________________________________
   Advisor Signature/Date: __________________________________________________________________________

Please attach any letters of support or documentation of extraordinary circumstances to be considered in
this appeal.
Appendix B: Form 2

MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING
STUDENT SCHOLARSHIP APPLICATION

(One application required, faculty will nominate for specific scholarships based on student applications)
Applications are due to your campus scholarship representative no later than
DECEMBER 1, 2013
Scholarships will be selected in SPRING 2014 & awarded in the 2014-15 AY

STUDENTS NAME:
___________________________________________________________________________
(LAST) ________________ (FIRST) ________________
MAILING ADDRESS:
___________________________________________
(STREET ADDRESS) __________________________
(CITY, STATE, ZIP)
COUNTY AND STATE OF CURRENT RESIDENCE: ________________________________
COUNTY AND STATE OF WHERE YOU WERE BORN: ______________________________
COUNTY AND STATE OF WHERE YOU GREW UP: ______________________________
MSNA INVOLVEMENT Y N If yes, what: ________________________________
Are you of Asian Descent? Y N
INCLUDING A SCHOLARSHIP SPECIFIC ESSAY Y N (general essay required in addition to scholarship specific essays) If yes, which scholarship: Lula May Clay__________, Jennie Davis__________, Frances Eakman__________, Mary Johnson Mattfeldt__________, Patricia Schwarz__________, Anna Pearl Sherrick__________, Are you Married? Y N
HIGH SCHOOL GRADUATED FROM ________________________________
(NAME) ____________________ (CITY, STATE)
STUDENT ID NUMBER: ___________ UPPER DIVISION CAMPUS LOCATION________________
CURRENT YEAR IN NURSING PROGRAM FALL 2013: 1So 2So 1J 2J 1Sr 2Sr ABSN Graduate CURRENT MSU-Bozeman CUM GPA/CRS FROM SUBMITTED TRANSCRIPT:________________

I have attached the following information with my application:

- ☐ Updated Student Involvement Log
  (Scholarship paperwork will not be processed without an updated student involvement log)
- ☐ Undergraduate students include a 1 page Scholarship Essay using 12 point font which includes the following items:
  1. What is nursing’s biggest challenge today from your viewpoint.
  2. Household status (single; married; head of household, etc). Please include one or two sentences regarding any financial hardship situations.
  3. Something unique about you
  4. List 2-3 other attributes or achievements

Limited to one page single spaced, longer essays will result in scholarships not being processed.

- ☐ Graduate students include a 1 page Scholarship Essay which addresses the following items:
  1. Why you want to be an advanced practice registered nurse (APRN).
  2. Household status (single; married; head of household, etc) Please include one or two sentences regarding any financial hardship situations.
  3. Future career plans
  4. Something unique about you

Limited to one page single spaced, longer essays will result in scholarships not being processed.
Appendix B: Form 3
MONTANA STATE UNIVERSITY--BOZEMAN
COLLEGE OF NURSING
STUDENT INVOLVEMENT LOG
(Please print legibly)

Name: _______________________________  Student ID #: _______________________________
High School: _______________________________  Campus: _______________________________
Hometown: ____________________________ (City and State)  (County)

Semester and Year First Enrolled in Sophomore-Level Nursing Courses:

Following is a record of my activities while enrolled as a student at Montana State University--Bozeman. I hereby certify that the information contained in this form is true and accurate.

Signature: _______________________________  Date: _______________________________

By signing below, I give permission for information from this form and my current cumulative grade point average to be released to persons requesting references from the MSU - Bozeman College of Nursing. (If not signed, only information that is of public record will be released.)

Signature: _______________________________  Date: _______________________________

In semesters subsequent to completing this form the first time, please review the information previously listed and make any changes necessary to update your record. Initial and date the form in the space provided at the right to signify review of your form (regardless of whether or not changes were made).

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>University Activity &amp; Role (Member, Participant, Leader)</th>
<th>Skills/Accomplishments (including scholarships and awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Continued on Back)
Any additional information you wish to provide (including High School activities, honors and awards):

Optional Information to be used for need-based nursing scholarships.

Self-Reported Level of Financial Need: □ High        □ Medium        □ Low

Additional voluntary financial information to be provided. If you wish to provide this information, please check all items that apply:

□ Major source of income for child(ren)        No. of children:
□ No financial support from spouse or parents
□ Maintaining two households
□ Personal loans related to education        Approximate Amount:

Do you have a form on file with the Financial Aid Office?        □ Yes       □ No

Additional financial aid information you would like to share:

For office use only:    GPA:    GPA:    GPA:    GPA:
Semester:    Semester:    Semester:    Semester:
### ADD/DROP REQUEST FORM

**Instructions:** To ADD/DROP courses, complete the form below and submit it to the Office of the Registrar. Please note that ADD/DROP of courses in the Spring Quarter deadline is 8th week of the quarter.

1. **NEW ADD/DROP FORM:** If you intend to ADD/DROP ALL COURSES THIS SEMESTER, DO NOT USE THIS FORM. Use Form 5. ADD/DROP of courses in the Spring Quarter deadline is 8th week of the quarter.

2. **Current Enrolled Students:** If you wish to ADD/DROP ALL COURSES THIS SEMESTER, DO NOT USE THIS FORM. Use Form 5. ADD/DROP of courses in the Spring Quarter deadline is 8th week of the quarter.

3. **Instructors:** When completing this form, please ensure all required information is accurate and up-to-date. Instructors should sign the form to confirm the changes.

4. **Signature:** Signatures are required for all form submissions. Please use black ink or签字笔.

5. **Date:** Please indicate the date of submission.

6. **Student ID:** Enter your student ID number.

7. **Name:** Include your full name as listed in the registrar's office.

8. **Class:** Select the appropriate term for your course registration.

9. **Course Information:** Fill in the required course information, including subject, section, number, credit, and instructor's signature of approval.

10. **Authorization:** Please provide authorization from your advisor as required.

11. **Return:** Return the completed form to the Office of the Registrar, Room 110, Montana Hall.

**Please note:** ADD/DROP of courses in the Spring Quarter deadline is 8th week of the quarter.
Appendix B: Form 6

CURRICULUM & CATALOG CHANGES

Please print clearly in ink or fill in with a pen. Please print and sign.
Resubmit the completed form to the Registrar's Office.
Also, please note: concentrations may be referred to as "options."

> CURRENT INFORMATION:
In addition to your name and ID#, please enter your current degree and curriculum information. Be sure to include all parts including any second majors, additional concentrations, second degrees, multiple minors.

<table>
<thead>
<tr>
<th>Full Legal Name (Last, First Middle):</th>
<th>Student ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Bachelor of Fine Arts</td>
<td>Bachelor of Music</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>Bachelor of Education</td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>Bachelor of Engineering</td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Bachelor of Fine Arts</td>
<td>Bachelor of Music</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>Bachelor of Education</td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>Bachelor of Engineering</td>
</tr>
<tr>
<td>Concentration(s)*:</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>Secondary:</td>
</tr>
<tr>
<td>Major(s):</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>Secondary:</td>
</tr>
<tr>
<td>Minor(s):</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>Secondary:</td>
</tr>
<tr>
<td>2nd Degree Major(s):</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>Secondary:</td>
</tr>
<tr>
<td>2nd Degree Minor(s):</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>Secondary:</td>
</tr>
<tr>
<td>Catalog Year:</td>
<td></td>
</tr>
</tbody>
</table>

> I WANT TO DECLARE OR CHANGE MY CURRICULUM:

* If you are declaring additional majors, concentrations, degrees, or minors, please fill in this section.

* If you would like to change your current curriculum, as listed above, please circle, above, the part(s) of the current curriculum to be changed, then use the fields below to write what the circled parts above should be changed to.

<table>
<thead>
<tr>
<th>Degree(s):</th>
<th>Dept(s):</th>
<th>Major(s):</th>
<th>Concentration(s):</th>
<th>Minor(s):</th>
<th>Catalog:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
</tr>
</tbody>
</table>

> I WANT TO DELETE OR DROP PART OF MY CURRICULUM:

* If you would like to remove parts of your current curriculum, as listed above, please use the fields below to write what should be deleted. For example, if you currently have a minor but no longer want a minor, fill in the "Minor(s)" block with the minor to be deleted; if you have a second major you no longer want to pursue, fill in the "Major(s)" block with the major to be deleted.

<table>
<thead>
<tr>
<th>Degree(s):</th>
<th>Dept(s):</th>
<th>Major(s):</th>
<th>Concentration(s):</th>
<th>Minor(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
<td>Primary:</td>
</tr>
</tbody>
</table>

* A 2nd Major must meet all departmental requirements for the major. Core completion for one major satisfies Core for all additional majors.

* Completion of an additional major is indicated on transcripts; diploma list only the primary major.

* A 2nd Degree requires 30 additional, unique credits, and nine additional, unique, upper division credits. Core completion for a first degree satisfies Core for all additional degrees. Additional degrees are indicated on transcripts, and each degree is awarded as an individual diploma.

Student Signature  Date

Current Department Signature  Date

New Department Signature  Date
# Appendix B: Form 7

# Appendix B: Form 8

---

## Application for Baccalaureate Degree

Office of the Registrar, Montana State University, Bozeman, MT 59717-2080

For students graduating in the Spring or Summer, this form must be filed with the Registrar’s Office by the last semester day of the preceding Spring Semester. Students graduating in the Fall must have this form filed with the Registrar’s Office by the last semester day of the preceding Fall Semester. Students who are graduating the semester of their return, must submit this form by the 15th semester day.

**Please Print Clearly.**

<table>
<thead>
<tr>
<th>Full Legal Name (Last, First Middle):</th>
<th>Student ID#:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Degree:</th>
<th>Bachelor of Science</th>
<th>Bachelor of Arts</th>
<th>Bachelor of Fine Arts</th>
<th>Bachelor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Graduation Semester:</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Program Code:</th>
<th>Major (unabbreviated):</th>
<th>Concentration (unabbreviated):</th>
<th>Non-Teaching Minor:</th>
<th>Teaching Minor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College of Major:</th>
<th>Department of Major:</th>
<th>Catalog Year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address, City, State, Zip:</th>
<th>Phone Number(s):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address, City, State, Zip (Nation):</th>
<th>Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Degree Candidate:</th>
<th>Date:</th>
<th>Total Number of Credits Required to Complete Degree (of which must be 300/400 Upper Division)</th>
</tr>
</thead>
</table>

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course Number</th>
<th>Core Credits</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course Number</th>
<th>Core Credits</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

---

Any changes to this form, after the Registrar’s Office has received it, must be submitted on a Delete/Add Memorandum form.

Signature of Advisor: Date:  
Signature of Department Certifying Officer: Date:  

---

Revised September 2011. 84c.
Credit Earned to Date:

<table>
<thead>
<tr>
<th>Total Credits:</th>
<th>Total Upper Division Credits:</th>
<th>Remaining Credits:</th>
<th>Remaining Upper Division Credits:</th>
</tr>
</thead>
</table>

University Core Requirements:
CORE 2.0 was introduced in Fall 2004 and is required for all students who have entered since then. Students who have been continuously enrolled since before Fall 2004 have the option to complete the original core curriculum or opt out to CORE 2.0. See the university catalog for complete core details.

Courses Filling Core 2.0 Requirements
One course for each area: a grade of C- or better must have been achieved.

- University Seminar (US):
- College Writing (W):
- Quantitative Reasoning (Q):
- Diversity (D):
- Contemporary Issues in Science (CS):
- Arts (IA or RA):
- Humanities (IH or RH):
- Natural Science (IN or RN):
- Social Sciences (IS or RN):
- Research & Creative Experience (R):

Courses Filling Original Core Requirements
A grade of C- or better must have been achieved in Math, Verbal, and Written.

- Fine Arts (3 credits):
- Global (6 credits):
- Humanities (6 credits):
- Math (3 credits):
- Natural Science (8 credits):
- Social Science (6 credits):
- Verbal (3 credits):
- Written (6 credits):

Core Courses Completed for Degree Requirements:
- Specify, source subject, course, and core designation

<table>
<thead>
<tr>
<th>Core 2.0</th>
<th>US</th>
<th>W</th>
<th>Q</th>
<th>D</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA = RA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IH = RH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN = RN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS = RS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Core Requirements Completed: [ ]

Cumulative Credits for Degree Requirements:

- Transfer Credits: ________
- Upper Division Credits: ________
- Total Credits: ________

Cumulative GPA for Degree Requirements: ________

Degree Requirements Completed: [ ]
- Date: ________

Minor Requirements Completed: [ ]
- Date: ________