



## Policy AA3.03: Admissions and Enrollment Policy

Oversight	Information
Policy Type	Academics, Admissions
Policy Owners	Chief Academic Officer, Director of Admissions
Initial Policy Approval Date	November 27, 2006
Current Revision Approval Date	September 29, 2020
Procedure Effective Date	September 29, 2020

### Purpose

Details important administrative rules and requirements associated with student interaction and acceptance from when the student expresses interest in an academic program through enrollment (admission) at the university. Programmatic requirements for admission can be found in the academic catalog.

### Policy

#### Non-Discrimination Policy

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, American Sentinel University admits all qualified applicants regardless of Race, ethnicity, culture, language, color, creed, religion, age, national origin, gender, sex, disability, sexual orientation, gender identification, veteran status, social economic class, genetic information, or status with regard to public assistance.

The university recruits and admits those applicants who have the potential to successfully complete the educational programs. The applicant's motivation and interest in succeeding in his/her chosen business field are important factors for admission consideration as well as the applicant's academic background and qualifications.

#### Right to Deny Admissions

Admission to American Sentinel University is open to applicants whose academic record and qualifications suggest that they can benefit from the online educational experience. The University reserves the right to refuse admission to any applicant if the University, in its sole discretion, determines that the applicant does not have the ability to benefit from the University's instruction or that it is in the best interest of the University or the applicant to do so.

In making its determination, the University may consider not only the applicant's academic record and qualifications, but also the applicant's character and personality. As part of this process, the University may require an applicant to submit biographical and other information, including references. Applicants are considered for admission without regard to their race, color,



religion, sex, age, disability, ethnicity, marital status, genetic information, sexual orientation, national origin or veteran's status.

The University reserves the right to deny re-admission to applicants who violated academic integrity and/or failed to make academic progress as outlined in the University catalog or when it is deemed in the best interest of the University or the applicant to do so. Applicants for re-admission may be required to document improvement of circumstances prior to enrollment.

### **International Applicant Requirements**

Applicants who have not earned an undergraduate degree from an institution at which all courses were taught in English will need to provide one of the following:

- A test of English as a Foreign Language (TOEFL) score of at least 550 (written version) or 80 (iBT version).
- An International English Language Test (IELTS) score of at least 6.0.

To receive credits for courses or degrees from institutions outside the U.S. or Canada, applicants must have their academic transcripts evaluated and certified by a National Association of Credential Evaluation Services (NACES) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, the [Association for International Credential Evaluation Professionals \(TAICEP\)](#), or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#).

American Sentinel University accepts the Certificate or Verification Letter issued by the Commission on Graduates of Foreign Nursing Schools (CGFNS) as evidence of the required education qualifications for the RN to BSN and RN to BSN/MSN programs in lieu of individual transcripts and records from foreign nurse graduates.

### **Early admission to the RN to Bachelor of Science in Nursing (RN to BSN) program (not available for RN to BSN Powered by SIMPath®)**

Early admission is for graduates of Associate Degree Nursing (ASN/ADN or diploma) programs to begin the RN to BSN program prior to passing the NCLEX-RN.

Program requirements:

- Enroll within four months of graduation with an ASN/ADN or Nursing Diploma
- Have not yet taken the NCLEX-RN
- Letters of recommendation from director or dean of ASN/ADN program verifying aptitude to pass NCLEX-RN
- Meet all other requirements for admission to the RN to BSN program with exception of an active and unencumbered U.S. RN license.

Conditional admittance is approved by the associate dean, undergraduate nursing. Once admitted, students may earn a maximum of six credits (two courses – BSN405 and BSN410) to



be taken one course at a time. To continue in the RN to BSN program, students must then submit evidence of having earned their registered nurse (RN) license.

### **RN to Bachelor of Science in Nursing Requirements**

To be considered for admission to the American Sentinel University RN to BSN program, applicants must submit the following.

- A completed application.

Applicants educated within the United States, Canada\* or US territories who hold a U.S. RN license must submit the following

- A copy of their active and unencumbered U.S. RN license.
- Official transcripts\*\* from each post-secondary institution attended showing a minimum GPA of 2.0 on a 4.0 scale. The institution(s) must send the transcripts directly to American Sentinel University.
- Nursing education must be from a hospital school of nursing or an associate degree nursing program accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education.
- Applicants whose GPA is below 2.0 will be considered for admission but must provide a separate statement indicating a) any extenuating circumstances that may have contributed to the lower GPA, b) their reasons for seeking the BSN degree and c) how they intend to succeed.

Applicants educated outside of the United States who hold a U.S. RN license must submit the following.

- A copy of their active and unencumbered U.S. RN license.
- An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the United States, your NACES, AICE or CGFNS evaluation will need an approved course-by-course academic report. This report must be submitted at the time of evaluation in order for the transfer credits to be considered.

Applicants educated outside of the United States who do not hold a U.S. RN license must submit the following:

- A Validation of Licensure Report that shows evidence that the applicant is legally authorized to practice as a professional nurse in the geographical area in which the applicant works. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.



- An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the United States, the NACES or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be considered.

### **Colorado Articulation**

American Sentinel's RN to BSN program is based on the Colorado Nursing Articulation Model, a statewide agreement that permits registered nurses who are graduates of a hospital school of nursing or who have an associate degree accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education to articulate to a RN to BSN program.

Under this model, applicants receive block transfer credit for their original nursing education without evaluation of specific nursing courses or testing in nursing content areas. Applicants entering American Sentinel's RN to BSN program with a diploma in nursing or an associate degree in nursing plus an unencumbered, current RN license will automatically be awarded 60 credit hours for their U.S. license and original nursing curriculum, including foundational courses.

### **Nurses with Foreign Degrees**

Nurses educated outside the United States, Canada\* or US Territories who are not eligible to practice as registered nurses in the United States must have academic transcripts evaluated and certified by a National Association of Credential Evaluation Services (NACES), Inc. member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the Commission on Graduates of Foreign Nursing Schools (CGFNS). The completion of the B.S. in Nursing will not qualify the nurse to sit for the licensure exam to become an RN in the United States.

Nurses educated outside of the United States and Canada are required to take ENG105 Beginning Writing as their first course.

Applicants whose first language is not English and who have not earned an undergraduate degree from an institution at which all courses were taught in English will need to provide one of the following:

- A Test of English as a Foreign Language (TOEFL) score of at least 550 (written version) or 80 (iBT version).



- An International English Language Test (IELTS) score of at least 5.0 for undergraduates and 6.5 for graduates, or verification of certification in an English proficiency program.

To receive credits for courses or degrees from institutions outside the U.S., applicants must have their academic transcripts evaluated and certified by a National Association of Credential Evaluation Services member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) which will assess a fee. Be sure to request that the certifying organization's report be sent directly to American Sentinel. Depending on the program, if you have earned a foreign degree you will need to request either a general or expanded report from the evaluator.

### **Master's Program Requirements (Non-Nursing)**

To be considered for admission to the American Sentinel University MSN program, the following must be submitted:

- A completed application.
- A resume, curriculum vitae or list of professional accomplishments.

Applicants educated within the United States who hold a U.S. RN License must submit the following.

- A copy of the applicant's active and unencumbered U.S. RN license.
- Official transcripts\* from each post-secondary institution attended. The institution(s) must send the transcripts directly to American Sentinel University. The applicant's nursing education must be from a Bachelor of Science Nursing degree program with a minimum 2.0 GPA earned on a 4.0 scale and accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education.

Applicants educated outside of the United States who hold a U.S. RN license must submit the following.

- A copy of the applicant's active and unencumbered U.S. RN license.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) or [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. Bachelor of Science nursing program with a minimum GPA of 2.0 on 4.0 scale.
- To receive transfer credits for courses from institutions outside the United States, the NACES, AICE or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be awarded. An official copy of the report or an official copy of the transcripts will be required\*.

Applicants educated outside of the United States who do not hold a U.S. RN license must submit the following.



- A Validation of Licensure Report that shows evidence that the applicant is legally authorized to practice as a professional nurse in the geographical area in which he/she works. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) or [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. Bachelor of Science nursing program with a minimum GPA of 2.0 on 4.0 scale.
- To receive transfer credits for courses from institutions outside the United States, the NACES, AICE or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be awarded. An official copy of the report or an official copy of the transcripts will be required\*\*.

### **Registered Nurse to Bachelor of Science Nursing/Master of Science Nursing (RN to BSN/MSN) Requirements.**

To be considered for admission to the American Sentinel University RN to MSN program, the following must be submitted:

- A completed application.
- A resume, curriculum vitae or list of professional accomplishments.
- A resume, curriculum vitae or list of professional accomplishments.
- Detailed essay on each of the items below (approximately 3-4 paragraphs)
  - Professional and academic background, skills, and accomplishments.
  - Why this program is a good fit for your interests and academic goals.
  - Future career goals.

Applicants educated within the United States, Canada\* or US Territories who hold a U.S. RN License must submit the following:

- A copy of the applicant's active and unencumbered U.S. RN license.
- Official transcripts\*\* from each post-secondary institution attended. The institution(s) must send the transcripts directly to American Sentinel University. The applicant's nursing education must be from a hospital school of nursing or an associate degree nursing program accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education.

Applicants educated outside of the United States who hold a U.S. RN license must submit the following:

- A copy of the applicant's active and unencumbered U.S. RN license.



- An Academic Report from a National Association of Credential Evaluation Services (NACES) or [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the United States, the NACES, AICE or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be considered.

Applicants educated outside of the United States who do not hold a U.S. RN license must submit the following:

- A Validation of Licensure Report that shows evidence that the applicant is legally authorized to practice as a professional nurse in the geographical area in which he/she works. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) or [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the United States, the NACES, AICE or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be considered.
- 18 baccalaureate-level nursing credit semester hours and 30 hours of general education courses must be completed or transferred in, maintaining a minimum GPA of 3.0 (on a 4.0 scale). Then, the applicant completes 36 graduate nursing credit hours. Applicants who are not able to achieve a 3.0 in the nursing courses but do have a 2.5 cumulative GPA will be allowed to complete the BSN program.

### **Doctor of Nursing Practice (DNP) Requirements**

DNP, Informatics Leadership Specialization Eligibility: A minimum of one year of full-time work experience in an informatics or technology-based nursing leadership role during the last 5 years is required.

**Current employment requirements:** Unemployed applicants must verify access to a suitable work environment (i.e. a healthcare facility) to complete classroom assignments.

**Practice Experience hours requirements:** Program applicants who provide evidence of clinical hours from an MSN or other nursing-specific degree have the potential to have a percentage of those hours (maximum 400) applied to the required 1000 prior to the Project course sequence.



To be considered for admission to the American Sentinel University doctoral degree program, the following must be submitted:

- A completed application.
- A resume, curriculum vitae or list of professional accomplishments.
- Detailed essay on each of the items below (approximately 3-4 paragraphs)
  - Professional and academic background, skills, and accomplishments
  - Research interests
  - Why this program is a good fit for your interests and academic goals
  - Future career goals
- Proof of employment (unemployed applicants must verify access to a suitable work environment (healthcare facility) to be able to complete classroom assignments.

Applicants educated within the United States, Canada or US Territories who hold a U.S. RN License must submit the following.

- A copy of the applicant's active and unencumbered U.S. RN license.
- Official transcripts\* from the applicant's MS in Nursing, MA in Nursing or MSN nursing degree program (or for executive leadership only, a master's degree in a discipline other than nursing) with a minimum GPA of 2.5 on a 4.0 scale and accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education.

Applicants educated outside of the United States who hold a U.S. RN license must submit the following:

- A copy of the applicant's active and unencumbered U.S. RN license.
- **Educational leadership or DNP specialization:**
  - An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. MS in Nursing, MA in Nursing or MSN program with a minimum GPA of 2.5 on 4.0 scale.
- **Executive leadership or Informatics leadership specializations:**
  - **With MSN:** An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. MS in Nursing, MA in Nursing or MSN program with a minimum GPA of 2.5 on 4.0 scale.
  - **Without MSN:** An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on](#)





[Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. BS in Nursing or BSN program, and a master's degree that is equivalent to a degree from a recognized U.S. institution with a minimum GPA of 2.5 on 4.0 scale.

Applicants educated outside of the United States who do not hold a U.S. RN license must submit the following:

- A Validation of Licensure Report that shows evidence that the applicant is legally authorized to practice as a professional nurse in the geographical area in which he/she works. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- **Educational leadership specialization:**
  - An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. MS in Nursing, MA in Nursing or MSN nursing program with a minimum GPA of 2.5 on 4.0 scale.
- **Executive leadership or Informatics leadership specializations:**
  - **With MSN:** An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. MS in Nursing, MA in Nursing or MSN program with a minimum GPA of 2.5 on 4.0 scale.
  - **Without MSN:** An Academic Report from a [National Association of Credential Evaluation Services \(NACES\)](#) member organization, [Association of International Credential Evaluators, Inc. \(AICE\)](#) member organization, or the [Commission on Graduates of Foreign Nursing Schools \(CGFNS\)](#) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. BS in Nursing or BSN program with a minimum GPA of 2.5 on 4.0 scale, and a master's degree that is equivalent to a degree from a recognized U.S. institution with a minimum GPA of 2.5 on 4.0 scale.

## DNP Reenrollment

Doctor of Nursing Practice (DNP) student reenrollments are reviewed by the Dean or designee for courses that may transfer. Students may be required to repeat select core courses that allow for reengagement of the DNP project. Any non-PE specialty track courses that may transfer will require completion of the PE hours prior to graduation.



## **Infection, Prevention and Control Certificate Requirements**

To be eligible for the Infection Prevention and Control Certificate, the applicant must have a bachelor's degree in a health care-related field (public health, nursing, dietetics, microbiology etc.) with a minimum GPA of 2.0 (on a 4.0 scale), as shown on the applicant's college transcript.

To be considered for admission to the American Sentinel University Infection Prevention and Control Certificate program, the following must be submitted:

- A completed application.
- A resume, curriculum vitae or list of professional accomplishments.
- Official transcripts\*\* from each post-secondary institution attended. The institution(s) must send the transcripts directly to American Sentinel University.
- The applicant must hold a health care-related bachelor's degree from an institution accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education and must have earned a minimum 2.0 GPA on a 4.0 scale.
  - For institutions outside the United States, Canada or U.S. territories, an Academic Report from a National Association of Credential Evaluation Services (NACES) member organization, Association of International Credential Evaluators Inc. (AICE) member organization, Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate stating that the nursing education received is comparable to that obtained by a graduate of a U.S. nursing school. (Additional fees will be assessed by these organizations.)
- The certifying organization's reports must be sent directly to American Sentinel. Depending on the program, if the student has a foreign degree, he or she will need to request either a general or expanded report from the evaluator.

\*Canadian schools which have transcripts issued in French are considered FOREIGN and applicants must provide an Academic Report from a National Association of Credential Evaluation Services (NACES) member organization, Association of International Credential Evaluators, Inc. (AICE) member organization, or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate stating that the nursing education you received is comparable to that obtained by a graduate of a U.S. nursing school.

\*\* Unofficial copies may be submitted for purposes of evaluation and acceptance. Official copies of transcripts must be received by the Registrar's Office by the end of the student's first 8-week term. If the applicant fails to submit such official documents on time, he or she will be disallowed from starting future courses until the official transcripts are received, and subsequently be withdrawn for failing to provide them.

## **Transferring out of American Sentinel University**

American Sentinel has no control over whether another university will accept its credits as transfer credits. Many do; however, it is not our decision. Rather, it is the decision of individual colleges and universities. There are many reasons that credits might not transfer. Sometimes there is not an appropriate match in curriculum between two schools. Applicants should contact



the registrar at the university in question to determine whether credits from American Sentinel will transfer to that institution. More information can be found in Policy AA2.06 Transferability of American Sentinel Credit.

## Guidelines

- Not Applicable

## Procedure

- Student inquires about American Sentinel program.
- Admissions Advisor reaches out and explains programs.
- Student completes online application and sends in all unofficial transcripts.
- Evaluator in Registrar's Office reviews transcripts for transfer credit and ensures student meets all admissions requirements.
- Admissions Advisor discusses evaluation results with student and provides them with a degree plan.
- Student and Admissions Advisor continue discussing courses, program requirements and expectations, and payment options until the decision is made that American Sentinel is a good fit for the student.
- Admissions Advisor submits all documentation for student's enrollment.
- Enrollment Specialist processes enrollment/admission into the university. The student
- See Admissions Services Enrollment Manual SOP for a more detailed procedure.

## DNP Reenrollment

Doctor of Nursing Practice (DNP) students who stop their progression with their cohort and want to return to the same cohort, to the University or need to retake a course due to failure in a course, must notify their Student Success Advisor (SSA). SSA's will then consult with the appropriate Dean as needed. Students will be assessed a fee (see the fee schedule on the website and catalog). New degree plans must be developed for these students to indicate when the course(s) can be made up and whether or not it is feasible to return to the original cohort. Student will be required to complete the curricular progression that is included in their new plans. Because the DNP program is organized by course content and cohorts, not all courses are offered every term. Students may need to wait until the courses they need to take are offered by the university.

## Related Documents/References

- Student Handbook
- Academic Catalog

## Definitions

- None



## Revision History

- 11/7/2013 – Updates to high school transcript requirements.
- 2/5/2014 – Updates to TOEFL/IELTS/iBTs scores.
- 5/7/2014 – Corrected missing info on master programs to match catalog.
- 7/15/2014 – Per Federal Regulations the GED certificate testing is being replaced with the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), or other State-authorized examinations for most states, therefore the GED verbiage in our Admissions Policy was updated to include these addition tests (GED language should stay as well since it isn't entirely retired yet).
- 10/8/2014 – Added Early Admission to the RN to BSN program.
- 8/12/2015 – Removed Associate's requirements, high school requirements and requirements for eliminated programs, and added statements regarding unofficial transcripts.
- 9/9/2015 – Added language for DNP Executive Leadership, students can have master's degree other than MSN.
- 10/25/17 – Removed "*whose first language is not English and*" from paragraph describing international student's requirements. Change admission requirement to one-year experience for DNP Educational Leadership and DNP Executive Leadership. Added experience requirements for DNP specialization and DNP Informatics specialization.
- 7/13/2018 – updated language to reflect AICE acceptance, change to official transcript requirement for Financial Aid Students, add reference to Canada and US Territories, added specific DNP requirements. Change the policy name to Admissions, deleting the word Requirements.
- 3/4/2020 – Updated the DNP specialty requirements, changing DNP specialization to DNP Professional Leadership.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- September 2020: Update title to Admissions and Enrollment Policy, added purpose statement, updated international requirements, added procedure, added DNP reenrollment guidelines – Loren, Abigail