

**MSU College of Nursing  
C-16 Procedure**

**Application Process and Timeline.** Program applications are conducted through *NursingCAS*, an online centralized application platform that provides transcripts verification and a secure portal for students to submit an application.

**Traditional Program Eligibility:**

1. Minimum calculated 3.0 GPA in required prerequisite courses.
2. 3 of the 5 natural science prerequisite courses, one of which must be BIOH 201 (Human Anatomy and Physiology I) must be completed at the time of the application deadline.
3. All required prerequisite courses must be completed with a grade of C- or better and completed within 15 years at time of application. No more than 2 repeats of the required prerequisites courses are allowed. Students may appeal this rule to the scholastic committee and should work directly with their advisor for this process.
4. The *NursingCAS* system as well as the College of Nursing requires all official transcripts from all universities and colleges be uploaded, regardless of where the courses were taken.
5. Applicants with non-MSU coursework seeking transfer equivalency evaluation are directed to work with advisors early. Applicants with prerequisite course work determined by MSU as an elective, not equivalent, or not documented on the transfer equivalencies website may be asked to submit syllabi to the College of Nursing for review prior to the application deadline.
6. A urine drug screen and background check are required at the time of application. Instructions for creating an account; ordering and completing the urine drug screen and background check are outlined in the *NursingCAS* application.

**ABSN Program Eligibility**

The same eligibility standards apply for the ABSN program with the following exceptions:

- a. ABSN applicants must have completed a baccalaureate degree and all nursing prerequisite courses prior to the beginning of nursing program.
- b. ABSN applicants are exempt for WRIT 101 and US Core. If these courses were taken as part of a prior degree program, those grades will not be included in the calculation of the placement GPA.
- c. The ABSN application may include review of applicant essay, healthcare related experience, rural experience, and HRSA indicators.

<b>Program</b>	<b><i>NursingCAS</i> Application Dates</b>	<b>Placement Semester</b>
<b>Traditional BSN Fall Placement</b>	November 15 – January 2 Transcripts due January 15	March 1 placement notification for following fall semester Acceptance deadline: March 15
<b>Traditional BSN Spring Placement</b>	June 15 – August 1 Transcripts due August 15	October 1 placement notification for following spring semester. Acceptance deadline: October 15

<b>ABSN Summer Placement</b>	September 1 – October 15 Transcripts due October 31	December 15 placement notification for following summer semester Acceptance deadline: December 31
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## **Placement Process**

1. Completed applications for the traditional program will be ranked according to a calculated GPA of all required prerequisite courses for the nursing program. See attachment: *Calculation of Grade Point Average (GPA) in Required Prerequisite Courses for the Nursing Program*. Completed applications for the accelerated BSN program will be ranked according to a calculated score based off of admissions criteria, including prerequisite GPA, applicant essays, healthcare related experience, rural experience, and HRSA indicators.
  - a. In the case of a tie in the calculated prerequisite course GPA, the following will be evaluated in this order: GPA in 5 sciences
  - b. Total number of retakes
  - c. Number of sciences completed at application (3/5 required at application)
  - d. Number of Prerequisite courses completed at application
  - e. Total number of credits
  - f. Cumulative GPA
2. Campus placement preference and participation in academic and scholarship or waiver-based programs (Caring for Our Own Program, ROTC, Athletics, Music/Band/Orchestra, Hilleman Scholars, and Rodeo) is solicited during the *NursingCAS* application process and used in placement decisions.
3. The top ranked students will be offered a placement for the duration of the nursing program until all available placements are filled. These students will receive a letter offering them a placement in the College of Nursing with a specific campus assignment based on the preferences noted on their applications. The remaining applicants who met the minimum requirements will be placed on the Wait List by rank.
4. If a student does not receive their first-choice placement, the student may accept or decline the placement offer and be placed on the Wait List by rank.
5. Waiting List. A list used to fill unexpected vacancies that might occur is created for each application period. By declining the placement offer, the student will be moved to the list. Only students without a placement can choose to be placed on the list. Students who accept a placement cannot be added to the list. Students not offered placement while on the list will need to reapply during the following application period.
6. Traditional students with fall placement may consider taking NRS 115, NRS 220, and/or NRS 258 during the prior summer session.
7. Students receiving placement will continue to fulfill remaining clinical compliance tracking requirements by designated due dates.
8. All prerequisite courses must be completed prior to the start of the sophomore level nursing program. For students pursuing their first bachelor's degree, any remaining CORE 2.0 courses (diversity, arts, and humanities) must be completed for the degree. The research CORE is available from NRS 387R.

## **Progression and Filling Vacancies**

1. The College of Nursing considers a “W” grade as a failed attempt. Students who fail or withdraw from sophomore level nursing course/s will need to apply for a new placement in order to complete the required prerequisite course and continue to the next level in the curriculum. Subsequent failures in the remaining nursing courses do not require reapplication to the program.
2. Campus 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.
3. 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/CON cumulative GPA.
4. Depending on the circumstance, ABSN students may appeal to transfer to the traditional program using the same categorical process. It is not possible for a traditional student to transfer to the ABSN program.

**Category #1:** The student has successfully completed all sophomore nursing courses and due to extraordinary circumstances wants to transfer to another campus location. Extraordinary circumstances are defined as 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. These requests for extraordinary circumstances must be submitted to the College of Nursing Scholastic Committee for consideration and approval.

### Instructions:

- a. The student must complete the A-8 policy scholastic appeal form, write a letter explaining the extraordinary circumstances, and provide appropriate documentation supporting their appeal.
- b. If the appeal is approved, the student will need to meet with their Campus Director *and must forfeit their current placement.*
- c. The student must complete a semester-by-semester form requesting placement at their desired campus choice.
- d. If the scholastic appeal for extraordinary circumstances is approved, the student will have priority over other students for the campus placement
- e. There needs to be an open spot at the desired location otherwise the student may need to sit out one or more semesters. Once placed, the placement decision is final for the remaining terms.

**Category #2:** Students who fail or withdraw from a clinical course must repeat the course to progress in the curriculum. 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.

### Instructions:

- a. See also Policy C-1 and C-6 for specifics related to clinical failures and removal from clinical/s.
- b. The student must meet with their Campus Director to complete the Semester-by-

Semester form.

- c. The student should rank their campus choices from 1 to 5.
- d. Semester-by-semester placements are accommodated by considering the student's first choice of campus.
- e. If there are no open seats at the first campus choice for the course the student needs to repeat, the student will be offered a seat at their next choice and subsequent campus choices.
- f. If there are no openings at any of the campus sites in the course they need to repeat, the student will need to sit out the semester. Once placed, the placement decision is final for the remaining terms.

**Category #3:** All other students requesting transfer to another campus who do not have extraordinary circumstances.

Instructions:

- a. Students requesting a change of campus, without extraordinary circumstances, must meet with their campus director.
- b. The student must forfeit their current placement and complete the Semester-by-Semester paperwork.
- c. These students are ranked at the bottom of the list for semester-by-semester placements.
- d. Students who have been approved for a campus change due approval of an appeal for extraordinary circumstances, and students who withdrew or failed a course are ranked respectively ahead of students requesting a change of campus without these circumstances.
- e. If there is no opening, a student may need to sit out a semester. Once placed, the placement decision is final for the remaining terms.

**Approved by:**

**Level I: Undergraduate Academic Affairs Committee - UAAC (May 11, 2020)**

**Level II: Associate Dean for Academic Affairs (July, 2020)**