

MONTANA STATE UNIVERSITY COLLEGE OF NURSING

PROCEDURE TITLE: C-16 Undergraduate Placement

C-16 Procedure I: Placement in the Program of Nursing Curriculum

- A. The deadlines for submitting an application are January 2nd or August 1st each year, one full semester in advance of placement in sophomore level 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>

Important: Please use only current applications at our website. The current application for the intended application round (fall and spring) will have the most current information and instructions.

Application & Annual Clinical Compliance Tracking: The College of Nursing utilizes CastleBranch®, an accredited member of the National Association of Professional Background Screeners (NAPBS) for compliance tracking.

Applicants are required to provide immunization evidence, complete a background check, complete HIPAA and OSHA training, and complete a urine drug screen through their CastleBranch®, account by the application deadline. Instructions will be provided in the application. **The compliance account should be established according to timeframes established for the student's application.** Beginning the compliance tracking earlier than this may result in extra costs for annual tracking. See policies A-20, A-38 and A-36.

Transcripts: 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 (e.g. 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).

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

In the case of a tie in GPA, the following will be evaluated:

- 1-GPA in sciences
 - 2-Number of sciences completed at application (3/5 required at application)
 - 3-Number of Pre-Requisite courses completed at application
- C. 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 with a specific campus assignment based on the preferences noted on their applications. Students meeting minimum requirements will be placed on the wait list in rank order of their GPA.

- D. If a student does not receive their first choice placement, the student may elect to accept the placement offer 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 offered placement if an opening occurs and s/he can be placed off of the Wait List.
 - Students who accept a placement cannot request to be put on the wait list. Only students who do not have a placement in the nursing program can choose to go on the wait list.
 - Students who fail sophomore level nursing courses or fail to achieve the required minimum MSU- Bozeman cumulative GPA of 3.0 by the end of the semester prior to beginning J1 nursing course work will forfeit their placement.
 - 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 the student is not offered placement while on the Wait List, they must reapply during the following application period to be considered for placement.

C-16 Procedure II: Filling Second Semester Junior and Senior Level Vacancies

The following procedures are for nursing students who have successfully completed their Junior 1 level nursing courses.

Students who fail or withdraw from **sophomore level nursing course/s** or a **Junior 1 nursing course/s** will ***need to apply for a new placement in the College of Nursing.***

This is due to the fact that students failing sophomore and J1 courses would not have the pre-requisites to continue to the next level in the curriculum.

Students who fail or withdraw from a Junior 2, Senior 1 or Senior 2 nursing course may continue in the nursing program as a Semester-by-Semester student.

NOTE: Students on a semester by semester basis must continue their annual clinical compliance tracking so they are prepared for placement.

- 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:**

Category #1: 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 ***must be submitted to the College of Nursing Scholastic Committee for consideration and approval.***

Instructions:

- The student has successfully completed all of their Junior 1 nursing courses. Due to extraordinary circumstances they want to transfer to another campus location.
- The student must complete the A-8 policy scholastic appeal form and write a letter explaining the extraordinary circumstances, and provide appropriate documentation supporting their appeal.
- If the appeal is approved, the student will need to meet with their Campus Director ***and must forfeit their current placement.***
- The student must complete a semester-by-semester form, requesting placement at their desired campus choice.
- If the scholastic appeal for extraordinary circumstances is approved, the student will have priority over other students for the campus placement
- There needs to be an open spot in the nursing courses that the student needs at their campus choice for them to be offered a placement at that campus.
- **For example-** if a student had approval to change their campus location from Missoula to Billings for their Junior 2 nursing courses. There would need to be an opening in the Junior 2 nursing courses on the Billings campus before placement can occur.
 - If there is no opening available, the student may need to sit out one or more semesters.
 - Semester-by-Semester forms must be completed for each semester.

Category #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.

Instructions:

- If a student has failed a Junior 2 clinical course, they must repeat the course in order to progress in the curriculum
 - See also Policy C-1 and C-6 for specifics related to clinical failures and removal from clinical/s.
- The student must meet with their Campus Director to complete the Semester-by-Semester form.
- The student should rank their campus choices from 1 to 5.
- Semester-by-semester placements, are accommodated by considering the student's first choice of campus.
- 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 2nd and subsequent campus choices.
- 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.
- A new Semester-by-Semester form must be completed EACH semester.

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

Instructions:

- Students requesting a change of campus, without extraordinary circumstances, must meet with their campus director.
- The student must forfeit their current placement, and complete the Semester-by-Semester paperwork and interruption of upper division paper work.
- These students are ranked at the bottom of the list for semester-by-semester placements.
- 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.
- If there is no opening, a student may need to sit out a semester. They will need to complete a new Semester-by-Semester form for the next semester.

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 as a failed attempt, 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.]

C-16 Procedure III: Evaluation of pre-requisite course work

Calculation of GPA in Required Prerequisite Courses for the Nursing Program

Upper division placements are based upon students' likelihood to be successful in upper division nursing courses as determined by student performance in required sophomore level prerequisite courses. This assures consistency and maximal use of limited resources. This GPA is calculated based on the MSU-Bozeman courses (or their equivalents) listed below:

CHMY 121 -Introduction to General chemistry with a face to face lab	NUTR 221 -Human Nutrition
CHMY 123 - Introduction to Organic and Biochemistry Principles with a face to face lab	HDFS 101 Individual and Family Development & Wellbeing –Across the Lifespan* OR PSYX 230 Development Across the Lifespan* *Must include infancy through death.
BIOH 201 -Anatomy and Physiology I. with a face to face lab (human)	PSYX 100 -Introduction to Psychology
BIOH 211 - Anatomy and Physiology II. with a face to face lab (human)	SOC 101 -Introduction to Sociology
BIOM 250 -Microbiology for Health Sciences (no lab required)	STAT 216 -Introduction to Statistics
WRIT 101 - College Writing I	CLS 101 - Knowledge and Community

If the student has completed any of the following courses, those grades will also be included:

NRSNG 115 Nursing as a Profession	NRSNG 220 Foundations of Ethical Nursing Practice
NRSNG 225 Foundations of Planning/Providing Clinical Care	NRSNG 238 Health Assess Across Lifespan
NRSNG 258 Principles of Pathophysiology	

NOTE: The requirements for WRIT 101 and US/CLS 101 will be waived for all post-baccalaureate students. If these courses were taken as part of a prior degree program, those grades will not be included in the calculation of this GPA.

- Number of credits used for calculation of this GPA are those for MSU courses (eg CHMY 121, 4 crs), regardless of the number of credits earned for an equivalent course at a transfer institution.
- Laboratory grades for equivalents to CHMY 121 and CHMY 123 are included in the calculation of this GPA.
- This GPA is calculated using the last grade earned in any prerequisite or sophomore level nursing course.
- 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."
- Grades used in the GPA calculations for this application will include all courses completed by the end of the semester before the student application
- MSU course equivalents, as determined by the MSU Admissions Office, are used for transfer students.

The first step in determining pre-requisite course equivalency, requires a verification of transfer equivalency at the Montana State University website: https://atlas.montana.edu:9000/pls/bzagent/hwzkxfer.p_selstate

- Montana State University CON *may* accept courses to the pre-requisite nursing courses, if they do not appear on the transfer equivalency website at MSU, via the following methods:
 - A copy of the *course syllabus/syllabi* sent directly to the College of Nursing by e-mail attachment.
 - If the exact version of course syllabus used for the course is not available, the student may provide the current course syllabus. In this case, the student must provide evidence of the difference between the new and old course syllabus as a separate document submitted with the syllabus from the university attended (professor currently teaching the course, previous professor, department official) .
 - Transcripts must accompany any pre-requisite course challenge. Official Transcripts must be sent directly from your institution to *the College of Nursing* by mail, or e-mail link through the National Clearing House.
 - If the course evaluation is being conducted as part of advisement and prior to the application for placement in nursing, unofficial transcripts may be used. However, the official transcript must reflect the same information or the evaluation is null and void.
 - In consultation with faculty evaluators from Colleges at MSU which offer the pre-requisite nursing courses, MSU CON admissions team review each submitted course syllabus, and official transcripts, individually to determine if the course in question is either equivalent to MSU CON pre-

- requisite courses, or could serve as a suitable substitute.
- In the event the pre-requisite course evaluation requires outside consultation, the student's challenge materials will be sent to a faculty evaluator in the MSU School or College that offers a similar course.
 - Acceptance of a given course as a suitable substitute for the CON pre-requisites does not guarantee acceptance of the course for another program of study at MSU.
 - MSU students must still meet CORE 2.0 requirements; courses approved as suitable substitutes, may require the student still complete a CORE 2.0 course to fulfill those requirements. (e.g. Inquiry into the Natural Sciences (IN) courses, Quantitative Reasoning (Q) courses, Inquiry into Social Sciences (IS) courses).
 - If it is determined the transfer courses is not a suitable substitute, nor equivalent, the student will be required to complete the pre-requisite course.
 - Applicants may not claim work experience against the pre-nursing requirement

C-16 Procedure III-Pre-Requisite Course Challenge Worksheet

* WRIT 101, & CLS/US101 CORE 2.0 courses must be addressed through a CERC appeal with the MSU Registrar

STUDENT NAME:								
TRANSFER___ PROSPECTIVE___ ABSN_____ TRADITIONAL ___								
DATE OF REVIEW:								
REVIEWER:								
pg 1								
Course	Name	MSU Pre-Requisites for Course	GRADE	In MSU Transfer site? Y/N	Syllabus, course activities, Course Description, & Transcript Review reflects comparable attributes to MSU course Y/N	Requires outside consult? Y/N Date sent: To:	Exception placed in Degree Works? Y/N	Communication with student regarding CORE 2.0 Y/N details (does not apply to Post Bac/ABSN)
CHMY 121IN:	Introduction to General Chemistry	Math level required as by MSU						
	Lab							
CHMY 123:	Introduction to Organic & Biochemistry Principles	CHMY 121 or equivalent						
	Lab							
BIOH 201	Anatomy & Physiology I (Includes Lab)	CHMY 121 or equivalent						
BIOH 211	Anatomy & Physiology II (Includes Lab)	BIOH 201 or equivalent						
BIOM 250:	Microbiology for Health Sciences	None						

STUDENT NAME:

TRANSFER ___ | **PROSPECTIVE** ___ | **ABSN** ___ | **TRADITIONAL** ___ |

DATE OF REVIEW:

REVIEWER:

pg 2

Course	Name	MSU Pre-Requisites for Course	GRADE	In MSU Transfer site? Y/N	Syllabus, course activities, Course Description, & Transcript Review reflects comparable attributes to MSU course Y/N	Requires outside consult? Y/N Date sent: To:	Exception placed in Degree Works? Y/N	Communication with student regarding CORE 2.0 Y/N details (does not apply to Post Bac/ABSN)
HDFS 101IS:	Individual & Family Development & Well Being: MUST COVER LIFESPAN	None						
PSYX 100IS:	Introductory Psychology- (May CLEP, if desired, with P grade)	None						
SOCI 101IS:	Introduction to Sociology (May CLEP, if desired, with P grade)	None						
STAT 216Q:	Introduction to Statistics	Math level required as by MSU						
NUTR 221CS:	Human Nutrition	None						
WRIT 101	Writing							
US/CLS	University Seminar							

C-16 Procedure IV: Fall Upper Division Placement Procedure Timeline

- ❖ **June 15** Applications for Upper Division Placement are available through the College's Web site @ <http://www.montana.edu/nursing/academic/placement.htm>.
- ❖ **August 1** Deadline for receipt of Applications for Upper Division Placement for the following Fall semester. AND deadline for compliance tracking through CastleBranch®.
- ❖ **August 15** Deadline for receipt of all official transcripts through the previous summer semester. GPAs for all students will be calculated using those grades earned through summer semester and will not be recalculated when Fall grades are available; Fall grades will simply be audited to determine if all required prerequisite courses for sophomore level nursing courses have been completed with a grade of C or better. [NOTE: Transfer students who are not able to submit their official transcripts with summer final grades by this date must notify the Undergraduate Program Assistant prior to the August 15 deadline.]
- ❖ **September 15** The Undergraduate Program Assistant will have all GPAs calculated and provide the Undergraduate Student Services Coordinator with lists of students receiving A, B and C placement letters : students who are offered placement receive letter A; students who are not offered placement but have a calculated GPA of 3.0 or higher and are offered the option to be automatically placed on the Wait List receive letter B; and students whose calculated GPAs are below 3.0 and are not offered the option to be placed on the Wait List receive Letter C. The Undergraduate Student Services Coordinator will use these lists for planning spring registration in sophomore level nursing courses and Transfer Orientation.
- ❖ **October 1** The Undergraduate Program Assistant will send letters offering the top ranked students upper division placement with a specific campus assignment (letters A, B, and C) for the following Fall semester and will complete sophomore level nursing courses in Spring.
- ❖ **October 15** Deadline for receipt of ACCEPTS/DECLINES for upper division placement offers for the following fall semester.
- ❖ **November 1** Students are ranked on the Wait List by their calculated GPA that included final grades through the previous summer semester. The Program Coordinator will use the Wait List to plan for placing up to ten (10) additional students in sophomore level nursing courses in spring in the event they are offered a placement off the Wait List and need to have sophomore level nursing courses completed in order to start upper division in August.
- ❖ **Mid-January** Sophomore level nursing courses begin for students completing all five sophomore level nursing courses.
- ❖ **Mid-May** The Undergraduate Student Services Coordinator will audit the academic files for all students completing the five (5) sophomore level nursing courses and beginning upper division nursing courses in August to determine whether all required prerequisite and sophomore level nursing courses have been completed with a grade of C or better. Those audited new junior files will be sent to the upper division campuses prior to the start of upper division coursework in August.

C-16 Procedure IV: Spring Upper Division Placement Procedure Timeline

- ❖ **November 15** *Applications for Upper Division Placement* are available through the College's Web site @ <http://www.montana.edu/nursing/academic/placement.htm>.
- ❖ **January 2** Deadline for receipt of *Applications for Upper Division Placement* for the following Spring semester. AND deadline for compliance tracking through CastleBranch®.
- ❖ **January 15** Deadline for receipt of all official transcripts *through* the previous Fall semester. GPAs for all students will be calculated using those grades earned through Fall semester and will not be recalculated when Spring grades are available; Spring grades will simply be audited to determine if all required prerequisite courses for sophomore level nursing courses have been completed with a grade of C or better. [NOTE: Transfer students who are not able to submit their official transcripts with Fall final grades by this date must notify the Undergraduate Program Assistant prior to the January 15 deadline.]
- ❖ **February 15** The Undergraduate Program Assistant will have all GPAs calculated and provide the Undergraduate Student Services Coordinator with lists of students receiving A, B and C placement letters: students who are offered placement receive letter A; students who are not offered placement but have a calculated GPA of 3.0 or higher and are offered the option to be automatically placed on the Wait List receive letter B; and students whose calculated GPAs are below 3.0 and are not offered the option to be placed on the Wait List receive Letter C. The Undergraduate Student Services Coordinator will use these lists for planning summer and Fall registration in sophomore level nursing courses and Transfer Orientation.
- ❖ **March 1** The Undergraduate Program Assistant will send letters offering the top ranked students upper division placement with a specific campus assignment (letters A, B, and C) for the following Spring semester and will complete sophomore level nursing courses in Fall.
- ❖ **March 15** Deadline for receipt of ACCEPTS/DECLINES for initial upper division placement offers for the following spring semester.
- ❖ **April 1** Students are ranked on the Wait List by their calculated GPA that included final grades through the previous fall semester. The Program Coordinator will use the Wait List to plan for placing up to ten (10) additional students in sophomore level nursing courses in summer and fall in the event they are offered a placement off the Wait List and need to have sophomore level nursing courses completed in order to start upper division in January.
- ❖ **Mid-May** Sophomore level nursing courses begin for students wishing to complete NRS 115, NRS 220, and/or NRS 258 during summer school sessions.
- ❖ **Late August** Sophomore level nursing courses begin for students completing all five sophomore level nursing courses (or NRS 225 and NRS 238 if the other three (3) sophomore level nursing courses were successfully completed in summer).
- ❖ **Late December** The Undergraduate Student Services Coordinator will audit the academic files for all students completing the five (5) sophomore level nursing courses and beginning upper division nursing courses in January to determine whether all required prerequisite and sophomore level nursing courses have been completed with a grade of C or better. Those audited new junior files will be sent to the upper division campuses prior to the start of upper division coursework in January.