

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # A-12

TITLE: UPPER DIVISION PLACEMENT POLICY

POLICY: Placement of students on upper division campuses is based on the following principles:
1) optimal use of clinical resources; 2) increasing the nurse supply; and 3) maintaining a maximum student group size of **184** new junior students, including five ROTC and eight Kalispell placements, and of no more than **184** senior students.

➤ The breakdown of new junior slots* is as follows:

	<u>Fall</u>		<u>Spring</u>	
Billings	40	+	40	= 80
Bozeman	16	+	0	= 16
Great Falls	16	+	16	= 32 (including 5 ROTC)
Missoula	24	+	32	= 56 (including 8 Kalispell)

* The actual number of placements available each placement round may vary according to available clinical resources, but every effort will be made to maximize the numbers as indicated above. (Please refer to the application guidelines each round for the *actual* number of placements available in any given year.)

RATIONALE: Limited clinical and faculty resources make judicious use of available upper division placements essential. Advanced placement (facilitated through the filing of an upper division application) is necessary for both students and faculty to accommodate the need for planning, especially since many students schedule their transfer to MSU- Bozeman based on when they have been offered upper division placement. Therefore, the application process takes place a full year prior to upper division course work. Students are offered a placement for four uninterrupted semesters (two junior semesters followed by two senior semesters) of full-time enrollment at a specific campus (as outlined in Procedure I). Students are given placement in lower division course work based on the semester they have been given upper division placement to insure they are ready to progress to junior-level course work at the assigned time. ROTC students requesting placement through ROTC are assigned upper division placement as outlined in Procedure II. Students who interrupt their upper division course work (e.g., fail, withdraw), take a lower priority for continuation and are given subsequent placement on a space-available basis as outlined in Procedures III and IV.

Procedure I - Upper Division Placement: New Junior Students

A. The application process for upper division placement is announced each Spring semester, one

full year in advance of placement. Applications are available at the College of Nursing and are distributed to pre-nursing advisors in Montana. In addition, students can access the placement guidelines and application through the College's Web Site: <http://www.montana.edu/nursing>. The deadline for filing a regular (gold) application is April 30. Students are responsible for insuring that transcripts for all college course work completed through Spring semester are received in the College of Nursing by May 31. The College of Nursing will assume the responsibility for accessing transcripts of course work taken at MSU - Bozeman. Students who are unable to meet the transcript deadline must contact the Administrative Assistant prior to May 31 to make alternate arrangements.

- B. If less than 179 applications (e.g., the number of placements available in a given year less the five placements reserved for ROTC) are received, all applying students are offered placement, provided they meet all of the minimum requirements for placement and pending availability of adequate College of Nursing resources (e.g., faculty, clinical, and financial).
- C. When more than 179 applications are received by the April 30 deadline, the applications are prioritized according to priority points for student ranking (see Policy A-12.1, Calculation of Priority Points). On or before July 15, the top 179 students receive a letter notifying them of placement within the College. [NOTE: A \$200 deposit is required at the time the student accepts the placement offer by the August 1 deadline.] Specific campus and semester assignments are determined by the first week of September.
- D. The students who do not receive placement (those ranked 180 and beyond) but who have priority points greater than 2.5 receive a letter offering to automatically place them on the Wait List by priority point ranking.
- E. The students who do not receive placement (those ranked 180 and beyond) and have priority points less than 2.5 receive a letter offering them the option of being placed on the Wait List by priority point ranking. However, these students are unlikely to be placed so will not be encouraged to file a Wait List application.
- F. By the first week in September, students with placement receive a letter offering them a specific campus and a specific semester placement based on the preferences noted on their applications. [NOTE: Students requesting placement in Bozeman are only placed in the Fall semester; students requesting placement in Kalispell are only placed in the Spring semester.] When there are more requests for a specific campus or a specific semester than can be accommodated, a student's "Letter of Special Needs" is considered during an August meeting of the Special Needs Committee (see A-12.2, Special Needs Committee Procedure). Considerations related to special needs are incorporated with priority points, and then campus and semester determinations are finalized based on the Special Needs Committee's revised priority point ranking.
- G. 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 priority point 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.

- H. Occasionally, due to unexpected extraordinary circumstances, a student may request permission to trade his/her placement assignment with another student. Trades are not intended for students who are not academically ready for their placement assignment or for students who have elected to accept an alternate placement assignment with the hope of trading it for a preferred placement assignment. Trades are only approved for extraordinary circumstances that occur *after* a student's placement assignment has been made. All requests for permission to trade must be submitted, in writing, to the College of Nursing Scholastic Committee for approval by the meeting deadlines of May 1, August 1, or December 1 each year.
- I. The \$200 deposit for students who have accepted placement is retained and applied to the student's fees the first semester of enrollment in junior-level courses. Students who have a financial hardship in paying the \$200 deposit must contact the Administrative Assistant prior to the August 1 deadline for accepting placement. If a 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 Administrative 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).
- J. Students who fail lower division courses or fail to achieve the required minimum MSU-Bozeman cumulative gpa of 2.5 by the end of the semester prior to beginning upper division course work will forfeit their placement. They can, however, request a refund of their \$200 deposit through the Administrative Assistant's office and must include the address to be used in processing the refund. They may also file the appropriate Wait List application for a new placement.
- K. Students who miss the annual regular (gold) application deadline may submit a Wait List (blue) application. Wait List application forms are available at the College the first week of September.
- L. Students will be ranked by priority points on the Wait List. Special needs are not applicable to the Wait List priority ranking process since campus/semester assignments are offered as they become available. A student may file a Wait List (blue) application any time after September 1. Students on the Wait List are offered placement as an opening becomes available. If a student declines the offered placement, s/he may choose to remain on the Wait List for her/his preferred campus choice. The Wait List is started on October 1 and updated on the first of every other month (e.g., December 1, February 1, April 1, June 1, and August 1) by priority point ranking.
- M. A student may request to be informed at any time of her/his status on the Wait List (e.g., the approximate number of students on the Wait List and her/his relative position--upper, middle or lower third). Specific rankings are not revealed because they change frequently and, thus, do not provide students with reliable data for planning.
- N. Upper division placement vacancies continue to be filled from the Wait List until the day preceding the Spring semester in the academic year for which placement is sought (e.g.,

placements can be made from the current academic year Wait List up until the day preceding Spring semester). The Wait List for that academic year is then considered invalid. Students remaining on the Wait List at the beginning of the Spring semester may file a regular (gold) application for the following academic year.

SUMMARY: Between October 1 and the day preceding the beginning of Spring semester (in January) of any given year, a student may be on two lists: 1) the Wait List, awaiting placement for the upcoming academic year, and 2) the regular application list, seeking placement for the following academic year (three semesters ahead). It is also possible to be on two Wait Lists (awaiting placement for the Spring semester of the current academic year and on the Wait List for either semester of the upcoming academic year).

Procedure II - Upper Division Placement: ROTC Students

- A. As an Army ROTC Partner in Nursing Education (PNE) school, the College of Nursing has reserved a maximum of five (5) new junior upper division placements, on the Great Falls campus only, specifically for qualified freshman or transfer students with Army ROTC scholarships. Following is background information related to the creation of the Army ROTC placement process, which was initially reviewed by Army ROTC in 1994 and approved by the College's Dean and University Provost in 1995.
- B. A request was made by the MSU - Bozeman Army ROTC program to develop a mechanism that would allow access to timely upper division placement information in order to recruit prospective nursing students who qualify for Army ROTC scholarships. The rationale for initiating the ROTC placement process was based on the College's desire to: a) fully utilize all available upper division placements, b) be responsive to ROTC needs, c) increase out-of-state tuition revenues by attracting prospective out-of-state ROTC nursing students [historically, the College of Nursing has had a lower percentage of out-of-state students, about 10%, as compared to the University's overall average of about 25%], d) address the inability (at that time) to fill all new junior placements on the Great Falls campus through the regular placement process, e) promote diversity on the Great Falls campus, and f) provide a support network for ROTC cadets at the upper division campus adjacent to a military base (Malmstrom Air Force Base).
- C. The procedure for reserving Army ROTC placement assignments is as follows:
 1. The MSU - Bozeman ROTC program will recruit *primarily* out-of-state new freshmen students with ROTC scholarships (transfer students are also eligible) who will be provided new junior upper division placements for four consecutive semesters, on the Great Falls campus only, provided that all usual College of Nursing academic requirements are met. These include:
 - a. all required courses (pre-requisite and nursing) are completed with a grade of C or better (C- grades are not acceptable);
 - b. no required courses are repeated more than once to achieve a grade of C or better, regardless of where taken;
 - c. a minimum priority point calculation of 2.50 has been achieved; and

- d. a minimum MSU - Bozeman cumulative grade point average (GPA) of 2.5 or better has been achieved in all courses taken prior to advancing on to junior-level course work.

[NOTE: transfer students begin a new GPA at MSU - Bozeman.]

- e. In addition, all freshmen and transfer students with Army ROTC scholarships will need to meet minimum University admission requirements in relation to GPA, ACT/SAT scores and class rank.
2. As with generic students, ROTC students are assigned four *consecutive* semesters of course work; therefore, they cannot withdraw from or fail any upper division clinical course without giving up their “guaranteed” placement. If a withdrawal or failure should occur during any given semester, the student becomes a semester-by-semester student and the vacated ROTC slot would be filled according to the semester-by-semester placement process outlined in Procedures III and IV.
 1. Army ROTC will determine who will be given the reserved new junior placements based on the following order of priority:
 - a. freshman out-of-state Scholarship ROTC Cadet;
 - b. transfer out-of-state Scholarship ROTC Cadet;
 - c. Montana resident freshman Scholarship ROTC Cadet; and
 - d. other ROTC Nurse Cadet (on a case-by-case basis).

The College of Nursing reserves the right to make the final selection decision based on the likelihood of success at upper division (e.g., MSU GPA and letters of recommendation from ROTC).

3. If less than five ROTC Cadets are available to fill the reserved upper division placements, unfilled placements will be assigned to other students seeking Great Falls placement through the College's regular placement process (see Procedure I). ROTC will be contacted no later than December of the year preceding the beginning of the Spring semester or July of the year of the beginning of the Fall semester of upper division placement to confirm available openings.
4. If more than five ROTC Cadets are available to fill the reserved upper division placements and there are additional vacancies which cannot be filled by other students awaiting placement, additional Cadets could be offered upper division placement on the Great Falls campus to assure that all new junior placements are filled.
5. ROTC Cadets are not limited to seeking placement on the Great Falls Campus only as outlined in this procedure. ROTC Cadets can compete for placement assignment on any of the College's campuses utilizing the regular placement process as outlined in Procedure I.

NOTE: A similar placement process was initiated, reviewed and approved in 1996 for Air Force ROTC. As of 1999, however, the College became aware of the fact that the Air Force was no longer actively recruiting prospective nursing students, so placement assignments are not currently (as of 2000) being reserved for that program.

Procedure III - Upper Division Placement: CO-OP Students

- A. A request was made by the Director of the Caring for our Own (CO-OP) program to develop a mechanism that would allow access to timely upper division placements in order to recruit prospective Native American nursing students who qualify for the CO-OP program. The rationale for initiating the CO-OP placement process was based on the College's desire to: a) be responsive to the needs of the CO-OP program and its students, and b) support the network for CO-OP students at the upper division campuses.
- B. In May 2003, the College of Nursing Executive Council approved a plan to reserve a maximum of seven (7) new junior placements on the upper division campuses each year (four in fall and three in spring) beginning in Fall 2004 for CO-OP students who have met the minimum requirements for upper division placement. The approval was given pending continued presence of adequate CO-OP advisor FTEs on each of the upper division campuses.
- C. The procedure for reserving CO-OP placement assignments is as follows:
 1. The CO-OP program will recruit Native American students who will be provided new junior upper division placements for four consecutive semesters on each of the upper division campuses including Billings (1 each fall and spring), Bozeman (1 each fall) Great Falls (1 each fall and spring), and Missoula (1 each fall and spring) provided that the CO-OP program provides adequate advising on each campus and all usual College of Nursing academic requirements are met by the students. These include:
 - a. all required courses (pre-requisite and nursing) are completed with a grade of C or better (C- grades are not acceptable);
 - b. no required courses are repeated more than once to achieve a grade of C or better, regardless of where taken;

- c. a minimum priority point calculation of 2.5 has been achieved; and
- d. a minimum MSU - Bozeman cumulative grade point average (GPA) of 2.5 or better has been achieved in all courses taken prior to advancing on to junior-level course work.

[NOTE: transfer students begin a new GPA at MSU - Bozeman.]

- e. In addition, all freshmen and transfer CO-OP students will need to meet minimum University admission requirements in relation to GPA, ACT/SAT scores and class rank.
- f. As with generic students, CO-OP students are assigned four *consecutive* semesters of course work; therefore, they cannot withdraw from or fail any upper division clinical course without giving up their “guaranteed” placement. If a withdrawal or failure should occur during any given semester, the student becomes a semester-by-semester student and the vacated CO-OP slot would be filled according to the semester-by-semester placement process outlined in Procedures IV and V.
- g. The CO-OP program will provide input, as requested, to the placement coordinator regarding who will be given the reserved new junior placements. The College of Nursing will make the final selection decision based on the likelihood of success at upper division (eg MSU GPA, letters of recommendation from CO-OP).
- h. If less than seven CO-OP students are available to fill the reserved upper division placements, unfilled placements will be assigned to other students seeking placement through the College’s regular placement process (see Procedure I). CO-OP will be contacted no later than December of the year preceding the beginning of the Spring semester or July of the year of the beginning of the Fall semester of upper division placement to confirm available openings.
- i. If more than seven CO-OP students are available to fill the reserved upper division placements and there are additional vacancies which cannot be filled by other students awaiting placement, additional CO-OP students could be offered upper division placement to assure that all new junior placements are filled.
- j. CO-OP students are not limited to seeking upper division placement as outlined in this procedure. CO-OP students can compete for placement assignment on any of the College’s campuses utilizing the regular placement process as outlined in Procedure I.

Procedure IV - Filling Junior Level Vacancies

- A. Vacancies, occurring after the new junior placements (for four consecutive semesters) have been assigned and when junior placements are vacated due to failure or withdrawal, are offered **either** on a semester-by-semester basis **or** through a new junior placement from the Wait List, whichever best matches the student's needs. A new junior placement is utilized if this better accommodates the student's academic plan, even if all junior level courses are not needed.

[NOTE: When new juniors withdraw from or fail their first semester junior course(s), they are generally best served by filling out a Wait List application for another placement of four semesters rather than competing for courses on a semester-by-semester basis. New juniors are placed on the Wait List by priority point ranking.]

- B. Vacancies are filled in 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. [**Note:** 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. [**Note:** 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.

[**NOTE:** The College of Nursing considers and treats 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.]

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 MSU - Bozeman cumulative GPA.

[**NOTE:** Unsatisfactory completion of required clinical nursing course(s) in two different semesters prohibits continuation in the nursing curriculum, per College of Nursing Policy B-2].

Procedure V - Filling Senior Level Vacancies

- A. Senior clinical placements vacated due to withdrawal, failure or transfer to another campus are offered placement 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. [**Note:** 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. [**Note:** 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.

[**NOTE:** 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.]

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 MSU - Bozeman cumulative GPA.

[**NOTE:** If a student withdraws from or fails a course, s/he will be grouped by the date of her/his

request. If a student who withdraws/fails was initially placed through the ROTC placement process, s/he will be given priority for a placement if the placement opening has been vacated by someone else with a ROTC placement assignment (see Procedure II). Unsatisfactory completion of required clinical nursing course(s) in two different semesters prohibits continuation in the nursing curriculum, per usual College of Nursing Policy C-2].

Reviewed/Approved by:

Level I: Executive Council (November, 2007)

Level II: Associate Dean for Undergraduate Programs (November, 2007)

A-12.1

CALCULATION OF PRIORITY POINTS

Upper division placements are based upon students' likelihood to be successful in these courses as determined by their performance in required lower division pre-requisite courses. This assures consistency and maximal use of scarce resources. Priority Points are defined as a selected GPA in required prerequisite and lower division nursing courses. Specifically, these MSU courses are:

CHEM 121IN	Introductory General Chem/Lab	4	ENGL 121W	College Writing I	3*
BCHM 122	Organic/Biochem Principles/Lab	4	CLS 101US	University Seminar	3*
BIOL 207	Anatomy & Physiology I (with Lab)	5		OR	
BIOL 208	Anatomy & Physiology II (with Lab)	4	COM 110US	Intro to Public Commun	3
MB 201	Infectious Diseases	3	STAT 216Q	Elementary Statistics	3
HDFN 221CS	Human Nutrition	3	N115	Nursing as a Profession	2
HDCF 150S	Lifespan Human Development	3	N220	Foundations Ethical Nrsg Practice	2
PSY 100IS	Introductory Psychology	3	N223	Foundations Plan/Providing Clin	4
SOC 101IS	Sociological Inquiry	3	N224	Pathophysiology	3
			N239	Health Assess across the Lifespan	4

NOTE: The requirements for ENGL 121W and CLS 101US will be waived for all second degree students. If these courses were taken as part of a prior degree, grades will not be included in the calculation of priority points.

To assure consistent interpretations, the following guidelines are applied:

1. MSU course equivalents, as determined by the MSU Admissions Office, are used for transfer students.
2. Number of credits used for priority point calculations are those for MSU courses (eg CHEM 121N, 4 crs), regardless of the number of credits received for an equivalent course at a transfer institution.
3. Laboratory grades for equivalents to CHEM 121N and BCHM 122N are included in the calculation of priority points.
4. Priority points are calculated using the last grade earned in any pre-requisite or lower division nursing course.
5. Unusual grades found on transcripts will be interpreted by the Registrar's Office at the school sending the transcript. Any grades that are equivalent to an "F" grade, will be calculated as an "F" grade, including "WF."
6. Courses used in the calculations for the regular (gold) application will include all courses completed by the end of the Spring semester in which the student applies.
7. Courses used in the calculations for the wait list (blue) application include all courses completed by the end of the Spring semester in which regular applications were due (see 6 above). (The College of Nursing does not have the resources to recalculate priority points as students complete additional course work.)
8. Extraordinary circumstances regarding aspects of this process may be referred by the student and/or her/his academic advisor to the Scholastic Committee for possible exception. (The Scholastic Committee meets in May, August and December each year.)
9. There are no calculations or penalties for unattempted course work.

[NOTE: Although a minimum MSU cumulative GPA of 2.5 is required at the time of beginning upper division study, in years in which more than 172 applications are received, a considerably higher priority point calculation may be required to receive upper division placement.]

A-12.2

SPECIAL NEEDS COMMITTEE PROCEDURE

- I. **Purpose:** When there are more students requesting a particular campus or semester than can be accommodated, a Special Needs Committee meeting is held. The Special Needs Committee determines which students receive their first choice campus and semester and which students receive an alternate semester and/or campus placement.
- II. **Committee Membership:** The Special Needs Committee is made up of three students (who are not requesting placement) and one faculty member. The Committee Chairperson is a non-voting member.
- III. **Procedure:** The Committee Chairperson will:
 - A. Explain to the Committee the specific placement decision(s) that need to be made (e.g., what campus(es) and/or semester(s) have been requested by more students than can be accommodated).
 - B. Inform the Committee that discrimination on the basis of race, gender, marital status, sexual orientation, religion or age is not permitted.
 - C. Provide the Committee with the point range for the following categories of special needs:

1. Financial Need (e.g., own home)	0 to 1.0 points
2. Support System such as:	
a. <u>giving</u> support (e.g., taking care of elderly parent)	0 to 0.5 points
b. <u>receiving</u> support (e.g. live with supportive relative)	0 to 0.5 points
3. Medical (e.g., under medical care in area of campus)	0 to 1.0 points

Thus, each Committee member might give a value of 0 to 3 points to any special needs letter. With four voting members, any one letter could receive up to 12 "special needs" points.
- D. Review special needs letters, assign "special needs" points and re-rank the placement list.
 1. The Chairperson reads each special needs letter (protecting identity through anonymity).
 2. The members individually assign points (0 to 3 points) to each letter.
 3. When the special needs request is for a specific campus (rather than a semester) the designated campus is clearly identified by the chair.
 4. The staff member assisting enters the points for each letter into the computer which calculates an average value. The average value is then multiplied by a conversion number of .25 and added to the priority point score to create a weighted "special needs" score. The weighted "special needs" score is then added to the student's priority points for their special needs campus. The revised priority points are listed from high to low, for each campus and semester according to student's 1-5 choices and special needs.
- E. Offer of placements:
 1. Working from high to low scores (according to revised priority point scores), students are offered placements according to their 1-5 ranking of choices. The special needs

revised priority scores are only applied to the designated campus requested (first choice and possibly second choice) until all available placements have been filled.

[NOTE: If two students write a special needs letter indicating a need to be placed together at the same campus, each student will be offered a placement according to choices A through E as listed on the application form. If the two students do not automatically end up with the same placement, two places are held at the lower score. The higher scoring student then has the option to accept placement with the lower scoring student.]

A-12.3

Upper Division Placement Procedure Timeline

- March 1 *Applications for Upper Division Placement* are available. (Advertisements announcing the availability of placement applications are placed in newspapers the first few weeks of March.)
- April 30 Deadline for receipt of *Applications for Upper Division Placement*.
- May 31 Deadline for receipt of all *transcripts* through Spring semester. [NOTE: Transfer students who are not able to submit their complete transcripts by this date must notify the Administrative Assistant prior to the May 31 deadline. Priority points for these students will be calculated using those grades available and will be recalculated when Spring grades are available; students will be re-ranked, as needed.]
- June 15 Administrative Assistant will have all priority points calculated and provide the Advising Coordinator with tentative A, B and C placement lists (“A” list includes those students who are offered placement; “B” list includes those students who are not offered placement, have above 2.5 priority points and are offered the option to be automatically placed on the Wait List; “C” list includes those students whose priority points are below 2.5 and are offered the option to be placed on the Wait List.) The Advising Coordinator will use these lists for planning Fall registration and Transfer Orientation.
- On or before July 15 Administrative Assistant sends initial upper division placement letters (letters A, B and C).
- July 31 Deadline for Administrative Assistant to call ROTC to receive permission to release unassigned ROTC Fall slots in Great Falls.
- August 1 Deadline for receipt of ACCEPTS/DECLINES for initial generic upper division academic year placements and the \$200 deposit.
- August 1-15 Administrative Assistant will follow-up with those students who were offered placement but did not respond.
- August 15 Administrative Assistant will alert the Advising Coordinator if a Special Needs meeting is necessary.
- by August 22 Advising Coordinator will hold a Special Needs meeting, if necessary.
- by last week in August Administrative Assistant will send campus/semester assignment letters.
- September 15 Deadline for receipt of ACCEPTS / DECLINES for initial generic campus/semester placements.
- October 1 Deadline for receipt of *Wait List Applications* initial ranking.

Beginning Placements are made for unexpected openings. The Advising Coordinator will use the
October 1 Wait List for planning Spring pre-registration.

December 31 Deadline for Administrative Assistant to call ROTC to receive permission to release
unassigned slots for Spring ROTC slots in Great Falls.

**Policy A-12
Attachment #4**

**Montana State University
College of Nursing
Special Needs Form
(please print all information)**

Name of Student: _____ Name of Advisor: _____

Address: _____ Campus: _____

Phone #: _____

E-mail: _____

Student ID# or SS# _____

Please fill out this form and provide a separate page with the specifics of the needs that are identified on this form and attach documentation to support this request (eg a letter from employer verifying employment, a letter from health care provider verifying your need for medical services in this campus area, a letter from someone you provide support for or who supports you, etc).

I have the following documented “special needs”:

1) **Financial Need** (attach documentation for this need):

- I own a home and can't move
- I have a job and can't leave it
- My spouse has a job and can't leave it
- Other _____

2) **Support System Need** (attach documentation for this need):

- I give support to _____
- I receive support from _____
- Other _____

3) **Medical Need** (attach documentation for this need):

- I have a health care provider in the area of this campus
- I have a medical facility in which I receive treatments in this campus area
- Other

Student Signature/Date: _____

Advisor Signature/Date: _____

Please attach any letters of support, rationale for request, or documentation of **extraordinary** circumstances to be considered in this special needs request and submit to the Office of the Bozeman Administrative Assistant in Sherrick Hall, Room 112 by the June 30th deadline.