

Revision to TOEFL requirements for all Admissions criteria, in the following sections:

Admissions Criteria for the PM-DNP regular admission status - page 27
Admission Criteria for the MSN + Companion DNP - page 28
Admission Criteria for the MSN + Companion DNP via the ADN Bridge Entry Option - page 29
Admission Criteria for the Post-Master's Certificate (PMC) + Companion DNP - page 30

Frontier Nursing University seeks to admit applicants who have the necessary oral and written English language skills for successful graduate level work. Frontier Nursing University offers academic support programs for all students; however there is no university operated support program specifically for students needing assistance with the English language. Applicants whose primary language is not English and/or who have completed their tertiary education (level equivalent to U.S. college or university) in a non-English speaking institution, must take the internet based TOEFL (iBT) and achieve the following minimum scores: Reading 22, Listening 22, Speaking 26 and Writing 24. To be considered official, test scores must be sent directly from the testing agency to the university. **Frontier Nursing University's TOEFL code is 5692.** Please provide this code to TOEFL when taking the exam to ensure test results are expedited to the University.

"Primary language" is defined as an individual's first acquired language and/or the language of educational instruction. The TOEFL requirement may be waived for students whose primary language is not English who present an official transcript of satisfactory academic work completed in English at an accredited American college or university, or a college or university in another country where English is the primary language.

Additionally, for applicants whose primary language is not English, one of the three required professional letters of recommendation for admission must attest to the applicant's ability to adequately function in English in a professional clinical setting.

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Academic Hiatus Policy (Non-Emergency) (page 36)

FNU encourages continuous enrollment and progression towards program completion. However, FNU recognizes that some circumstances may force students to interrupt their studies temporarily. Students may petition the university to take a one term academic hiatus (AH). Students may use an AH to take off a total of two terms every 365 days. Students wishing to take an AH in back-to-back terms must submit the petition request prior to each individual term (i.e. a single petition request form cannot be approved for both term). Students should explore all possible options (such as taking a lower credit load) prior to deciding on an AH.

Leaves that start after the beginning of the term may be granted for documented emergency situations which preclude the ability to effectively attend school (see **Emergency Academic Hiatus Policy**).

Requesting an Academic Hiatus (Non-Emergency)

1. It is strongly recommended that an Academic Hiatus be requested before the beginning of the term for which the AH is being requested. The deadline to request an Academic Hiatus (Non-Emergency) is the last day of the add/drop period for the affected term. Students should reference the **Tuition & Fees** section of the catalog before requesting an Academic Hiatus on or after the first day of the term.

2. The student must first discuss their request for an AH with their assigned Professional Advisor. In certain situations, the student may also be advised to speak with the Associate Dean or Program Director prior to deciding on an AH.

a. Students wishing to take an AH in back-to-back terms (i.e two AH in a row) must consult with the Associate Dean prior to deciding on an AH.

3. The student must also discuss their request for an AH with their assigned Financial Aid Counselor to discuss the affects an AH will have on their financial aid.

a. The student will be withdrawn from the Financial Aid Program during the Academic Hiatus time period. The grace period for student loan repayment begins upon the last date of academic engagement (i.e. the last date of the term prior to the AH). All students must discuss with Financial Aid Office the implications of the AH on their loan repayment schedule.

4. The student will complete the Status Change process per instructions in Self-Service.

5. If a student does not enroll for a term and does not fill out a petition for an AH via the Status Change process in Self-Service prior to the last day of the add/drop period, the student will be officially withdrawn from FNU and must reapply and be readmitted to FNU.

If the AH is approved, the Associate Dean will notify the student and all impacted parties at FNU, including but not limited to the Professional Advisor, Faculty Mentor, [Regional Clinical Faculty](#), Registrar, Financial Aid Director and the Accounting Department.

Emergency Academic Hiatus (EAH) Policy (pg. 37)

FNU recognizes that in rare cases, students encounter emergencies that require an academic hiatus [after a tem begins](#). Leaves that start after the beginning of the term may be granted for emergencies of a serious or compelling nature, such as an accident, traumatic event, sudden illness, death in the student's immediate family, pregnancy complications, or the early birth of a child which would preclude the ability to effectively attend school. Other unusual or very special cases will be considered on their merit by the Administrative Team at the request of the student's [Associate Dean or](#) Program Director. All "serious and compelling" situations require the appropriate documentation. Documentation may include: verification of accident or illness (such as a letter from the treating provider or copies of medical bills), a letter from a licensed counselor, death certificate, or other appropriate documentation.

Students [requesting an Emergency Academic Hiatus after the beginning of a term and on/before the last day of a term, will be withdrawn from all courses for the term. An Emergency Academic Hiatus counts as one of the two allowable academic hiatus' in a 365 day period. Students who do not have a reasonable expectation to return to their studies within this timeframe will be counseled to withdraw from the institution \(see Withdraw from FNU\).](#)

Requesting an emergency academic hiatus

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1. The student must first discuss their request for an EAH with the Associate Dean.
 - a. It is recommended that the student ensure all contact information is current in Self Service in the event that FNU must contact the student during the request process or during the EAH.
2. The student must also contact the Financial Aid Director to discuss the affects an EAH will have on their financial aid. The student should also contact Student Accounts to learn how/if the EAH will impact their tuition and billing.
3. ▼
4. The student must send a letter, [along with the appropriate documentation of the “serious and compelling” situation](#), to the Associate Dean explaining the EAH request. The letter should include a statement that he/she has met with Financial Aid and Student Accounts staff and understands the financial implications of the EAH. ▼
5. The Associate Dean will take the request to FNU Administrative Team members for review and decision.
6. The Associate Dean will notify the student of the decision immediately after review.

[If the AH is approved, the Associate Dean will notify the student and all impacted parties at FNU, including but not limited to the Professional Advisor, Faculty Mentor, Regional Clinical Faculty, Registrar, Financial Aid Director and the Accounting Department.](#) ▼

While on Academic Hiatus (non-Emergency) and Emergency Academic Hiatus

It is recommended that students on stay in touch with classmates, their Professional Advisor, and their Associate Dean while on AH. Students continue to have access to the Banyan Tree Portal, FNU email, and the support of all of the FNU community while on AH. While on AH, students may not do any coursework, submit any assignments or take any examinations.

- **Return from Academic Hiatus (non-Emergency) and Emergency Academic Hiatus**[The student must submit the Status Change form in Self-Service to request their return from AH no later than the last day of the add/drop period. Students returning from AH will not be eligible to enroll in courses until the return from AH Status Change form has been processed. Therefore, students are strongly encouraged to submit this form prior to the start of the term.](#)
- **The student must consult with his/her professional advisor to review and approve the revised Program of Study.**
- **Students must pay the Return from AH fee (see the Tuition & Fees) when the Status Change form is submitted.**
- **If a student does not enroll for a term and does not fill out a petition for an AH via the Status Change process in Self-Service prior to the last day of the add/drop period, the student will be officially withdrawn from FNU and must reapply and be readmitted to FNU.**

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Other Student Responsibilities Related to an Academic Hiatus (non-Emergency) and Emergency Academic Hiatus

Because students are not eligible to do any coursework, submit assignments or take examinations while on AH, students are strongly encouraged to not begin an AH with an incomplete grade in any of their courses. In the event that this is unavoidable, the student must meet with the Course Coordinator upon return from the AH to discuss the course in which they have an incomplete grade. If the course has been significantly revised, the Course Coordinator may require the student to start the course over with the new course content, readings, assignments, and exams. It is the student's responsibility to notify her/his Regional Clinical Faculty and preceptor of the AH.

If a student holds or has held a federal Stafford or Grad PLUS loan they will be withdrawn from the student loan program and will not be eligible for loan disbursements during their AH. A federal withdrawal calculation will be completed and may result in FNU and the student refunding unearned funds to the Direct Loan Program. Please see the **Tuition Policies Related to Academic Hiatus** in the Tuition and Fees section of this Catalog for complete details about how tuition and financial aid are affecting by an AH. Students who have been withdrawn from the Federal Financial Aid Program will enter their grace period. In the event a student enters loan repayment during AH and isn't financially prepared to make payments they must contact their lender to discuss their options. To view a Financial Aid Question/Answer section on AH and how it affects a student's financial aid visit the **Financial Aid FAQ**.

The Final Comprehensive Review Course (for all students excluding those enrolled in the PM-DNP) p. 44

The Final Comprehensive Review course provides a review of the student's educational experience and assesses student preparedness for board certifying exams. The course consists of content review and exams which are taken with the FNU remote proctor software.

If a student has previously been approved for paper exams, please refer to the **Examination Security Policy and Procedure for Paper Based Proctored Exams**, outlined in the catalog.

It is recommended that the Final Comprehensive Review course is taken during the term in which the student is registered for his/her final clinical course. The grade for the Final Comprehensive Review course will be reported to the Registrar and to the student within one calendar week of course completion. The degree will not be conferred until a student has completed the Final Comprehensive Review course.

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Course Failure Policy pp. 45-46

Students who earn less than 80% in an entire course, will fail the course. Students who have a grade of Incomplete, must complete all course requirements by the Incomplete Deadline or they will fail the course. Failure to complete an In Progress (IP) in the next term will result in failure of the course. Any hours/assignments completed in a clinical course assigned a failing grade cannot be used to satisfy course requirements when the course is repeated.

In the event of a course failure

- One (1) course failure will result in the initiation of an academic **Performance Plan**. (see the **Learning and Performance Plans**). A second (2) course failure will result in automatic dismissal from FNU. An exception to this is **the Final Comprehensive Exam Review Course** NM717, NP717, and WH717; failure of the Final Comprehensive Review Course does NOT count as a **second** course failure under this policy. ~~for for MSN + Companion DNP, or PMC + Companion DNP, and ADN Bridge Entry Option post-Bridge year students or students enrolled prior to January 12014 in the MSN or post-master's certificate:~~
- ~~One (1) course failure will result in the initiation of an academic performance plan. (see the **Learning and Performance Plans**).~~
- ~~A second (2) course failure will result in automatic dismissal from FNU. An exception to this is NM717, NP717, and WH717; failure of the Final Comprehensive Review Course does NOT count as a course failure under this policy.~~

~~For PM-DNP Students, one (1) course failure will result in automatic dismissal from FNU~~

- ~~For ADN Bridge Entry Option students, one (1) course failure during the Bridge year (first four terms during which all Bridge courses are completed) will result in automatic dismissal from FNU~~

All course failure(s) will be reflected on the student's transcript (see the **Grading System Policy**). Students may choose to appeal a grade (see the **Appeal of Course Grades**). Students may choose to appeal dismissal (see the **Appeal of Dismissal**). All course failure(s) will be reflected on the student's transcript (see the **Grading System Policy**).

Degree Completion Policy (pg 46) & section D of the Satisfactory Academic Progress (pg 61)

Students are expected to earn their degree within the parameters of Satisfactory Academic Progress. Students will have the following timeframes to complete their degree:

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- Students enrolled in the MSN + Companion DNP after January 1, 2014 will have a total of 7 years to complete this option. This time frame includes any time out of school such as an Academic Hiatus or Emergency Academic Hiatus.
- Pre-2014 MSN and post master's certificate students must complete their degree or certificate within 5½ years. This time frame includes any time out of school such as an Academic Hiatus or Emergency Academic Hiatus.
- Students in the ADN Bridge Entry Option sequence must complete all Bridge sequence courses within 1 year, unless the student has been granted an Academic Hiatus or Emergency Academic Hiatus. After Crossing the Bridge, the MSN must be conferred within 6 years.
- Students enrolled in the Companion DNP, must complete the DNP coursework within two years.
- PM-DNP students must complete all PM-DNP courses within eight terms. This time frame includes any time out of school such as an Academic Hiatus or Emergency Academic Hiatus. The MSN Completion for CNEP Graduates must be completed within one year of enrollment into the completion program. The time period does not include any approved academic hiatus.
- The WHCNP Post-Master's Certificate for CNEP Graduates must be completed within six months, not including any academic hiatus.

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Grading System (page 53)

Good academic standing is defined by all of the following:

- The student is making Satisfactory Academic Progress (SAP) as defined by the SAP policy.
- The student has no current Performance Plan in effect or is making satisfactory progress toward resolution of Performance Plan.
- GPA of 3.0

(page 53)

FNU Graduation Requirements (TO REPLACE THE GRADUATION DATE SECTION PG. 53)

To be eligible for any degree a student must complete the following graduation requirements in addition to the specific course requirements for each degree program. The course requirements for each degree program can be found in the **Academic Offerings** section of this catalog. The graduation date indicated on the student transcript and diploma will be the date that all graduation requirements are completed. FNU processes graduations on a rolling basis throughout the year. It is important to note that once a student has met all FNU graduation requirements he/she is no longer covered by FNU's liability insurance and is no longer eligible for financial aid. No further clinical experiences may be obtained as an FNU student once graduation requirements have been met.

- Submission of final grades for all required courses. Incomplete (I) and In-Progress (IP) grade are temporary grades, not final grades (see the **Incomplete Grade Policy and Procedure**)

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- No overdue financial balances on the student account.

The following graduation requirements are specific to the completion of the degrees indicated.

MSN and Post-Master's Certificate:

- Receipt of all end of clinical paperwork including the signed Declaration of Safety (DOS) from the primary preceptor, the final Stage 4 MDAT from the RCF, and the completed End of Clinical Record.
- CNEP Students ONLY: Proof of attendance for the AABC "How to Start a Birth Center" Workshop. AABC provides FNU with the roster of attendees after each workshop.

Withdrawal from FNU (page 66)

A student may decide to withdraw from FNU at any time. This decision should be discussed with the appropriate Associate Dean to explore alternative options. Once the final decision has been made, a letter or e-mail shall be sent to the FNU Registrar in Hyden, Kentucky with copies to the Dean, the Associate Dean, the Student Advisor, the Regional Clinical Faculty, and the Clinical Preceptor. The date of the withdrawal will be determined by the postmark on the envelope of a written withdrawal request, the sent date of a withdrawal request transmitted by e-mail, or a later date specified by the student.

Readmission to FNU:

1. Students may apply for readmission to FNU no sooner than six months from the official date of withdrawal or official date of dismissal. The application fee will be applicable at the time of application submission.
2. The following criteria will be considered during the reapplication process:
 - a. FNU GPA
 - b. Academic history at FNU, i.e. total number of course failures, any instances of academic violations, previous learning plans and/or performance plans, circumstances surrounding the student withdrawal or dismissal.
 - c. Any additional actions taken by the student between the date of withdrawal/dismissal and date of application for readmission that demonstrates a determination to be academically successful upon return, i.e. change in work life, adjustments to personal health, changes in personal family life, other factors
3. Readmission is not guaranteed and is a competitive process.
4. If readmitted, the new program of study will comply with the policies and coursework that are in place at the time of readmission. This means that some previously completed coursework may not apply to the new program of study and the time frame for degree completion may differ from what was anticipated at the time of withdrawal/dismissal.

If readmitted, the student will be required to again attend the on-site orientation (Frontier Bound or PM-DNP Bound). If a student is on an academic hiatus and then withdraws without returning, the first day of the academic hiatus becomes the recorded withdrawal date. Please see further information regarding withdrawal and refunds in the Tuition and Fees section of the FNU Catalog.

Clinical Challenge (page 68)

The Clinical Challenge is available to certified and licensed nurse practitioners, nurse-midwives, or physician assistants who:

- Currently practice in their area of certification.
- Complete the required clinical experiences, which will be assigned on an individual basis.

- Demonstrate competency in the required area(s).

The clinical challenge applies to the following courses: NM712, NP712, and WH712. All FNU students must complete a minimum of 540 clinical hours. The hours required will be calculated by the student's Program Director or Associate Dean. Students may challenge a maximum of three (3) clinical credits. Students may challenge a maximum of six (6) credits total, including both academic and clinical courses during their entire program. Intrapartum clinical experiences may not be challenged.

AABC "How to Start a Birth Center" Workshop (page 84)

All CNEP students attend the "How to Start a Birth Center" workshop offered by the American Association of Birth Centers (AABC) as a program requirement. CNEP students must attend the workshop prior to graduation from the MSN or post-Master's certificate portion of the program. FNU covers the registration fee for CNEP students and will only pay for one workshop registration per student. If a student does not attend the workshop for which they are registered, or fails to cancel their registration in time for FNU to avoid being charged, they will be responsible for the fee for the workshop they do attend. Students are responsible for all other costs (materials, AABC membership, travel, etc.) excluding the registration fee.

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