

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

PROCEDURE #A-8

1. The Committee, appointed annually by the Dean, is composed of at least three faculty members, and chaired by the Associate Dean for Undergraduate Programs (non-voting) who also convenes the committee. The Committee meets at least four times each year, or as often as necessary, to provide a timely hearing for student appeals. The membership of this committee is confidential.
2. College of Nursing Undergraduate Students are encouraged to review the Undergraduate Handbook. Details related to reinstatement through scholastic appeal can be found within the handbook.
3. Students wishing to appeal to the Scholastic Committee will meet with their Academic Advisor, fill out and sign the attached Scholastic Committee Appeal Form, and submit the appeal form along with all transcripts, required documentation, and letters of support to the Office of the Associate Dean for Undergraduate Programs according to the following timelines:

Committee Meeting Date:	Appeals Forms Must be Received by NO LATER THAN:
May -Committee meets the first Monday after graduation	The 1 st Monday in May
August -the committee meets the first Monday in which faculty are back on contract.	The 1 st Monday in August
December -The committee meets the first Monday after graduation.	The 1 st Monday in December
January - The committee meets the Monday before the start of classes.	The 4 th Monday in December

4. Students who have completed the sophomore level NRSG courses *and who have an Upper Division placement*, must have an MSU cumulative GPA of at least 3.0 to matriculate to the Upper Division.
 - a) Students who have not met that requirement, once grades are posted at the end of the sophomore lower division semester, are invited to complete a scholastic appeal. This appeal must be received before the start of Upper Division course work and by the corresponding deadlines outlined in this procedure.
5. College of Nursing Students and Applicants seeking placement in the program may appeal no more than 2 times on the same issue.
6. The decision of the committee may be appealed to the Dean of the College of Nursing. These appeals must be forwarded to the Dean within 5 working days after a response from the Committee has been received by the student.

7. Committee decisions will be based on information provided by the student in the appeal packet. In addition, the committee will consider other relevant information, including:
- Review of academic progress to date, including pre-requisite nursing course work,
 - Degree of extraordinary circumstances
 - Scholastic appeals information should contain an explanation of extraordinary circumstances that caused this need for appeal of policy. Examples of extraordinary circumstances might include: death of a family member; mental or physical illness; military deployment; extreme hardship.
 - College of Nursing Undergraduate Policies;
 - Consideration of clinical agency requirements and client safety;
 - The committee may request further information related to the appeal from the Campus Director, in the case of students with Upper Division placement, or the student.

Appeal forms should be sent to:
Montana State University-Bozeman Undergraduate
Associate Dean Sherrick Hall, Room 111
P.O.Box 173560
Bozeman, MT 59717-3560

Common EXAMPLE of an Appeal:

Appeals are sometimes related to the Policy C-16 or C-19 wherein students may not have more than 2 attempts (W is counted as an attempt) at pre-requisite coursework, regardless of the grade.

When a student takes a required pre-requisite course more than twice, the student is not eligible to continue in the nursing curriculum.

In this situation the College of Nursing has established some specific guidelines to assist the student who is considering an appeal to request re-admission to the College of Nursing.

- Students may continue to work with their academic advisor and will not be required to do a change of curriculum out of nursing during the time you are working on the appeal process. However, the student will NOT be permitted to take lower-division nursing courses, which are restricted to nursing majors ONLY (those students with upper-division placement).
- The elements of an appeal related to the limit of retakes were established to ensure an adequate base of knowledge and success in nursing coursework
- The Scholastic Committee must receive information from the student that will lead them to believe the student can succeed in the nursing program of study. Such evidence/explanations should include:

- Reason for retakes beyond 2 in the pre-requisite courses
 - Steps the student has taken to correct the circumstances which led to either failing or insufficient grades and which explain why the situation will not occur in the future.
 - Evidence of significant improvement (grades/behaviors/situation impacting student).
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- Sometimes it is to the student's advantage to delay her/his appeal until he/she has demonstrated the ability to perform academically at a higher level. For example, the student who has received a D in CHEM 121 two times might have a strong case for an appeal after repeating CHEM 121 with a B or higher.
 - In the case of multiple re-takes, the committee may, in fact, require students to complete all pre-requisite course work before they can apply to the program
 - Students must complete this appeal process prior to enrolling in any lower division nursing courses.
 - Transfer students are advised to initiate an appeal and request a decision prior to making a physical move to MSU-Bozeman or one of our other sites.

Montana State University College of Nursing
Policy A-8 Attachment:
Scholastic Committee Appeal Form (please print all information legibly)

Name of Student: _____ Name of Advisor: _____
Campus: _____ Current Phone Contact #: _____
Current Mailing Address: _____

E-mail: _____
Student ID# (last 4 digits only) _____
Current cum GPA: _____
(Attach copy of current transcript)

Level in Program: (circle one) Pre-nursing Sophomore Junior Senior 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 Curriculum:
 - I have failed to achieve a grade of C or better on two attempts in two different semesters in _____ clinical nursing course(s)
 - I have an Upper Division Placement and I failed to achieve a MSU cumulative GPA of at least 3.0 by the end of sophomore level nursing courses
 - 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 Sp _____ 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.