

MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

Procedure: # C-19 Accelerated BSN (ABSN) PLACEMENT

Procedure I: Placement for ABSN Students

- A. The deadline for submitting an application for ABSN placement is October 15th each year.
 - a. Refer to attachment C-19-2 for timelines
- B. Applications to the Montana State University's Accelerated BSN Program will be processed via [NursingCAS](#). NursingCAS is an online, centralized application service for nursing programs. Interested applicants **must utilize** NursingCAS to apply to MSU's ABSN nursing program. NursingCAS will process your application and transcripts on behalf of the College of Nursing at MSU. The Admissions team in the MSU College of Nursing will review qualified applicants.
- C. **All interested applicants must show evidence on official transcripts of an earned bachelor's degree or higher from an accredited College or University in a discipline other than nursing at the time of the application deadline.**
- D. The Nursing CAS system, as well as the College of Nursing requires **all official transcripts from all universities and colleges** be uploaded to their system—regardless of where you took your course work. Your application will not move forward in CAS, nor in the College of Nursing until official transcripts are uploaded and verified by CAS.
- E. Applicants may not be in process of more than 9 nursing pre-requisite credits at the time of application
 - a. Official transcripts must be uploaded to CAS for any course work completed at any college or university, including course work that is in process at the time of application (not more than 9 credits)
 - b. Please refer to the [current catalog](#) for a listing of the pre-requisite courses for the accelerated Bachelor of Science option.
- F. 3 of the 5 natural science prerequisite courses, one of which must be BIOH 201 (Human Anatomy and Physiology I) **with a face to face lab**, must be completed at the time of the application deadline.
- G. All required prerequisite courses must be completed with a grade of C or better (C- Grades are not acceptable) and no more than 2 of the required prerequisites courses may be repeated 1 time to earn a grade of C or better. In other words, the applicant may have a maximum of 2 retakes in the pre-requisites.
- H. For pre-requisite course work taken at any College or University other than at Montana State University, applicants shall refer to the transfer equivalencies website for course substitution review.
- I. All prerequisite course work coming in to MSU as an elective and or not equivalent or not documented on the transfer equivalencies website MUST have a syllabi submitted to the ABSN coordinator for review prior to the application deadline.
- J. The College of Nursing utilizes Castle Branch®, an accredited member of the National Association of Professional Background Screeners (NAPBS) for compliance tracking.
 - a. A urine drug screen, back ground check and immunization information are required at the time of application.
 - b. Instructions for: accessing your account; completing the urine drug screen; completing the background check; immunization tracking; and e-learning; will be supplied in the application on CAS and in the account set-up in Castle Branch®.
- K. Completed applications will be ranked according to:
 - a. Calculated GPA in all of the required prerequisite courses for the nursing program.

- i. See attachment C-19-1 “Calculation of Grade Point Average (GPA) in Required Prerequisite Courses for the Nursing Program.” Applications will be reviewed by the College of Nursing ABSN Screening committee. Selected students will be invited for an interview.
 - b. Holistic Review of the application which may include:
 - i. Essay review
 - ii. Health Care related Experience
 - iii. Rural experience
 - iv. Selection of a Diverse Cohort
 - v. HRSA indicators
 - vi. Interview
- L. The top ranked students will be offered a placement for four consecutive semesters until all available placements are filled on one of four campuses: Great Falls, Bozeman, Kalispell, and Missoula.
- M. Students may elect to accept or decline the placement offer and be placed on the ranked Wait List. By declining the offered placement, the student *does not* have a placement in the College and will only be placed if a slot becomes available and s/he is placed off of the Wait List.
- N. Students who fail pre-requisite courses or fail to achieve the required minimum nursing pre-requisite GPA of 3.00 prior to beginning ABSN course work in May, will forfeit their placement.
- O. Students not offered a 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, students may also reapply during the following application period.

Procedure II:

Filling of Vacancies in the ABSN program of study

- A. Clinical placements vacated by ABSN students due to withdrawal, failure or transfer to another campus are offered on a semester-by semester basis when available 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 ABSN 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 ABSN campus and may need to offer placement to the student on another ABSN campus where a vacancy is available.
 3. All other students requesting transfer to another ABSN 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.
- C. Students who fail courses in or withdraw from the first summer of the program of study are required to reapply to the program after a scholastic appeal.
- D. Students in the junior level course work (first fall semester of study) in the ABSN may reapply after scholastic appeal.
- E. Clinical placement vacancies are not interchangeable between College of Nursing programs.**

[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.]

Attachment C-19-1
Calculation of GPA in Required Prerequisite Courses for the Nursing Program

Program placements are based upon students' likelihood to be successful in the nursing 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:

COURSE	CREDITS	COURSE	CREDITS
CHMY 121 -Introduction to General chemistry with a face to face lab	4	NUTR 221 -Human Nutrition	3
CHMY 123 - Introduction to Organic and Biochemistry Principles with a face to face lab	4	FCS 101 Individual and Family Development & Wellbeing –Across the Lifespan* OR PSYX 230 Development Across the Lifespan* *Must include infancy through death.	3
BIOH 201 -Anatomy and Physiology I. with a face to face lab (human)	5	PSYX 100 -Introduction to Psychology	3
BIOH 211 - Anatomy and Physiology II. with a face to face lab (human)	4	SOC 101 -Introduction to Sociology	3
BIOM 250 -Microbiology for Health Sciences (no lab required)	3	STAT 216 -Introduction to Statistics	3

NOTE: The requirements for WRIT 101 and 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.

To assure consistent interpretations, the following guidelines are applied:

1. MSU course equivalents, as determined by the MSU Admissions Office, are used for transfer and out of state students.
2. Number of credits used for calculation of this GPA are those for MSU courses:
 - a. For example: CHMY 121 ***will be calculated using 4 credits***, regardless of the number of credits earned for an equivalent course at a transfer institution.
3. Laboratory grades for equivalents to CHMY 121 and CHMY 123 are included in the calculation of this GPA.
4. This GPA is calculated using the most recent grade earned in any prerequisite 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. Grades used in the GPA calculations for this application will include all courses completed by the end of the semester before the student applies.

Attachment C-19-2
ABSN Placement Procedure Timeline

- ❑ **August of each year (watch our website for exact dates)** The Applications for Accelerated BSN program of study are available through Nursing CAS: <http://www.nursingcas.org/>
- ❑ **October 15** Deadline for receipt of Applications for ABSN Placement for the following Summer semester via the Nursing CAS website.
- ❑ **October 30** Interviews of qualified applicants begin and may run through November.
- ❑ **November 15** Applicants with background check issues and urine drug screen issues must submit documentation and explanation to the Associate Dean by no later than this date. Applicants failing to do so will not be considered for placement.
- ❑ **December 15** Notification of qualified applicants of placement status and campus.
- ❑ **December 30** Deadline for receipt of acceptance or declination of ABSN placement offer.
- ❑ **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 up to the application. GPA will not be recalculated when Fall grades are available; Fall grades will simply be audited to determine if all required prerequisite courses have been completed with a grade of C or better.
- ❑ **January 31** Qualified applicants who have been offered a placement will have all background check issues and urine drug screen issues reviewed by the Associate Dean, the Campus Director, and the Dean by this date.