

### **Add to Catalog:**

This needs to be put in alphabetical order in the "Academic and General School Policies" section

Suspension – a student who is suspended is not allowed access to any course work or to any forums. They will retain access to the email system and the portal page including FSMFN Catalog and directory.

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### **Edits to Catalog:**

#### **Provisional Admission Policy (Page 25)**

Applicants who do not meet the GPA and GRE/MAT criteria of the admissions policy may be granted Provisional Admission by the Admissions Committee in its sole discretion when other aspects of the admission materials indicate a good chance of success at the FSMFN. Bridge or DNP students are not eligible for provisional admission.

Provisional Admission requires the student to:

- Sign the Provisional Admission Policy Agreement
- Attend Frontier Bound

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Meet with Student Services staff while at Frontier Bound to assist with plans for success in the program.

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Begin course work with part time status.

Complete the first two terms earning a grade of B or better for all courses with no incompletes.

~~Complete PC600 Health Promotion and Disease Prevention with the grade of a B or better~~

~~Complete PC604 Pathophysiology for Primary Care with the grade of a B or better~~

~~Complete one other Level I course with the grade of a B or better~~

- Pay the prescribed tuition and fees

Students admitted under the Provisional Admission Policy will be eligible for financial aid.

If a student successfully pass these first two terms, the Provisional Status will be removed. If the student fails to obtain a grade B or better in all courses during these first two terms she/he will not have successfully completed the Provisional Status requirements and will either withdraw voluntarily from FSMFN or be withdrawn by the School.

~~If the student successfully attains a grade of B or better in each of the three designated Level I courses, the Provisional status will be removed, and the student will be fully admitted.~~

~~If the student fails to attain a grade of B or better in each of the designated courses, the student has not successfully completed the Provisional status requirements, and the student will withdraw or be withdrawn from FSMFN.~~

#### **Breastfeeding Infants on Campus (Page 28)**

6. Fees: The current fee is \$50.00 per night for the care provider if staying on campus. If off campus, the ~~meals cost is are~~ \$15.00 per ~~day~~ day for the care provider and student.

### **Course Failure Policy (Page 31)**

If a student ~~does not successfully retest on an examination,~~ earns less than 80% in an entire course, or does not have an Incomplete grade replaced with a permanent grade by the last day of the next term, the student has failed the course. The Student Advisor is notified by the course faculty and brings the issue to the Department Chair after discussion with the student. The Department Chair will review the student's overall progress and academic record in the FSMFN. The outcome of this review may include:

- Re-enrollment in the course at full tuition cost to the student and a Performance Plan (see the Learning and Performance Plans Policy). If allowed to re-enroll, the student must successfully complete the course to continue in the FSMFN. Any course failure will be reflected on the student's transcript (see the Grading System Policy).
- Referral to the Administrative Team with a recommendation for dismissal from the FSMFN.
- Two (2) course failures will result in dismissal from the FSMFN.

### **Examination Grading and Failure Policy and Procedure (Page 34)**

Many courses involve closed book examinations. These examinations must be proctored and time limits honored (see the Examination Security Policy and Procedure). A grade of less than 80% constitutes an examination failure.

~~Students are allowed to retake a limited number of examinations during the course of their studies. When a student fails an exam, the goal is. The goal is~~ to help students learn appropriate study and test taking habits so that examination failures are not recurrent. To this end, the following procedures will be followed:

- Course faculty will notify the Student Advisor and Department Chair of an examination failure.
- After one (1) examination failure, the student must review with course faculty and discuss factors that may have contributed to the examination failure. The student must also discuss the situation with their Student Advisor who will counsel the student regarding studying for this type of content, test taking skills, and other appropriate issues. Based on their own reflections and the advice of their course faculty and advisor, the student will develop a Learning Plan (see the Learning and Performance Plans Policy) to provide guidance for decreasing the risk of future examination failures.
- After two (2) examination failures, the student will again review with course faculty and discuss the situation with their Student Advisor.
- Following three (3) examination failures, the student will again review with course faculty and discuss the situation with their Student Advisor. The Department Chair will then develop a Performance Plan (see the Learning and Performance Plans Policy).
- Four (4) examination failures will result in review with the faculty and discussion with the Student Advisor and Department Chair. The Department Chair will then bring the situation to the Administrative Team for discussion and decision which could include recommending dismissal from the FSMFN.
- The number of examination failures refers to the cumulative total for the student's program of study, not the number of examination failures in an individual course.

### **Retesting after an Examination Failure**

~~If an examination is failed and is within the number of failures allowed, the student has the option of repeating the examination one time. The student must arrange to retake an examination within three (3) weeks of receiving notification of the failed examination. The student will~~

retake the examination only after completing a test review with the course faculty. If examination failures occur during the Clinical Practicum, the student may be asked by the Regional Clinical Coordinator or Department Chair to take a short leave from clinical so that the necessary preparation for the examination can be successfully completed. A new form of the examination is given for the retest. Faculty must make the request for ~~Academic and General School Policies 35~~ the examination to be sent to the proctor; students may not request a retake examination. A retest will be given a grade of no higher than 80%. Failure on the retake of any examination (less than 80%) constitutes a course failure (see the Course Failure Policy).

**Examination Security Policy and Procedure for Paper Based Proctored Exams (Page 35)**

**Please add this statement before the policy/procedure**  
**This policy is in effect only for students requiring an authorized accommodation that includes the necessity of a paper based exam. See the Americans with Disabilities & Learning Disabilities (LINK).**

**Tuition Policy and Plan for Terms Students (Page 66)**

**The tuition payment each term is a flat rate based on the total number of credit hours divided by the number of terms in each specialty track; therefore changes in registration do not affect each term's tuition cost.** Tuition is currently set at ~~\$400-420~~ per credit for full-time students and ~~\$435-460~~ per credit for part-time students, MSN completion students, CNEP graduates completing the WHCNP post-master's certificate, and non-matriculating students. Tuition is currently set at ~~\$450-475~~ per credit for students enrolled in the DNP Program. Tuition rates may change at any time deemed necessary by the FSMFN Board of Directors.

The following tuition rates will apply for each program.

**Payment Plan per Program**

Program	Number of Credits	Program Length in Number of Terms	Total Cost	Payment Per Term	Payment Per Each Added Term
MSN CNEP Full-Time	66	9	<del>\$26,400</del> <u>\$27,720</u>	<del>\$2,933</del> <u>\$3,080</u>	\$1,350
MSN CNEP Part-Time	66	12	<del>\$20,710</del> <u>\$30,360</u>	<del>\$2,395</del> <u>\$2,530</u>	\$1,350
MSN CFNP Full-Time	57	8	<del>\$22,000</del> <u>\$23,940</u>	<del>\$2,750</del> <u>\$2,995</u>	\$1,350
MSN CFNP Part-Time	57	11	<del>\$24,795</del> <u>\$26,220</u>	<del>\$2,255</del> <u>\$2,385</u>	\$1,350
MSN CWHCNP Full-Time	53	7	<del>\$22,200</del> <u>\$22,260</u>	<del>\$3,171</del> <u>\$3,180</u>	\$1,350
MSN CWHCNP Part-Time	53	10	<del>\$23,055</del> <u>\$24,380</u>	<del>\$2,305</del> <u>\$2,440</u>	\$1,350
Bridge Entry	20	4	<del>\$8,000</del> <u>\$8,400</u>	<del>\$2,000</del> <u>\$2,100</u>	No added

Option Classes 60 and higher					Terms
DNP Program	33	5	<del>\$14,850</del> 15,675	<del>\$2,970</del> 3,135	\$1,350

### Tuition for Transition Students

This information may be used to help plan the student's budget or to give to anyone who is helping to pay for the student's education.

**FSMFN tuition** - ~~\$400~~420/credit full-time; ~~\$435~~460/credit part-time, MSN completion students, CNEP graduates completing the WHCNP post-master's certificate, and non-matriculating students.

### Fees and Variable Expenses

#### Fees \*

Application Fee (non-refundable)	\$100
Application Fee for FSMFN Alumni (non-refundable)	\$50
Banyan Tree 101 Course	\$100
Frontier Bound Fee (If Student registers for Frontier Bound but does not attend, they will receive a \$375 refund of the Frontier Bound Fee.)	\$575
Clinical Bound Lab Fee	\$100
DNP Bound Fee	\$575
<del>DNP Intensive Fee</del>	<del>\$150</del>
Graduation Fee	\$150
Preceptor Fee for WHCNP Post-Master's for CNEP Graduates	\$500
<del>Room &amp; Board for Level III/Clinical Bound Fee and Crossing the Bridge</del>	<del>\$50-00/night+400</del>
<del>Crossing the Bridge Fee</del>	<del>\$200</del>
Technology Fee	\$175/per term

#### Miscellaneous Fees \*

Added Term (Terms Students only)	\$1,350/term
Course Transfer	\$100/course
Extension Fee (Transition Students only)	\$450/month
Return From Leave of Absence	\$150
Transcript Fee	\$5/transcript
Transfer Between Full-Time and Part-Time Options	\$100
Transfer from One Specialty Track to Another Fee	\$100
Tuition Late Payment	\$150
Late Registration Fee	\$50
<del>Meals (for students staying off-campus)</del>	<del>\$15/Day</del>
Withdrawal Fee	\$100
Van Fee (payable if student uses transportation provided by FSMFN to and/or from the Lexington airport and Hyden campus)	\$75

### Staff (Page 73)

#### Academic Resource Coordinator (Hyden Office)

- Receives requests for examinations. Copies, mails, and tracks all examinations.
- ~~Tracks students planned date for taking the Comprehensive Examination and send students study guides for the exam.~~
- Monitors and approves proctor applications.
- Provides support for the Quality Assurance Coordinator (QAC).
- Oversees maintenance of equipment and inventory.
- Supports faculty and students in activities related to all forms of instructional materials.
- Helps to maintain an orderly and current FSMFN and Archives.

#### ~~Administrative Assistant to the Director of Financial Aid~~ **Officer** (Lexington Office)

- Assists student inquiries over the phone and Internet.
- Processes and sends award letters.

- Helps to complete loan applications.
- Checks student records regarding satisfactory progress in order to monitor financial aid and disbursement of loan checks.

**Administrative Assistant to the Registrar (Hyden Office)**

- ~~Mails the Comprehensive Examination.~~
- Completes all forms requesting verification of graduation to individual agencies/institutions/ licensure for graduates.
- Acts as a back-up during the absence of the Registrar.
- Produces and mails diplomas.
- Responds to requests for transcripts and verification letters.
- Maintain the FSMFN directories, and register any changes to information in the directory.

**Registrar (Hyden Office)**

- Processes all applications for admission and all requests for transcripts.
- Acts as the primary liaison with the Financial Aid Officer, the Financial Aid Committee, and the Admissions Committee.
- Manages tuition collection.
- Transcribes to the official student transcript all grades submitted by the faculty.

**~~Quality Assurance Coordinator (QA)~~ Clinical Credentialing Coordinator (Hyden Office)**

- Manages the clinical site Affiliation Agreements, providing the direct link between the clinical sites, the FSMFN Administration, and the School's legal counsel.
- Assures written evidence of compliance with Standards of Practice and accreditation of the educational programs.
- Coordinates the system of risk management and liability insurance and the computerized Student Management System.

**Leave of Absence Revised 6-30-09**

FSMFN encourages continuous enrollment and progression towards program completion. There are many studies that show that students enrolled continuously have a greater likelihood of success in completing their course of study. However, we recognize that some circumstances may force students to interrupt their studies temporarily. Therefore, any student who is in good academic standing and who is not in either the DNP program or the ADN to MSN Bridge will normally receive permission, upon petition to their Department Chair (DC), to take one or two terms of leave of absence (LOA). This is based on the student departing in good academic standing at the end of a term and returning at the beginning of a term. Leaves for DNP students or Bridge students will only be granted for extreme emergencies that preclude the ability to effectively attend school.

**Course Failure Policy**

If a student does not successfully retest on an examination, earns less than 80% in an entire course, or does not have an Incomplete grade replaced with a permanent grade by the last day of the next term, the student has failed the course. The Student Advisor is notified by the course faculty and brings the issue to the Department Chair after discussion with the student.

- The Department Chair will review the student's overall progress and academic record in the FSMFN. The outcome of this review may include:
- Re-enrollment in the course at full tuition cost to the student and a Performance Plan (see the Learning and Performance Plans Policy). If allowed to re-enroll, the student must successfully complete the course to continue in the FSMFN. Any course failure will be reflected on the student's transcript (see the Grading System Policy).
- Referral to the Administrative Team with a recommendation for dismissal from the FSMFN.
- For DNP students, one (1) course failure will result in dismissal from FSMFN.

- **For students in the MSN or post-masters certificate program** two (2) course failures
- will result in dismissal from the FSMFN.

On page 25, under the Provisional Admission Policy, this paragraph needs to be removed:

~~If the student successfully attains a grade of B or better in each of the three designated Level I courses, the Provisional status will be removed, and the student will be fully admitted.~~

Also, under the Staff descriptions on page 73, the following changes need to be made (we decided not to implement the online comp exam till next term)

**~~Administrative Assistant to the Registrar (Hyden Office)~~**

Add the following statement back under the Admin Assistant:

Mails the Comprehensive Examination.

**~~Registrar (Hyden Office)~~**

Remove this statement:

Notifies Castle Worldwide when a student is eligible to take the comprehensive examination.

Also, add the following Staff member:

**Office manager (Hyden Office)**

- Organizes and coordinates office operations and procedures.
- Supervises office staff
- Works directly in the Credentialing Office to organize and implement the functions of the credentialing office.