PART I

RN-BSN Completion Program in Nursing

We congratulate you on your decision to continue your nursing education. Both the study and practice of nursing are rigorous, but rewarding endeavors. The Faculty, Staff and Administration of Montana State University-Northern Department of Nursing want you to have the best possible education. Our overall departmental goal is to graduate students prepared to further their professional nursing roles. All of us in the Department of Nursing look forward to assisting you as you achieve an RN-BSN completion degree. We want the RN-BSN Completion Program experience to be interesting, exciting and educational.

Please read and keep Part I for your information and reference

Fill out Part II (application) and return it to the Department of Nursing Office.

To be considered for admission into the RN-BSN Completion Program, the student is required to submit the following with Part II – the Application:

- Be admitted to Montana State University-Northern (a separate application to the University is required; obtain form from the Admissions Office or https://www.applyweb.com/msunorth)
- Submit official transcripts from any college and/or university that you have attended or are currently attending; transcripts will be evaluated to determine credit allotment and articulation per university policy. No required course, including basic skills course, will be waived simply on the basis that the applicant has a prior college degree.
- GPA Admission requirements: a cumulative GPA of 2.50 is required to be admitted into the RN-BSN Completion Nursing Program.
- Submit a copy of your current RN License
- Submit a copy of government issued photo identification (driver’s license, passport, etc.).
- Submit a copy of current CPR certification (Health Care Provider or Professional version).
- Submit a signed and completed Degree Plan of Study.

Applications are accepted year around. All applications received will be reviewed between the 10th and 20th of each month. The Department of Nursing will send an email acknowledging that the application has been received. After applications are reviewed, the applicant will be notified of acceptance or denial by the 1st of the following month by email and regular mail. The acceptance letter will inform the applicant as to which semester to begin the RN-BSN Completion Program. The denial letter will state the reason or reasons why an application was denied.
UPON ADMISSION:

1. Current documentation required to be on file in the Department of Nursing Office within 30 days of the beginning of classes includes:
   - Personal Health Insurance Card
   - A physical examination form verifying: Nursing Students Functional Expectations as specified in the Nursing Student Handbook.
   - A TB Skin Test, Tuberculosis Policy: All nursing students are screened annually, for tuberculosis. Initially a two-step tuberculin skin test (TST) will be used to provide a baseline. Thereafter, nursing students will fill out the MSU-Northern annual TB questionnaire. Each nursing student is responsible for providing evidence of screening for TB. Documentation includes: TB screening form (date and test result cited as positive or negative). If symptomatic, the nursing student is required to submit documentation of medical evaluation of the nursing student’s health status related to TB. Nursing students with a positive skin test are required to provide written clearance from their health care provider in order to provide patient/client care. Additional requirements may be expected based upon current Centers of Disease Control (CDC).
   - MMR immunization, MMR Policy: Have immunizations that are current for, or have documented proof of immunity to measles, mumps and rubella (MMR). Adults born before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of 2 or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. Documentation of provider-diagnosed disease is not considered acceptable evidence of immunity for Measles, Mumps or Rubella. (Recommended Adult Immunization Schedule United States 2015, CDC.gov)
   - Current Tetanus, Diphtheria, and Pertussis (Tdap) vaccination according to the Center for Disease Control guidelines.
   - Documentation of the Hepatitis B vaccination series, including titer, or have a valid waiver on file;
   - Federal fingerprint/background check. Fingerprints can be obtained from the Sheriff’s Office and background checks are obtained through the State of Montana Department of Justice. The cost of the background check will be the student’s responsibility and the price varies in each county.
   - Proof of personal professional liability insurance.
   - Completed and signed Handbook Acknowledgement form (found on the last page of the RN-BSN Completion Program Handbook).


2. All RN-BSN Completion nursing students need to adhere to the Health Standard and HIPPA Policy below:
   - Health standards are to be met as required by the participating clinical facilities. Additional laboratory/diagnostic test results or verification of require health standards/status may be required by these facilities. The Department of Nursing faculty will require documentation that the standards/status are met.
• HIPPA Policy: All Nursing Students are legally accountable under the Health Information Privacy and Accountability Act (HIPPA) of 1996 to ensure the confidentiality of patient health information.

GENERAL REQUIREMENTS FOR PROGRESSION THROUGH THE RN-BSN COMPLETION PROGRAM

The MSU-Northern Department of Nursing is required to follow the Montana University System’s RN-BSN Completion model curriculum adopted in 2016.

1. A grade of “C” or higher must be earned in all courses required for the nursing program major.
2. Maintain a GPA of at least 2.5, or higher, while enrolled in the RN-BSN Completion program.
3. Students accumulating two grades of “W” or two grades below “C” in any course(s) required for the Nursing Major will be dropped from the program and may not be readmitted for 3 years.
4. To progress in the program, the nursing student is required to successfully pass both the didactic and clinical portions of a course. If either is not passed, the entire course must be repeated.
5. RN-BSN Completion students are required to complete the program within five (5) consecutive years of beginning the program as documented with your approved Degree Plan.

Transportation:
Nursing students need to make their own arrangements for transportation to health care agencies for clinical. Under no circumstances are nursing students allowed to transport patients/clients in their private vehicles.

Clinical Rotations:
Nursing students may be required to travel to other locations for several days to complete the state mandated clinical hours and are expected to do so at their own expense for travel, food and lodging.

Graduation:
Graduation is dependent upon the Nursing Student meeting the professional standards and criteria of safe and effective nursing care as prescribed by the curriculum.

Students who are going to graduate need to follow all university policies and procedures relating to graduation as published in MSU-Northern Course Catalog. The current MSU-Northern Course Catalog: https://www.msun.edu/registrar/catalogs.aspx.

1. Application for Graduation forms must be completed and submitted to the registrar’s office in Havre during the fall semester for spring graduation and spring semester for fall graduation.
   http://www.msun.edu/registrar/forms/GraduationApp-web.pdf
2. Gowns and announcements need to be ordered through the bookstore during the fall semester prior to graduation.
3. All students who have received Financial Aid during their university experience must have an exit interview with the Financial Aid Officer.

PROGRAM OUTCOMES

MSU-NORTHERN:
MSU-Northern offers two options within the Department of Nursing: pre-licensure ASN Program with a seamless transition into the post-licensure RN-BSN Completion Program.

RN-BSN Completion Program Fall 2017
Mode of Delivery:
The MSU-Northern and the Department of Nursing educational process utilizes alternative methods of delivery: Face-to-Face/Enhanced and Internet or Online. Brightspace is the distance technology used by MSU-Northern and the Department of Nursing.

Montana Board of Regents of Higher Education definitions:

Distance Education is defined as planned learning that normally occurs in a different place from teaching, requiring specialized course design, instructional techniques, communication through various technologies, and special organizational and administrative arrangements. Both synchronous and asynchronous learning are included in this definition.

Face-to-Face/Enhanced delivery is characterized when instruction occurs in a traditional classroom with face-to-face interaction between the instructor and students, at any local campus or remote site, and includes utilization of technology to enhance the class without reducing student seat-time.

Internet or Online delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructor and students.

Note: Learning to find information online and learning to use the tools in Brightspace, virtual classroom will be the student’s first challenge as a new online student. Information is available at www.msun.edu/distance/pdfs/online/instructions.pdf.

Percentage of Nursing Credits Delivered by Distance Learning:
All RN-BSN Completion Nursing Courses utilize Internet or Online alternative method of course delivery. Courses NRSG 302 Community Health Nursing and NRSG 464 Leadership and Management for the RN have a clinical component which will be completed in the student’s geographical area after the Preceptor is established and approved by the Department of Nursing. Fees for Distance Learning Courses: http://www.msun.edu/busserv/feedesc-dist.aspx

MSU-NORTHERN CREDITS FOR PRIOR LEARNING
There is a seamless transition from the ASN Program to the RN-BSN Completion Program. The combination of the 72 credits of the ASN Program (Semesters 1-5) with the 48 credits of the RN-BSN Completion Program (Semester 6-8) meets the bachelor 120 credit requirement.

Credits Granted for Prior Learning:
Submission of all Official Transcripts from colleges/universities attended are required to be on file in the MSU-Northern Admissions Office. Transcripts will be evaluated to determine credit allotment and articulation. No required course, including basic skill courses, will be waived simply on the basis that the applicant has a prior college degree.

A. Obsolete Course Content – in evaluating coursework from postsecondary institutions, MSU-Northern will:
   o Guarantee that any postsecondary course work taken within five (5) years of being admitted or readmitted to the campus will be included in the transfer analysis of specific required classes in a major, minor, option or certificate.
 Guarantee that any postsecondary course work taken within fifteen (15) years of being admitted or re-admitted to the campus will be included in the transfer analysis of general education course and elective course work.

Course work that falls outside these guarantee periods may be included in the evaluation, at the discretion of the University. This is a discretionary decision and cannot be challenged by students.

B. Placement for students desiring to transfer into the Baccalaureate Degree Program from another School of Nursing is determined on an individual basis through transcripts and/or course evaluations, plus clinical site availability. An overall GPA of 2.50 and a grade of “C” or higher in each required course are necessary for admission to MSU-Northern RN-BSN Completion Program. Registered Nurses who graduated from a diploma program will receive 30 credits of advance standing upon successful completion of 15 upper division-nursing credits and all required general education courses. The diploma graduate must also provide evidence of 2000 hours of nursing experience as a registered nurse. Even though all students need 120 credits to graduate with their RN-BSN Completion Degree, 30 of those credits must be completed at MSU-Northern.

**MSU-NORTHERN NONDISCRIMINATION STATEMENT**

**1001.7 Policy Statement**

Montana State University’s campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy. [http://www.msun.edu/admin/policies/1000/1001-7.aspx](http://www.msun.edu/admin/policies/1000/1001-7.aspx)

Any student, employee, or applicant for admission may file a discrimination grievance. Injuries or grievances should be directed to the Human Resources Director, MSU-Northern, P.O. Box 7751, Havre, MT 59501; (406)265-4147.

Any student and/or person with disabilities concerned about accessibility and/or accommodation issues should contact our Disability Service Coordinator at (406)265-3581.

**MSU-NORTHERN ACCREDITATION**

MSU-Northern is fully accredited by the Northwest Commission on Colleges and Universities (NWCCU).
**MSU-NORTHERN DEPARTMENT OF NURSING APPROVAL AND ACCREDITATION**

MSU-Northern Department of Nursing has full approval by:
Montana State Board of Nursing (MT BON)
301 South Park
P.O. Box 2000513
Helena, MT 59620-0513
406-841-2300
www.nurse.mt.gov

MSU-Northern Department of Nursing is granted full accreditation by:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326 Phone: 404-975-5000
www.acenursing.org

**B61- RN-BSN Completion Bachelor of Science in Nursing**

Montana State University Northern RN to BSN Completion Program: Fully ACEN Accredited RN-BSN Completion Program can be earned full-time in 3 semesters, or part-time degree plan which must be completed within 5 years. Applications are accepted every month with admission to the program each fall, spring, and summer semesters.
http://www.msun.edu/academics/nursing/

The program is a distance delivery model except for 2 credits/90 hours of clinical, completed as a preceptorship. This allows students to live within their communities and work as an RN while attending the program. Program courses consist of many projects and field experiences students can complete within their communities to meet learning outcomes.

**RN-BSN 5 Year Schedule Curriculum Plan of Study**

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<td>NRSG</td>
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RN-BSN Completion Program  Fall 2017
Course of Study:

- NRSG 301: Nursing in Community
- NRSG 302: Nursing in Community Clinical
- NRSG 305: Nursing Ethics
- NRSG 320: Nursing Informatics
- NRSG 322: Health Promotion and Education
- NRSG 325: Advanced Health Assessment
- NRSG 326: Complex Healthcare Needs
- NRSG 344: Family Nursing
- NRSG 361: Global Nursing
- NRSG 424: Nursing Research & Evidence Based Practice
- NRSG 463: Leadership/Management for the RN
- NRSG 464: Leadership/Management for the RN Clinical

1. Students in MSU-Northern RN-BSN Completion Baccalaureate Degree Program are required to meet the University credit requirements (General Education Core and Distribution requirements). See current MSU-Northern Course Catalog. RN-BSN Completion students are required to have 120 credits to graduate, of which 39 credits are to be upper division (300 or 400 level). Registered Nurses who graduated from a diploma program will receive 30 credits of advance standing upon successful completion of 15 upper division nursing credits and all required general education courses. The diploma graduate is expected to provide evidence of 2000 hours of nursing experience as a registered nurse. 6 credits of upper division electives.

2. How and when do you intend to meet these University requirements?

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<tr>
<th>General Education &amp; Distribution Requirements:</th>
<th>Course</th>
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<th>Credits/Grade</th>
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<tr>
<td>CAT I: Communications 6 credits</td>
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<td>CAT II: Mathematics 3 Credits</td>
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<td>CAT III: Natural Sciences w/lab 6 Credits</td>
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<td>CAT IV: Social Science/History 6 Credits</td>
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<td>CAT V: Cultural Diversity 3 Credits</td>
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<td>CAT VI: Humanities/Fine Arts 6 Credits</td>
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<td>CAT VII: Technology 3 Credits</td>
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PART II

RN-BSN Completion Bachelor of Science Degree in Nursing
Applications are accepted year around

NOTE: Applicants are required to submit a separate application to Montana State University-Northern

_____ 1st Application  ___________ Re-Applying

Date: ______________________  SSN/MSU-N Student ID# ______________________

Name: ______________________  ______________________  ______________________  ______________________  ______________________
(Print)  First  Middle  Maiden  Last

Mailing Address: __________________________________________________________

Telephone Number: _________________________________________________________

Email Address: _____________________________________________________________

Ethnicity: This information is requested by government agencies to demonstrate compliance with the Civil Rights Act. Please check the block designating your predominant ethnic background. (Optional)

_____Hispanic  _____Black non-Hispanic  _____Am Indian or Alaskan Native
_____Asian/Pacific  _____Non-Resident Alien  _____White, non-Hispanic
_____Other/Unknown

Date of Birth: ______________  Gender: _____Male  _____Female

Citizenship: _______U.S. Citizen  _____Foreign  _____Permanent Resident Visa Number
________________________________ (An official copy of Form 1-511 is required)

Military: ___yes ___no  If yes, Military Status: ____Active Duty _____Retired ___dependent
RN License ____________________________________________________________________
(Attach copy)    Issuing State               License Number                          Expiration Date

Preceptorship: Which U.S. State do you plan to complete the clinical aspect of the RN-BSN Completion Program? ________________________________________________

Nursing School Attended: ______________________________________________________

Graduation Date: Month _____________Year _____________ GPA ____________________
_____Unofficial Transcript Attached _____Official transcript sent to MSU-N admissions Office.

When will you begin the RN-BSN Completion Program? ____Summer ____Fall ___ Spring 20___

Do you plan to attend _________Full time _________Part time?

Are you currently employed as an RN? __________No   ______________Yes

Employer: ________________________________ how long? ______________________

Employment history as an RN during the past three (3) years:

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<th>Agency</th>
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Include periods of unemployment and reasons:

______________________________________________________________________________
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Applicant’s Signature
__________________________________Date_______________________

Send the completed application, signed and dated, with copy of transcript(s), RN License and copy of current CPR card to:

MSU-N, Department of Nursing
PO Box 7751
Havre, MT 59501
Send only the completed application (Part II) with a copy of all college transcripts, RN License and copy of current CPR certification (Health Care Provider or Professional version). Keep Part I for your information. If you have any questions concerning your application contact the MSU-N Department of Nursing (406)265-4196 or 1-800-662-6132 ext. 4196

Please be sure to always keep a copy of any documents sent to the MSU-N Department of Nursing for your personal records. All personal information documents submitted are destroyed in accordance with the MSU-N Department of Nursing archiving policies and therefore the Department of Nursing is unable to furnish copies.