STUDENT HANDBOOK AND CATALOG



www.an.edu

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Welcome!

We are glad to shepherd your journey to your future career here at American National University! Our staff, faculty, and administration are constantly seeking ways to open doors to success for students just like you—doors we have proudly opened for thousands of students since 1886.

Through this catalog and handbook, you will discover the many advantages ANU has to offer including programs built around real-world careers, courses designed for working adults, and support services that meet you where you are. What truly distinguishes American National University from other institutions is not only what we offer, but how we care. You are not just a number here. You are part of a community that is personally invested in your success. We want you to feel as though the whole University has been built to help ***you*** succeed.

Read through the catalog, meet with our admissions representatives, and get answers to your questions. Together, we will create a personalized path that leads to a better future—a future defined by your goals, your persistence, and your achievements.

For over fifty years, I have had the privilege of welcoming students from all walks of life to ANU. Each new student brings new energy, new stories, and new promise. I look forward to welcoming you next—and to the day when I hand you your diploma. I have a cap and gown with your name on it, and I can't wait to see you wear it with pride.

Sincerely,



Frank E. Longaker, PhD
President

GOVERNING DOCUMENT

This Student Handbook and Catalog (Catalog) serves as the governing document for all academic requirements and program-related information at American National University. It outlines the rights, responsibilities, and specific policies and procedures applicable to the University and its students. All students at American National University are bound by the rules, policies, and procedures contained in this document. The official version of the Catalog is posted on the University's website, where the most recently posted Catalog supersedes previous web and printed versions of the document.

This Catalog is valid beginning the month indicated on its cover and is accessible on the University website (https://an.edu/student-catalogs/) to current and prospective students without requiring any personal contact information for access or download.

The University reserves the right to cancel or modify, for any reason, any course, program, or policy listed herein. If there is a conflict between the information stated in the most recent Catalog with that contained in any other document, the information presented in the most recent Catalog prevails. This statement pertains to policies, regulations, requirements, and fees. Information in the Catalog is provided for information purposes only and is subject to change without notice.

PROFESSIONAL LICENSURE AND CERTIFICATION

Certain programs at ANU are designed to prepare students for professional licensure or certification or credentialing in specific fields. Because requirements vary by state, completion of an academic program at ANU may not automatically meet requirements in every state or territory. The University provides detailed information regarding the states and territories where each program meets or does not meet the educational requirements. This information is available on the University's website at https://an.edu/about-us/consumer-disclosure.

Prospective students are encouraged to review this information prior to enrollment and to contact the appropriate state licensing agency to confirm requirements for the state in which they intend to seek employment. Students intending to complete fieldwork, internships, or clinical experiences in a state other than their state of enrollment should consult with the dean or program chair and the licensure information provided online to ensure compliance with local professional requirements.

CONSUMER INFORMATION

To ensure students and other interested parties have access to timely and accurate information about the institution and the educational opportunities offered at each location, consumer information is made available in this catalog, on the University website, and at each University teaching site. Students who wish to receive paper copies of information disclosed electronically may obtain such information by emailing info@an.edu.

NOTICE OF NONDISCRIMINATION

American National University does not discriminate on the basis of gender, age, race, creed, national origin, sexual orientation, military or veteran status, or disability in admissions, employment, or access to academic programs or student activities.

The University's Title IX Coordinator is responsible for coordinating compliance with its non-discrimination policies. The Coordinator may be contacted by mail at 1813 East Main St., Salem, VA 24153 or by email at

TitleIXCoordinator@an.edu. Questions regarding Title IX may be directed to the Title IX Coordinator or the Office for Civil Rights at the U.S. Department of Education.

ACCOMMODATION POLICY

American National University recognizes its responsibility to provide equal educational opportunities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973. To ensure equality of access, the University provides reasonable accommodations to students who require them and informs the University by completing the "Student Disability Accommodation Request" form, which may be obtained from the Academic Advisor.

ACCREDITATION AND CERTIFICATION

The Virginia and Tennessee locations of American National University (operated under American National University, Inc.) are accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
202.234.5100
http://www.deac.org

American National University is authorized by the State Council of Higher Education for Virginia to offer educational programs beyond secondary education in the Commonwealth of Virginia; however, the institution is exempt from the certification requirements of the State Council of Higher Education for Virginia.

State Council of Higher Education for Virginia
101 N. 14TH St., 10TH FL, James Monroe Bldg.
Richmond, VA 23219
Tel: 804.225.2600 Fax: 804.225.2604
http://www.schev.edu

The Tennessee location is authorized by the Tennessee Higher Education Commission, located at 312 Rosa Parks Ave., 9th Floor, Nashville, TN 37243, and can be reached at 615.741.3605. This authorization must be renewed annually and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, health and safety, and fiscal responsibility.

The Medical Assisting associate degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission is located at: 9355 113th St. N, #7709, Seminole, FL 33775 and can be reached at 727.210.2350.

The Health Information Management associate degree is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). CAHIIM is located at 200 East Randolph St., Suite 5100, Chicago, IL 60601, and can be reached at 312.235.3255.

The Pharmacy Technician associate degree and diploma programs are accredited by the American Society of Health-System Pharmacists (ASHP). ASHP is located at 4500 East-West Highway, Suite 900, Bethesda, MD 20814, and can be reached at 866.279.0681.

The Bachelor of Science in Nursing degree program is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The Paralegal programs have been approved by the American Bar Association.

Education and Training of Eligible Veterans and Their Dependents

American National University is approved by the State Approving Agency for the education and training of eligible veterans and their dependents. To inquire about specific programs, contact the Financial Services Office.

National Council for State Authorization Reciprocity Agreements (NC-SARA)

American National University is an institutional participant in the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in another state. NC-SARA is overseen by a National Council and administered by four regional education compacts. For more information and a list of member states, visit www.nc-sara.org/.

VETERAN'S BENEFITS & TRANSITION ACT OF 2018 POLICY

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, American National University ensures any covered individual[1] who is entitled to educational assistance under Chapter 31 and Chapter 33 be permitted to attend and participate in the course of education during the period beginning on the date on which the individual provides to the University a Certificate of Eligibility (COE)[2] for entitlement of educational assistance under Chapter 31 or 33 and ending the earlier of the following dates:

- The date on which payment from VA is made to the University.
- 90 days after the date the college certified tuition and fees following the receipt of the certificate of eligibility.

American National University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual must borrow additional funds, on any covered individual because of the individual's inability to meet his or

[1] A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.)

[2] A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

her financial obligations to the University due to the delay disbursement funding from VA under Chapter 31 or 33.

STUDENT AND EXCHANGE VISITOR PROGRAM

American National University is authorized under Federal law to enroll nonimmigrant alien students. For more information, please refer to the international students' section of the University's website.

TABLE OF CONTENTS

GOVERNING DOCUMENT II

PROFESSIONAL LICENSURE AND CERTIFICATION II

CONSUMER INFORMATION II

NOTICE OF NONDISCRIMINATION II

ACCOMMODATION POLICY III

ACCREDITATION AND CERTIFICATION III

Education and Training of Eligible Veterans and Their Dependents IV
National Council for State Authorization Reciprocity Agreements (NC-SARA) IV

VETERAN'S BENEFITS & TRANSITION ACT OF 2018 POLICY IV

STUDENT AND EXCHANGE VISITOR PROGRAM V

TABLE OF CONTENTS VI

INSTITUTIONAL OVERVIEW 1

Mission 1
Institutional Goals 1
Evolution 2086 Vision 1

ACADEMIC PROGRAMS AND CURRICULA 3

Non-Credit 3
Certificate Offerings 3
Diploma Offerings 3
Associate Offerings 3
Baccalaureate Offerings 3
Graduate Offerings 3
Program Structure and General Education Outcomes 4
Course Numbers 5
Business Administration 6
English as a Second Language 17
Health Information Management 18
Health Sciences 21
HVAC 32
Information Technology 33
Nursing 43
Paralegal 53
Pharmacy Technician 56

ADMISSIONS 59

Undergraduate Programs 59
Undergraduate Placement Evaluations 59
Graduate Programs 60
Admission of Military Students 60
International Credentials 61
International Student Application Requirements 61
English Language Proficiency 61
Student Identity Verification 62
Admission Decision Appeals 63

Program-Specific Admission Requirements 63
Acknowledgement of Programmatic Requirements 67

STUDENT SUPPORT SERVICES 68

Orientation 68
Academic Advisors 68
Student Health and Safety 68
Library and Research Resources 69
Career Services 69
Student Email Address 70
Help Desk and Technical Support 70

ACADEMIC POLICIES 72

Academic Calendar 72
Academic Term 72
Academic Year 72
Academic Credit Policy 72
Code of Academic Integrity 72
Professional Conduct 73
Attendance Policy 75
Residency Requirements 77
Leave of Absence Policy 78
Field Experience and Placement Requirements 80
Externships 80
Practicum Requirements 81
Standard Course Load and Program Length 83
Technology Requirements 83
Proctored Assessments and Examinations 84
Change of Student Information 84
Name Change Policy 84
Satisfactory Academic Progress, Financial Aid Eligibility and Academic Standing Policy 85
Understanding Satisfactory Academic Progress (SAP) 90
Grading Scales 92
Grade Appeal Policy 94
Academic Honors 95
Program Modifications 95
Graduation Requirements 101
Transcripts 101

STUDENT RIGHTS AND RESPONSIBILITIES 102

Student Rights 102
Student Responsibilities 107

TUITION, FEES, AND CHARGES 116

Total Cost of the Program 116
Payment Deadlines and Requirements 118
Cost of Attendance 119
California Residents – Student Tuition Recovery Fund (STRF) 119
Refresher Privilege 120

FINANCIAL POLICIES 122

Cost and Financial Planning 122
Eligibility for Financial Assistance 122

Verification Policy 122
Rights and Responsibilities of Financial Aid Recipients 123
Financial Aid Application Process 123
Cancellation and Refund Policy 123
Final Financial and Academic Transactions 125
Federal Pell Grant Disbursement and Enrollment Policy 125
2026-2027 Direct Loan Disbursement and Enrollment Policy 126
Less Than Full-Time Direct Loan Adjustments 126
Professional Judgment: Special and Unusual Circumstances 127

FINANCIAL ASSISTANCE 129

Program and Lifetime Maximums 129
Applying For Financial Assistance 129
Federally Funded Grants 129
Federal Student Loans 130
Work-Study Programs 131
Institutional Assistance 132
Third Party Assistance 137

ATTENDING ANU 138

Submission of Course Work 138
Course Delivery and Learning Modes 138
Canvas Learning Platform 140
Grading of Deliverables 140

COURSE DESCRIPTIONS 142

Pre-Entrance Requirement Courses 142
Accounting Courses 142
Biology Courses 144
Business Courses 145
Career Exploration Courses 150
Chemistry Course 150
Computer Literacy Courses 150
Computer Science Courses 151
Cybersecurity and Information Assurance Courses 151
English Courses 154
English as a Second Language Courses 154
Environmental Science Course 156
Ethics Courses 156
Government, History, and Political Science Courses 156
Health Information Courses 157
Health Course 159
Healthcare Courses 160
HVAC Courses 161
Information Literacy Course 163
Information Technology Courses 163
Logic Courses 167
Mathematics Courses 167
Medical Assisting Courses 167
Networking Courses 169
Nursing Courses 171
Nutrition Course 179
Paralegal Courses 180

Pharmacy Technician Courses 181
Phlebotomy Courses 183
Psychology Courses 183
Religion Course 183
Sociology Courses 184

FACULTY 185

ADVISORY BOARD MEMBERS 199

Business Management and Accounting Advisory Board 199
Health Information Management Advisory Board 199
Health Science Advisory Board 199
Information Technology Board 199
Nursing Advisory Board 200
Paralegal Advisory Board 200
Pharmacy Technology Advisory Board 200

UNIVERSITY DETAILS 201

Corporate Officers 201
Board of Directors 201
Administration Contacts 201
Team Members (Alphabetical by First Name) 201
Academic Department Leaders (Alphabetical by First Name) 202
Locations 202
Holidays 202

ACADEMIC CALENDARS 203

2026 203
2027 203
2028 203
2029 203
2030 204

INSTITUTIONAL OVERVIEW

MISSION

American National University is dedicated to educating a diverse global community of men and women for a full life and a successful career in a number of disciplines where there are current employment opportunities. Through quality distance education and blended delivery, the University seeks to give students a broad competency in a field of specialization, so they are self-sufficient and enterprising. In addition, students will gain an understanding of and respect for their own and others' ideas and beliefs, thereby gaining the background necessary to continually expand their intellectual and cultural horizons.

INSTITUTIONAL GOALS

- Offer credential and degree programs focused on preparing students to be competitive in the current marketplace.
- Integrate soft skills and practical knowledge students need to be effective in their chosen career.
- Assist students in achieving their academic goals through proactive support and encouragement.
- Maximize the use of current technologies to offer accessible and relevant academic programs.

EVOLUTION 2086 VISION

In 1886, a group of visionary educators and business leaders recognized the need for specialized, career-focused training. Initially drawing students from the southeastern United States, American National University, originally known as National Business College, was founded to meet the need for trained professionals in business, banking, accounting, administration, and other fields.

Through its first century, American National University steadily developed a reputation for providing men and women with an efficient and effective education preparing them for the world of professional work. Initially drawing students from the southeastern United States, students from all over the nation made the trek to Roanoke, Virginia, to receive a practical education that was more focused and relevant than that offered by other colleges and universities of the time.

As the college's first 100 years drew to a close, however, changes had already been underway that would give the institution a different presence even as it continued to remain true to its original purpose. The resident housing and a large central campus gave way to multiple community-based campuses throughout Southwest Virginia, Kentucky, Tennessee, Indiana, Ohio, and West Virginia. Business curricula were supplemented by career-focused programs in computers and healthcare. Certificate programs, two-year associate degrees, baccalaureate programs, and later graduate level programs enabled students to advance their careers as far as they wished.

As the University progressed into its second century, its reputation for excellence was evidenced through numerous awards and acknowledgments. This includes, but is not limited to, awards for grassroots student advocacy (Association for Private Sector Colleges & Universities TOPS Award), support for veterans (Military Friendly School), and a Lifetime Achievement Award (Imagine America Foundation) recognizing American National University President Frank Longaker's decades of service to the career college sector, as well as numerous national rankings.

American National University has continued to evolve in its second century to meet the needs for career training, not just nationally within the United States, but globally. While developing programs in the latest

career fields had always been a hallmark of the institution, the ability to extend the classroom beyond a campus became an added feature to the core of American National University's education. Just as American National University began offering its programs to numerous states within the nation, it has now evolved to creating a worldwide community.

In the 21st century, the vision of Evolution 2086 guides the University as it moves toward its 200th anniversary in the year 2086. Unlike in the first century where fixed campus locations were the norm; the future campus will be worldwide and online. The theme of the University's delivery of the latest career programs is embodied in the statement "**We Bring Our University to You**." A physical campus centric environment is no longer necessary to an efficient and convenient delivery of education to individuals. Technology makes it now possible for the University's administration and students to Globally Meet, our professors to Globally Teach, and our students to Globally Learn.

Global Meet, Global Teach, and Global Learn guide the delivery of our services to our students. **Global Meet** brings the entirety of the University's support services—admissions, financial aid, student services, library resources, and career services—to students and graduates anywhere they have an internet connection. **Global Teach** brings together the most experienced and dedicated faculty together with the latest learning resources from a worldwide network and makes them available to students anywhere they are. Students can learn from their cohorts' experiences as they attend synchronous, face-to-face **Global Learn** video conferencing classes within their online courses. Only a small number of on-campus locations may be maintained for specialized courses, international students, or individuals needing to access physical resources.

While continuing to focus on the fundamentals of business, technology, and health care, the University will continue to expand offerings in developing fields. American National University will continuously evaluate existing programs, adapting their content, length, and method of delivery to ensure the most efficient path to completion is available to the largest number of students. The University will use digital and home-based laboratory approaches to implement a **High Tech, High Touch** philosophy regardless of where the student is located. The University will continue to pursue programmatic accreditation as well as maintain the institutional so that students receive an education that meets rigorous evaluations and standards.

The evolution of the institution is reflected in our name: **American National University**. **American**, recognizing our role as a leading American institution for career-focused education for students from around the world; **National**, acknowledging our historical roots and nationwide reputation; **University**, representing our status as a graduate-level institution offering diverse academic, online, international, and corporate training programs. As the institution evolves toward its 200th anniversary in 2086, additional changes and adaptations will occur. What will not change are the successful experiences that tens of thousands of graduates have enjoyed since 1886.

ACADEMIC PROGRAMS AND CURRICULA

American National University is approved to offer the following programs:

NON-CREDIT

- English as a Second Language Certificate

CERTIFICATE OFFERINGS

- Administrative Medical Assisting
- HVAC/R Technician
- Medical Assisting
- Paralegal Studies
- Practical Nursing

DIPLOMA OFFERINGS

- Accounting
- Business Administration
- Medical Billing and Coding
- Pharmacy Technician
- Phlebotomy and ECG Technician

ASSOCIATE OFFERINGS

- Administrative Medical Assisting (AS)
- Business Administration Accounting (AS)
- Business Administration Management (AS)
- Health Information Management (AS)
- Medical Assisting (AS)
- Information Technology (AS)
- Associate of Science in Network Support (AS)
- Nursing (AS)
- Paralegal (AS)
- Pharmacy Technician (AS)

BACCALAUREATE OFFERINGS

- Accounting (BBA)
- Cybersecurity (BS)
- Management (BBA)
- Medical and Health Services Management (BS)
- Information Technology (BS)
- Bachelor of Science in Network Administration (BS)
- Nursing (BS)

GRADUATE OFFERINGS

- Business Administration (MBA)
- Cybersecurity (MS)
- Information Technology (MS)

Program Structure and General Education Outcomes

Programs are divided into multiple areas including the Core, Elective Courses, General Education Courses, and Specialization Courses. The Core is the main portion of each academic program—whether a certificate, a diploma, or an undergraduate or graduate degree. When taking an undergraduate program, the student must complete General Education Courses to fulfill the General Education Program Outcomes. Those outcomes are as follows:

- Communication—Students demonstrate proficiency in written, oral, and/or digital communication, using appropriate conventions and ethics.
- Mathematics—Students use mathematical and critical thinking principles to interpret data, solve problems, and make evidence-based decisions.
- Humanities—Students explore cultural, historical, and behavioral dimensions of human life to understand diverse perspectives and societal dynamics.
- Information Literacy—Students evaluate, integrate, and apply information and AI-generated content, demonstrating the ethical use of emerging technologies.
- Science—Students enhance their understanding of the physical and natural world.
- Social/Behavioral Sciences—Students apply concepts and methods to understand individual and group behavior, cultural and societal structures, and the forces that shape human interactions.

All programs at the associate and baccalaureate level require at least one general education course from each of the above-mentioned general education areas. Some programs require additional general education courses, which may be satisfied from any of the general education areas. The general education courses and outcome alignments are as follows:

Course #	Course Title	Outcome Alignment	Credits
AI101	Introduction to Generative AI	Information Literacy	4
BIO101	Introduction to Biology	Science	4
BIO105	Microbiology with Lab	Science	6
BIO201	Basic Anatomy and Physiology I	Science	4
BIO202	Basic Anatomy and Physiology II	Science	4
BIO261	Anatomy and Physiology I with Lab	Science	6
BIO262	Anatomy and Physiology II with Lab	Science	6
CHM101	General, Organic, and Biochemistry	Science	4
ENG101	Composition	Communication	4
ENG301	Oral Communication	Communication	4
ENV101	Environmental Science	Science	4
ETH201	Ethics	Humanities	4
GEN301	Cultural Appreciation	Humanities	4
GOV301	American Government	Social/Behavioral Sciences	4
HIS301	American History 1945-Present	Social/Behavioral Sciences	4
HIS401	American Economic History	Social/Behavioral Sciences	4
LOG301	Thinking Critically	Mathematics	4
LOG401	Logic and Critical Thinking	Mathematics	4
MAT101	Understanding Mathematics	Mathematics	4
MAT201	Algebra and Applied Data Analysis	Mathematics	4
MAT301	Algebra	Mathematics	4
MAT401	Introduction to Statistics	Mathematics	4
PER301	Personal Health	Science	4
POL301	Political Science	Social/Behavioral Sciences	4
GOV401	Parliamentary Procedures/Group Dynamics	Social/Behavioral Sciences	4
PSY101	Psychology	Social/Behavioral Sciences	4
PSY102	Growth and Development	Social/Behavioral Sciences	4

Course #	Course Title	Outcome Alignment	Credits
PSY201	Human Growth and Development	Social/Behavioral Sciences	4
REL401	World Religion	Humanities	4
SOC201	General Sociology	Social/Behavioral Sciences	4
SOC401	Social Problems	Social/Behavioral Sciences	4

Course Numbers

Each course has a code made up of letters and numbers. The letters (called a prefix) show the subject area. For example, "ENG" stands for "English." In addition to the prefix, the first of four numbers tells students the level of the course as follows:

- Courses starting with 0 are foundation courses which may not be used as elective credit.
- Courses starting with 1 are for first-year (freshman) undergraduate students.
- Courses starting with 2 are for second-year (sophomore) students.
- Courses starting with 3 are for third-year (junior) students.
- Courses starting with 4 are for fourth-year (senior) students.
- Courses starting with 5 or 6 are master's-level courses.
- Courses starting with 7 or higher are doctoral-level courses.

Business Administration

The following programs are offered under the direction of Dr. Lyndsey Obringer, Dean of Business and Accounting:

- Diploma in Accounting
- Diploma in Business Administration
- Associate of Science in Business Administration-Accounting
- Associate of Science in Business Administration-Management
- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Management
- Master of Business Administration with specializations in
    - General
    - Organizational Management
    - International Business
    - Healthcare Management
    - Information Technology

DIPLOMA IN ACCOUNTING

The Diploma in Accounting provides students with both introductory skills and training in fundamental business practices with an emphasis on general accounting. Students will become familiar with the most widely used accounting software. Upon completion of the accounting program, graduates will be able to assess, analyze, and interpret data and will have gained a deeper understanding of the accounting process.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Complete the manual accounting cycle for service and merchandising entities.
2. Complete the computerized accounting cycle for service and merchandising entities.
3. Identify the legal and ethical responsibilities of accountants and general bookkeepers.
4. Assist clients with individual income tax return preparation and planning.
5. Demonstrate an understanding of the payroll process and its relationship to the entity's general accounting system.
6. Demonstrate an understanding of basic corporate accounting principles.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		
ACC101	Principles of Accounting I	4
ACC102	Principles of Accounting II	4
ACC110	Payroll Accounting	4
ACC115	Computerized Accounting	4
ACC200	Principles of Accounting III	4
ACC203	Cost Accounting I	4
ACC216	Income Tax	4
BUS110	Business Mathematics I	4
BUS121	Principles of Economics	4
BUS225	Business Communications	4
COM151	The Microsoft Office	4
COM235	Spreadsheet Applications	4
ENG101	Composition	4

Course #	Course Title	Credits
Elective Courses:		
XXX###	Elective 1	4
XXX###	Elective 2	4
Minimum credits required		60

Electives will be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

DIPLOMA IN BUSINESS ADMINISTRATION

The Diploma in Business Administration is designed to help build leadership and communication skills and to equip program graduates with a foundational knowledge of business principles and practices. In this program, students receive training in both theoretical concepts and the application of concepts to business-specific situations.

The Business Administration diploma program prepares students for entry-level employment using technology found in office environments of every size, including government agencies, corporations, medium and small businesses – or as a foundation for self-employment.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate fundamental knowledge of the functional areas of business specifically in human resources, marketing, accounting, business law, management, and computers.
2. Recognize the underlying ethical, legal and sustainability implications inherent in business situations and apply that knowledge to make responsible decisions.
3. Demonstrate an understanding of computer applications and proficiency with the managerial and financial applications of Internet technology, including the application of management principles and financial/accounting principles.
4. Participate in team projects, research, and demonstrate leadership skills.
5. Formulate sound business decisions utilizing appropriate mathematical, quantitative techniques and/or decision-making.
6. Deliver effective written and oral business communications including a written business report and an oral argument that is logical, compelling, and clear to the target audience.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		
ACC210	Accounting for Non-Accounting Majors	4
BUS101	Introduction to Business	4
BUS110	Business Mathematics I	4
BUS120	Introduction to Finance	4
BUS123	Practical Law	4
BUS125	Principles of Management	4
BUS130	Introduction to Business Information Systems	4
BUS225	Business Communication	4
BUS227	Human Resource Management	4
COM235	Spreadsheet Applications	4
ENG101	Composition	4
ETH201	Ethics	4
Minimum credits required		48

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION-ACCOUNTING

The Associate of Science in Business Administration-Accounting is designed to provide graduates with a solid core competency in general accounting practices, procedures, concepts, and theory. Students will gain the necessary training required to analyze transactions, prepare journal entries, and manage a company's payroll and books and will be prepared to assist in auditing and tax preparation utilizing industry standard accounting-based software. In addition to the principal course of study, students in this program will receive a foundation in computer technology and business organization.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of accounting principles, intermediate accounting concepts, and individual taxation concepts.
2. Communicate effectively with internal and external business stakeholders and potential employers.
3. Perform relevant business computations for use by internal and external business stakeholders.
4. Demonstrate an understanding of internal accounting tools and metrics used to aid management decision making.
5. Demonstrate an understanding of the functional business areas that complement the accounting component of a company.
6. Use computer software to produce effective business documents and perform key business procedures.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		60
ACC101	Principles of Accounting I	4
ACC102	Principles of Accounting II	4
ACC110	Payroll Accounting	4
ACC115	Computerized Accounting	4
ACC200	Principles of Accounting III	4
ACC201	Intermediate Accounting I	4
ACC203	Cost Accounting I	4
ACC216	Income Tax	4
ACC313	Managerial Accounting	4
ACC320	Intermediate Accounting II	4
BUS110	Business Mathematics I	4
BUS121	Principles of Economics	4
BUS125	Principles of Management	4
BUS210	Business Mathematics II	4
BUS225	Business Communications	4
Elective Courses:		8
XXX###	Elective 1	4
XXX###	Elective 2	4
General Education Courses:		24
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4

Course #	Course Title	Credits
Minimum credits required		92

Electives will be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION-MANAGEMENT

In the Associate of Science in Business Administration-Management, students explore fundamental business principles and learn to apply problem-solving strategies to real-life scenarios. Students gain foundational knowledge in various functional areas of business, including accounting, human resources, marketing, and technology.

The broad knowledge gained will provide a solid base for entry into a wide range of business areas, such as marketing, sales, administration, human resources, accounting, and even business ownership.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply functional areas of business specifically in human resources, marketing, accounting, business law, management, and computers.
2. Recognize the underlying ethical, legal and sustainability implications inherent in business situations and apply that knowledge to make responsible decisions.
3. Demonstrate an understanding of computer applications and proficiency with the managerial and financial applications of Internet technology, including the application of management principles and financial/accounting principles.
4. Participate in team projects, research, and demonstrate leadership skills.
5. Formulate sound business decisions utilizing appropriate mathematical, quantitative techniques and/or decision-making.
6. Deliver effective written and oral business communications including a written business report, an oral argument that is logical, compelling, and clear to the target audience.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		60
ACC210	Accounting for Non-Accounting Majors	4
BUS101	Introduction to Business	4
BUS110	Business Mathematics I	4
BUS117	Supervision	4
BUS120	Introduction to Finance	4
BUS121	Principles of Economics	4
BUS123	Practical Law	4
BUS125	Principles of Management	4
BUS130	Introduction to Business Information Systems	4
BUS217	Organizational Behavior	4
BUS218	Customer Service Management	4
BUS225	Business Communications	4
BUS227	Human Resource Management	4
BUS228	Principles of Marketing	4
BUS270	Introduction to Project Management	4
Elective Courses:		8

Course #	Course Title	Credits
XXX###	Elective 1	4
XXX###	Elective 2	4
General Education Courses:		24
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
Minimum credits required		92

Electives will be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. Students will take the Certified Supervisor certification exam offered through the Institute of Certified Professional Managers as part of BUS117 Supervision.

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

The Bachelor of Business Administration in Accounting incorporates foundational and upper-level accounting courses with a strong representation of business and management courses. Graduates will be able to successfully utilize relevant software packages and will acquire an in-depth understanding of problem-solving and communication skills relative to the accounting profession. In addition to a variety of general and specific accounting courses, the curriculum will also cover areas such as operations management, business law, financial planning, and economics.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of accounting principles.
2. Communicate effectively with internal and external business stakeholders and potential employers.
3. Perform relevant business computations for use by internal and external business stakeholders.
4. Demonstrate an understanding of internal accounting tools and metrics used to aid management decision making.
5. Demonstrate an understanding of the functional business areas that complement the accounting component of a company.
6. Use computer software to produce effective business documents and perform key business procedures.
7. Demonstrate an understanding of professional, legal, and ethical standards by which accountants and auditors must abide.
8. Demonstrate knowledge and understanding of standard accounting practices as they are used by accounting professionals.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		100
ACC101	Principles of Accounting I	4
ACC102	Principles of Accounting II	4

Course #	Course Title	Credits
ACC115	Computerized Accounting	4
ACC200	Principles of Accounting III	4
ACC201	Intermediate Accounting I	4
ACC203	Cost Accounting I	4
ACC216	Income Tax	4
ACC313	Managerial Accounting	4
ACC314	Auditing	4
ACC317	Cost Accounting II	4
ACC320	Intermediate Accounting II	4
ACC416	Advanced Taxation	4
ACC418	Municipal and Institutional Accounting	4
ACC420	Intermediate Accounting III	4
BUS110	Business Mathematics I	4
BUS120	Introduction to Finance	4
BUS121	Principles of Economics	4
BUS210	Business Mathematics II	4
BUS225	Business Communications	4
BUS324	Financial Planning and Investments	4
BUS386	Money, Banking, and the Financial Marketplace	4
BUS390	Research and Report Writing	4
BUS490	Corporate Budgeting	4
BUS495	Strategic Management	4
COM151	The Microsoft Office	4
Elective Courses (Choose 3):		12
BUS101	Introduction to Business	4
BUS123	Practical Law	4
BUS125	Principles of Management	4
BUS217	Organizational Behavior	4
BUS223	Sales and Contract Law	4
BUS350	Managing the Small Business	4
BUS391	Production and Operations Management	4
BUS392	Purchasing and Materials Management	4
BUS499	Business Externship and Capstone	4
Pure Elective Courses:		12
XXX###	Elective 1	4
XXX###	Elective 2	4
XXX###	Elective 3	4
General Education Courses (3 must be 300-400 level):		56
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
XXX###	GE Elective 2	4
XXX###	GE Elective 3	4
XXX###	GE Elective 4	4
XXX###	GE Elective 5	4
XXX###	GE Elective 6	4
XXX###	GE Elective 7	4
XXX###	GE Elective 8	4

Course #	Course Title	Credits
Minimum credits required		180

Electives will be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

The Bachelor of Business Administration in Management is designed to provide graduates with the skills, knowledge, and competencies needed to qualify for mid-level management or leadership positions. The program provides essential business knowledge, including day-to-day corporate business management tactics, accounting, payroll, and human resources. The coursework will emphasize critical thinking and effective communications – the skills employers demand. With labs designed to simulate real-world situations, students learn problem-solving techniques and develop team-building skills.

This program is specifically designed to prepare students for a career in today's demanding business world and, as such, prepares graduates with a wide range of business skills to help them move up the corporate ladder.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply fundamental knowledge of the functional areas of business specifically in human resources, marketing, accounting, business law, management, and computers.
2. Recognize the underlying ethical, legal and sustainability implications inherent in business situations and apply that knowledge to make responsible decisions.
3. Understand the complexities of the cultural, economic, regulatory, and social environments as they impact business in the domestic or global economy.
4. Participate in team projects, research, and demonstrate leadership skills.
5. Formulate sound business decisions utilizing appropriate mathematical, quantitative techniques and/or decision making.
6. Deliver effective written and oral business communications including a written business report and an oral argument that is logical, compelling, and clear to the target audience.
7. Demonstrate an understanding of computer applications and proficiency with the managerial and financial applications of Internet technology, including the application of management principles and financial/accounting principles.
8. Differentiate the fundamentals of Project Management.

In addition to the program outcomes listed, students will take the Certified Supervisor certification exam offered through the Institute of Certified Professional Managers as part of BUS117 Supervision.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		116
ACC210	Accounting for Non-Accounting Majors	4
ACC216	Income Tax	4
BUS101	Introduction to Business	4
BUS110	Business Mathematics I	4
BUS117	Supervision	4
BUS120	Introduction to Finance	4

Course #	Course Title	Credits
BUS121	Principles of Economics	4
BUS123	Practical Law	4
BUS125	Principles of Management	4
BUS130	Introduction to Business Information Systems	4
BUS210	Business Mathematics II	4
BUS217	Organizational Behavior	4
BUS218	Customer Services Management	4
BUS223	Sales and Contract Law	4
BUS224	Organizational Leadership	4
BUS225	Business Communications	4
BUS227	Human Resource Management	4
BUS228	Principles of Marketing	4
BUS270	Introduction to Project Management	4
BUS324	Financial Planning and Investments	4
BUS350	Managing the Small Business	4
BUS386	Money, Banking, and the Financial Marketplace	4
BUS390	Research and Report Writing	4
BUS391	Production and Operations Management	4
BUS392	Purchasing and Materials Management	4
BUS420	Project Management	4
BUS490	Corporate Budgeting	4
BUS495	Strategic Management	4
COM151	The Microsoft Office	4
General Education Courses (3 must be 300-400 level):		64
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
XXX###	GE Elective 2	4
XXX###	GE Elective 3	4
XXX###	GE Elective 4	4
XXX###	GE Elective 5	4
XXX###	GE Elective 6	4
XXX###	GE Elective 7	4
XXX###	GE Elective 8	4
XXX###	GE Elective 9	4
XXX###	GE Elective 10	4
Minimum credits required		180

Electives will be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. Students will take the Certified Supervisor certification exam offered through the Institute of Certified Professional Managers as part of BUS117 Supervision.

MASTER OF BUSINESS ADMINISTRATION

American National University offers a Master of Business Administration (MBA) degree program for students interested in continuing their postgraduate education in the field of business. The program allows business professionals to increase their breadth of knowledge and ability to analyze business alternatives and to put learning into practice through projects with companies and other local organizations.

The MBA helps students become familiar with the complexities of the modern workplace, while preparing them for the challenges of upper-level leadership positions. The program curriculum prepares students to apply a theoretical understanding of business principles to real-world scenarios, which helps sharpen the analytical skills they will need on the job. Students may select a general MBA encompassing a broad program of all the required areas of management in today's workplace or focus their efforts on a specialized MBA degree. The MBA specializations include:

General Specialization - The General MBA is designed to provide students with in-depth study, offering a solid foundation in accounting, management, and leadership that can be tailored to their special interests. The program will equip students with strategic skills and a fundamental understanding of competitive advantage as they prepare for exciting careers.

Specialization in Healthcare Management—The Healthcare Management Specialization is designed for students and current professionals seeking leadership and management positions within the ever-changing healthcare industry. The program focuses on strategic management of the healthcare arena while providing specialized knowledge related to healthcare in informatics, health policy, organizational systems, quality improvement, patient safety, and risk management, ethical, legal, and regulatory issues.

Specialization in Information Technology - The Information Technology Specialization is designed for students and professionals who are interested in the field of business with special emphasis on leadership and management of technology businesses or technology operations within an organization. The program focuses on strategic management of IT operations or businesses, alignment between IT and business strategy, IT governance, ethical leadership, and the interrelationship between technology and business in a global and networked marketplace.

Specialization in International Business—The International Business Management Specialization is designed so students will receive in-depth study providing for a solid foundation in global diversity, international finance, International Human Resources, and accounting for multinational organizations. The program will assist students with strategic skills and an essential understanding of global competitiveness as they prepare for exciting international careers.

Specialization in Organizational Management—The Organizational Management Specialization is designed to prepare students for leadership in a broad range of industries and organizations. Students will attain knowledge specific to the design and measurement of organizational effectiveness, will gain an understanding of the role of leadership, and will learn to successfully manage work teams.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Analyze business challenges and opportunities within a global environment to support organizational performance.
2. Apply functional business knowledge to develop strategic business solutions.

3. Develop data-informed solutions to address organizational challenges.
4. Demonstrate leadership, collaboration, and professional communication skills.
5. Evaluate ethical, legal, or regulatory considerations in business decisions.
6. Formulate strategic recommendations to improve long-term competitive advantage.

Practicum Requirement

This program requires students to maintain professional experience directly related to their fields of study for a minimum of five (5) hours per week throughout the student's full-time term enrollment.

Each position of employment or other professional activity requires academic leadership's acceptance of an attestation form, signed by the student and the student's employer or professional activity supervisor, verifying that the practicum is aligned with the program learning outcomes. Each term, the student must complete an attestation of the total hours worked in the term (or the average number of hours worked per week) and the anticipated continued duration of the professional experience.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		36
ACC513	Financial Management	4
MB518	Developing Human Resources	4
MB523	Legal Environment of Business	4
MB528	Marketing Management	4
MB554	Business Research	4
MB570	Business Information Systems	4
MB621	Managerial Economics	4
MB630	Operations Management	4
MB699	Practitioner Projects in Business Administration	4
Choose a Specialization		20
General (Choose 5)		
ACC522	Management Control	4
ACC610	Financial Reporting	4
ACC640	Business Tax Strategies	4
MB505	Business and Society	4
MB511	Management Communications	4
MB517	Dynamics of Organizational Behavior	4
MB524	21st Century Leadership	4
MB625	International Management	4
Healthcare Management		
HM501	Understanding the U.S. Healthcare System	4
HM502	Quality and Safety for the Healthcare Professional	4
HM503	Information Systems for Healthcare Management Professionals	4
MB520	Organizational Sustainability	4
MB524	21st Century Leadership	4
Information Technology		
CY501	Information Assurance and Security Management	4
IT540	Marketing Innovation and Technology	4
IT590	Enterprise Architecture and IT Governance	4
IT610	Global IT Products and Services Outsourcing	4
IT620	Decision Models for Technology Management	4
International Business Management		

Course #	Course Title	Credits
ACC650	International Accounting/Multinational Enterprises	4
MB565	International Finance	4
MB582	Managing Global Diversity	4
MB584	Managing International Human Relations	4
MB625	International Management	4
Organizational Management		
MB517	Dynamics of Organizational Behavior	4
MB520	Organizational Sustainability	4
MB524	21st Century Leadership	4
MB588	Managing Quality	4
MB611	Project Management Life Cycle	4
Minimum credits required		56

English as a Second Language

The following program is offered under the direction of Elizabeth Ashy, Program Chair of English as a Second Language:

- Vocational Certificate in English as a Second Language

VOCATIONAL CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE

American National University offers a six-level, Vocational Certificate in English as a Second Language program designed for students who possess prior education, training, skills, or professional experience and seek to strengthen their English language proficiency for professional or career advancement. The curriculum provides comprehensive instruction in Reading, Writing, Grammar, Listening, Speaking, and Vocabulary across progressive levels of learning.

Each level builds upon the previous level, enabling students to further develop the English communication skills necessary to apply their existing knowledge and abilities in a professional and workplace setting.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Achieve English fluency sufficient for conversational skills in American English-speaking culture.
2. Master academic and cultural skills necessary for success in an American English-speaking College or University.
3. Earn a successful IELTS or TOEFL score that allows for admission to the student's College or University of choice.

Program Curriculum

Course #	Course Title	Contact Hours	Credits
Level 1			-
ESL1111	Beginning English-Reading, Writing and Grammar	90	-
ESL2211	Beginning English-Listening, Speaking, and Vocabulary	90	-
Level 2			-
ESL1112	Foundations of English-Reading, Writing and Grammar	90	-
ESL2212	Foundations of English-Listening, Speaking, and Vocabulary	90	-
Level 3			-
ESL1113	Intermediate English I-English-Reading, Writing and Grammar	90	-
ESL2213	Intermediate English I-Listening, Speaking, and Vocabulary	90	-
Level 4			-
ESL1114	Intermediate English II-Reading, Writing and Grammar	90	-
ESL2214	Intermediate English II-Listening, Speaking, and Vocabulary	90	-
Level 5			-
ESL1115	Introduction to Advanced English-Reading, Writing and Grammar	90	-
ESL2215	Introduction to Advanced English-Listening, Speaking, and Vocabulary	90	-
Level 6			-
ESL1116	Advanced English-Reading, Writing and Grammar	90	-
ESL2216	Advanced English-Listening, Speaking, and Vocabulary	90	-
Minimum credits required			-

American National University awards no academic credit hours to any of its English as a Second Language courses; however, all students are required to attend 9 hours of instruction every week during each 10-week term to ensure interaction between students, faculty, and among students.

Health Information Management

The following programs are offered under the direction of Sherry Davis, Program Chair of Health Information Management:

- Diploma in Medical Billing and Coding
- Associate of Science in Health Information Management

DIPLOMA IN MEDICAL BILLING AND CODING

The Diploma in Medical Billing and Coding prepares graduates to perform many of the billing and coding duties of the medical office including accurately coding medical conditions and services, adhering to insurance plan rules and regulations, and operating a medical billing program.

In the final term of the Medical Coding and Billing (MCD) program, students are required to take one of the following certification exams: Certified Coding Specialist (CCS) or Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA). Successful completion of the certification exam is required for graduation.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Apply comprehensive knowledge of medical terminology, anatomy, physiology, disease processes, and the principles of coding utilizing Official Coding Guidelines for Coding and Reporting established by public and private agencies in coding information from medical records.
2. Analyze documentation in health records to ensure accuracy, integrity and quality of information to remain in compliance with regulations and internal and external standards while maintaining the privacy, security, and confidentiality of patient data in a professional and ethical manner.
3. Utilize current applications and classification systems in assigning diagnosis codes, procedure codes, service codes, and payment methodologies for the coding and billing functions for appropriate reimbursement.
4. Demonstrate coding skills by qualifying to take a coding certification exam and function as an entry level position in the field of coding, billing, claims handling for any health care related delivery setting.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		48
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
BIO206	Diseases of the Human Body	4
COM151	The Microsoft Office	4
HIM101	Introduction to Health Information Management	4
HIM150	Pharmacology for Health Information Management	4
HIM201	Clinical Classification Systems I	4
HIM202	Clinical Classification Systems II	4
HIM205	Procedural Coding	4
HIM206	Procedural Coding II	4
HIM208	Reimbursement Methodologies	4
HIM210	Advanced Coding	4
Minimum credits required		48

Successful completion of HIM210 Advanced Coding and graduation from the Medical Coding and Billing (MCD) program requires students to take and pass one of the following certification exams during their final term: the Certified Coding Specialist (CCS) or Certified Coding Associate (CCA) exam through American Health Information Management Association (AHIMA). Both AHIMA exams require a scaled score of 300 to pass. Taking and passing one of these exams is a mandatory requirement to successfully complete HIM210.

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT

The Associate of Science in Health Information Management provides graduates with the skills necessary to compile, organize, analyze, evaluate, and secure information using health data, applications systems, and electronic health information databases. The program encompasses the disciplines of medicine, information management, and computer technology.

In addition to the principal course of study, students in the program will receive a background in computers and will participate in an externship placement that will further provide practical work experience.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply current federal, state, institutional, and accreditation agency guidelines for health record content, accuracy, integrity, collection and maintenance for the purpose of correct coding and reimbursement by integrating knowledge of medical terminology, anatomy and physiology, pharmacology, and disease processes.
2. Utilize the knowledge of current health laws, regulations, and internal and external standards to remain in compliance with privacy, security, and confidentiality of patient data while maintaining professional and ethical behavior.
3. Utilize health information technologies and information systems to support enterprise-wide decision support for strategic planning, policy making, data and information governance, analytics and revenue cycle management processes.
4. Apply general leadership, management, and critical thinking skills to health information management roles and responsibilities, including change management, effective communication skills, work design and process improvement, human resource management, training and development to improve patient care quality.
5. Demonstrate the knowledge, skills, and attitudes to function as an entry level health information management professional and be prepared to obtain the Registered Health Information Technician (RHIT) credential upon graduation.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		68
BIO206	Diseases of the Human Body	4
COM235	Spreadsheet Applications	4
HIM101	Introduction to Health Information Management	4
HIM104	Legal and Ethical Practices in Health Information Management	4
HIM150	Pharmacology for Health Information Management	4
HIM160	Healthcare Delivery Systems	4
HIM200	Health Informatics	4
HIM201	Clinical Classification Systems I	4
HIM202	Clinical Classification Systems II	4
HIM205	Procedural Coding I	4

Course #	Course Title	Credits
HIM206	Procedural Coding II	4
HIM208	Reimbursement Methodologies	4
HIM210	Advanced Coding	4
HIM249	Principles of Health Care Management	4
HIM250	Quality Management in Health Care	4
HIM298	RHIT Exam Success Class	4
HIM299	Professional Practice Experience	4
General Education Courses:		28
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
AI101	Introduction to Generative AI	4
Minimum credits required		96

Successful completion of HIM298 and graduation from the Health Information Management (HIM) program requires students to take and pass the Registered Health Information Technician (RHIT) certification exam through AHIMA during their final term. A scaled score of 300 is required to pass. Taking and passing the RHIT exam is a mandatory requirement of the course and the program.

HEALTH SCIENCES

The following programs are offered under the direction of Laura Diggle, Program Chair of Health Sciences:

- Certificate in Administrative Medical Assisting
- Certificate in Medical Assisting
- Diploma in Phlebotomy and ECG Technician
- Associate of Science in Administrative Medical Assisting
- Associate of Science in Medical Assisting
- Bachelor of Science in Medical and Health Services Management

CERTIFICATE IN ADMINISTRATIVE MEDICAL ASSISTING

The Certificate in Administrative Medical Assisting prepares graduates to function in a health care setting. The goal of the program is to prepare competent entry-level administrative medical assistants in the knowledge, skills, and behavior learning domains. The practical and comprehensive coursework will include Anatomy & Physiology, Medical Terminology, Electronic Health Records, Medical Office Management, Healthcare Billing and Coding, and Medical Office Finance.

In addition to the principal course of study, students in the program will receive a background in computers. Graduates of the program are eligible to sit for the Certified Medical Administrative (CMAA) exam administered through the National Healthcareer Association (NHA).

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with administrative medical assisting; enhancing skills through continuing education; and treating all patients with compassion and empathy.
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.
3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.
4. Perform operational office functions by performing an inventory of office supplies and equipment; perform routine maintenance of administrative equipment; and applying computer techniques to support office operations, teach methods of time management, follow safety protocols and ergonomics procedures.
5. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and

understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.

6. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; and identify abbreviations used within each body systems.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		48
AMA298	Administrative Medical Assisting Exam Success Class	4
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
COM151	The Microsoft Office	4
EHR100	Electronic Health Records	4
MED107[3]	Medical Terminology	4
MED160	Healthcare Law and Ethics	4
MED200	Medical Office Management	4
MED208[3]	Medical Office Procedures	4
MED218[3]	Communication for the Healthcare Professional	4
MED247	Health Insurance Billing and Coding	4
MED285[3]	Medical Office Finance	4
Minimum credits required		48

Students must take and pass the Medical Administrative Assistant certification exam offered through the National Healthcareer Association (NHA) as part of AMA298.

CERTIFICATE IN MEDICAL ASSISTING

The Certificate in Medical Assisting provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting Certification program are eligible to take the MAC – Medical Assisting Certificate exam, administered by AMCA, the NCMA (National Certified Medical Assistant), administered by NCCT, and the CCMA (Certified Clinical Medical Assistant), administered by NHA.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with medical assisting; enhancing skills through continuing education; treating all patients with compassion and empathy; utilizing psychological theories; and promoting the practice through positive public relations.

[3] Course requires a grade "C" or better to pass.

2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.
3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.
4. Provide instruction for individuals according to their needs; explain office policies and procedures; teach methods of health promotion and disease prevention; and locating community resources for dissemination of information.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols and ergonomics procedures.
8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers
9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		48
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
MED107[4]	Medical Terminology	4
MED110[4]	Dosage and Calculation of Medications	4
MED175[4]	Pharmacology I for the Medical Assistant	4
MED202[4]	Clinical Medical Assisting	4
MED208[4]	Medical Office Procedures	4
MED225[4]	Pharmacology II for the Medical Assistant	4
MED273[4]	Invasive Clinical Procedures	4
MED275[4] [5]	Non-Invasive Clinical Procedures	4
MED295[4]	Medical Assisting Exam Success Class and Externship	8
Minimum credits required		48

Students will take and pass the following certifications:

- CPR through the American Red Cross as part of MED202
- Certified Clinical Medical Assistant exam offered through the National Healthcareer Association (NHA) as part of MED295. (Students who completed some of their externship at a distance will take the CMAC through AMCA.)

DIPLOMA IN PHLEBOTOMY AND ECG TECHNICIAN

The Diploma in Phlebotomy and ECG Technician prepares students for entry level careers as a phlebotomy and/or ECG technician. The program prepares students to collect and prepare blood specimens for laboratory testing. Additionally, students will gain the skills and knowledge needed to perform diagnostic tests to assess a patient's heart rhythm and rate and record the ECG. By combining these skills graduates will qualify for a variety of positions in healthcare. Real-world experience will be gained through an externship. Students will sit for the Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) exams offered through the National Healthcareer Association (NHA) in the final course of the program. The program is transferrable to the Medical Assisting program for students wishing to pursue an associate degree in healthcare.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Perform an ECG and interpret cardiac rhythms and dysrhythmias.
2. Function as an entry-level ECG technician with the necessary knowledge, skills, and professional behavior.
3. Perform venipuncture and capillary puncture following proper protocol.
4. Function as an entry level phlebotomist with the necessary knowledge, skills and professional behavior.

[4] Course requires a grade "C" or better to pass.

[5] Certain equipment will be loaned to students enrolled in MED275 and must be returned to the University upon graduation, withdrawal, or as otherwise directed by the University. Students may be responsible for the cost of repair or replacement if the equipment is not returned or is returned damaged beyond reasonable wear and tear, with missing components, or otherwise not in good working condition. The full replacement cost of the equipment is $1,125; however, the amount charged may be less when repair or replacement of individual components is sufficient.

5. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; and documenting accurately and appropriately and communicating effectively.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		36
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
COM151	The Microsoft Office	4
MED160	Healthcare Law and Ethics	4
MED218	Communication for the Healthcare Professional	4
MED273	Invasive Clinical Procedures	4
MED275[6]	Non-Invasive Clinical Procedures	4
PEC198	Phlebotomy and ECG Review	4
PEC199	Phlebotomy and ECG Externship	4
Minimum credits required		36

Students will take and pass the following certification exams: Certified Phlebotomy Technician (CPT) and Certified EKG Technician (CET) offered through the National Healthcareer Association (NHA) as part of PEC198. Students can only take the NHA exam if they get the required number of live sticks and live ECGs at the physical site. Otherwise, they take the CPT and CET exams.

Associate of Science in Administrative Medical Assisting

The Associate of Science in Administrative Medical Assisting prepares graduates to function in a health care setting. The goal of the program is to prepare competent entry-level administrative medical assistants in the knowledge, skills, and behavior learning domains. The practical and comprehensive coursework will include Anatomy & Physiology, Medical Terminology, Electronic Health Records, Medical Office Management, Healthcare Billing and Coding, and Medical Office Finance.

In addition to the principal course of study, students in the program will receive a background in computers. Graduates of the program are eligible to sit for the Certified Medical Administrative Assistant (CMAA) exam administered through the National Healthcareer Association (NHA).

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with administrative medical assisting; enhancing skills through continuing education; and treating all patients with compassion and empathy.
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using

[6] Certain equipment will be loaned to students enrolled in MED275 and must be returned to the University upon graduation, withdrawal, or as otherwise directed by the University. Students may be responsible for the cost of repair or replacement if the equipment is not returned or is returned damaged beyond reasonable wear and tear, with missing components, or otherwise not in good working condition. The full replacement cost of the equipment is $1,125; however, the amount charged may be less when repair or replacement of individual components is sufficient.

medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.

3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.
4. Perform operational office functions by performing an inventory of office supplies and equipment; perform routine maintenance of administrative equipment; and applying computer techniques to support office operations, teach methods of time management, follow safety protocols and ergonomics procedures.
5. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
6. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; and identify abbreviations used within each body systems.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		48
AMA298	Administrative Medical Assisting Exam Success Class	4
BIO206	Diseases of the Human Body	4
BUS117	Supervision	4
BUS225	Business Communications	4
EHR100	Electronic Health Records	4
MED107[7]	Medical Terminology	4
MED160	Healthcare Law and Ethics	4
MED200	Medical Office Management	4
MED208[7]	Medical Office Procedures	4
MED218[7]	Communication for the Healthcare Professional	4
MED247	Health Insurance Billing and Coding	4
MED285[7]	Medical Office Finance	4
Elective Courses (Choose 5): (Students may only select two COM courses)		20
BUS101	Introduction to Business	4
BUS218	Customer Service Management	4
BUS227	Human Resource Management	4
COM151	The Microsoft Office	4
COM234	Desktop Applications	4
COM235	Spreadsheet Applications	4
HIM201	Clinical Classification Systems I	4
HIM202	Clinical Classification Systems II	4

[7] Course requires a grade "C" or better to pass.

Course #	Course Title	Credits
General Education Courses:		28
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
AI101	Introduction to Generative AI	4
Minimum credits required		96

Students will take and pass the Certified Medical Administrative Assistant (CMAA) certification exam offered through the National Healthcareer Association (NHA) as part of the Administrative Medical Assisting Exam Success Class (AMA298).

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING

The Associate of Science in Medical Assisting provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, medical terminology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the CCMA (Certified Clinical Medical Assistant) exam administered by National Healthcareer Association (NHA), RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT), CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) or CMAC (Clinical Medical Assistant Certification) exam, administered by AMCA (American Medical Certification Association).

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with medical assisting; enhancing skills through continuing education; treating all patients with compassion and empathy; utilizing psychological theories; and promoting the practice through positive public relations.
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.
3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established

risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.

4. Provide instruction for individuals according to their needs; explain office policies and procedures; teach methods of health promotion and disease prevention; and locating community resources for dissemination of information.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.
8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers.
9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility. As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries

- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		60
BIO206	Diseases of the Human Body	4
COM151	The Microsoft Office	4
MED107[8]	Medical Terminology	4
MED110[8]	Dosage and Calculation of Medications	4
MED160	Healthcare Law and Ethics	4
MED175[8]	Pharmacology I for the Medical Assistant	4
MED202[8]	Clinical Medical Assisting	4
MED208[8]	Medical Office Procedures	4
MED218[8]	Communication for the Healthcare Professional	4
MED225[8]	Pharmacology II for the Medical Assistant	4
MED273[8]	Invasive Clinical Procedures	4
MED275[8] [9]	Non-Invasive Clinical Procedures	4
MED285[8]	Medical Office Finance	4
MED295[8,] [10]	Medical Assisting Exam Success Class and Externship	8
Elective Courses (Choose 2)		8
BUS125	Principles of Management	4
BUS225	Business Communications	4
COM234	Desktop Applications	4
COM235	Spreadsheet Applications	4
EHR100	Electronic Health Records	4
MED200	Medical Office Management	4
MED247	Health Insurance Billing and Coding	4

[8] Course requires a grade "C" or better to pass.

[9] Certain equipment will be loaned to students enrolled in MED275 and must be returned to the University upon graduation, withdrawal, or as otherwise directed by the University. Students may be responsible for the cost of repair or replacement if the equipment is not returned or is returned damaged beyond reasonable wear and tear, with missing components, or otherwise not in good working condition. The full replacement cost of the equipment is $1,125; however, the amount charged may be less when repair or replacement of individual components is sufficient.

[10] Must pass the NHA certification examination, which requires the completion of a medical assistant training program within the last five years and a high school diploma or GED.

Course #	Course Title	Credits
PEC198	Phlebotomy and ECG Review	4
PEC199	Phlebotomy and ECG Externship	4
General Education Courses:		28
AI101	Introduction to Generative AI	4
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
Minimum requirements:		96

Students will take and pass the following certification exams:

- CPR through the American Red Cross as part of MED202.
- Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician exams offered through National Healthcareer Association (NHA) as part of MED295.

Students must successfully complete the CCMA certification exams to pass the class and to complete the program.

BACHELOR OF SCIENCE IN MEDICAL AND HEALTH SERVICES MANAGEMENT

The Bachelor of Science in Medical and Health Services Management provides healthcare practitioners holding an associate degree or certificate in an allied health discipline with the skills and competencies needed to function as managers and supervisors in health care settings. The program provides a foundation in management, as well as specifics on leadership, ethics, law, health policy, economics, quality improvement, project management, evidence-based practice, and inter-professional healthcare collaboration. Students will be able to seek employment in management and supervisory positions in a variety of health-related organizations including physician offices, hospitals, long-term care facilities, and clinics.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Provide management and leadership in health care organizations by developing management and leadership skills within their area of practice.
2. Develop skills for inter-professional collaboration.
3. Utilize knowledge of research to provide evidence-based practice.
4. Utilize knowledge of healthcare economics, law, bioethics, and healthcare policy within their practice setting.
5. Develop skills and knowledge to provide quality improvement within their practice setting.
6. Develop skills in project management to utilize within their practice setting.
7. Develop skills necessary for their practice environment for each individual practitioner.

PROGRAM CURRICULUM

Course #	Course Title	Contact Hours	Credits
Transfer Credits[11]			72
Core Courses:			52
BUS420	Project Management	40	4
HSM301	Introduction to Healthcare Management and Human Resources	40	4
HSM302	Accounting and Billing Procedures for Health Services Management	40	4
HSM315	Management in a Medical Practice Setting	40	4
HSM323	Advanced Healthcare Law and Bioethics	40	4
HSM324	Healthcare Economics	40	4
HSM390	Quality Improvement in Healthcare	40	4
HSM400	Inter-Professional Healthcare Collaboration	40	4
HSM410	Revenue Management and Compliance	40	4
HSM425	Healthcare Data Analytics	40	4
HSM430	Healthcare Policy	40	4
HSM440	Healthcare Evidence-Based Practice and Research	40	4
HSM490	Leadership in Healthcare	40	4
General Education Courses:			56
AI101	Introduction to Generative AI	40	4
BIO101	Introduction to Biology	40	4
ENG101	Composition	40	4
ETH201	Ethics	40	4
MAT201	Algebra and Applied Data Analysis	40	4
PSY101	Psychology	40	4
XXX###	GE Elective 1	40	4
XXX###	GE Elective 2	40	4
XXX###	GE Elective 3	40	4
XXX###	GE Elective 4	40	4
XXX###	GE Elective 5	40	4
XXX###	GE Elective 6	40	4
XXX###	GE Elective 7	40	4
XXX###	GE Elective 8	40	4
Minimum credits required		1800	180

[11] Students will receive 72 credits by previously completing an accredited associate degree in allied health or nursing.

HVAC

The following program is offered under the direction of the HVAC Program Chair:

- Certificate in HVAC/R Technician

CERTIFICATE IN HVAC/R TECHNICIAN

The HVAC/R program prepares students for entry-level employment in the heating, ventilation, air conditioning, and refrigeration industry. The program provides hands-on training in refrigeration principles; electrical systems; HVAC; and commercial air conditioning, furnaces, and hydronic systems, with an emphasis on safe work practices and industry standards.

Students learn to install, service, maintain, and troubleshoot residential and light commercial HVAC/R systems while developing foundational skills in electrical and control systems. The curriculum emphasizes compliance with refrigerant handling regulations, workplace safety, and professional readiness, including preparation for industry-recognized credentials such as EPA refrigerant handling certification, NATE fundamentals, and OSHA 10 safety.

Graduates of the program are prepared for entry-level technician roles and apprenticeships in HVAC/R service, installation, and maintenance.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply refrigeration and HVAC/R principles to install, operate, and service residential and light commercial heating, cooling, and refrigeration systems. (HVA210)
2. Diagnose and troubleshoot HVAC/R system malfunctions using systematic procedures, tools, and manufacturer documentation. (HVA201)
3. Install, test, and maintain electrical and control systems in HVAC/R equipment, including motors, controls, and safety devices. (HVA203)
4. Handle refrigerants safely and in compliance with environmental and regulatory requirements, following EPA, OSHA, and industry best practices. (HVA103)
5. Demonstrate professional workplace skills including safety awareness, effective communication, and adherence to industry standards and ethical practices. (HVA101)

PROGRAM CURRICULUM

Course #	Course Title	Credits
Program Core		36
HVA101	Professional Development and Careers	4
HVA102	Refrigeration Fundamentals	4
HVA103	Refrigerant Service and Safe Handling	4
HVA201	Basic Refrigeration	4
HVA202	Basic Electricity	4
HVA203	Electrical Control Systems	4
HVA210	HVAC and Commercial A/C Systems	4
HVA211	Furnace and Hydronic Systems	4
HVA212	NATE and OSHA 10	4
Credits required		36

Information Technology

The following programs are offered under the direction of Dr. Richard Lightcap, Dean of Information Technology:

- Associate of Science in Information Technology
- Associate of Science in Network Support
- Bachelor of Science in Cybersecurity
- Bachelor of Science in Information Technology
- Bachelor of Science in Network Administration
- Master of Science in Cybersecurity
- Master of Science in Information Technology

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

This program prepares graduates as network and computer systems support engineers or analysts. These professionals respond to the challenges of today's technologically complex workplace with skills in computer hardware, software, Local and Wide Area Networking, basic and advanced server configuration, server management and security, and emerging virtualization and cloud technologies.

The associate of science program will prepare graduates to sit for recognized industry certifications, including CompTia's A+ and NET+ and is the foundation for pursuing a baccalaureate degree in technology-related fields at ANU.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of routing concepts by configuring, testing, and implementing functional and secure networked systems that support reliable connectivity and meet organizational requirements.
2. Apply configuration and maintenance practices to implement secure network server infrastructures supporting reliable operations.
3. Explain and apply authentication and authorization configurations to implement, monitor, and maintain secure network and server operations that protect system resources and support organizational requirements.
4. Apply structured problem-solving techniques to install, configure, support, and troubleshoot network services, ensuring secure, reliable operations and maintaining optimal system performance to meet organizational requirements.
5. Configure and verify network systems to meet technical requirements, ensure reliable connectivity, and support secure operations across information technology infrastructures in alignment with organizational standards.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		68
BUS270	Introduction to Project Management	4
CS105	Introduction to Relational Database Management Systems	4
CS120	Introduction to Python	4
CS125	Introduction to Artificial Intelligence and Machine Learning	4
CS250	Systems Analysis & Design	4
CY200	Security+	4

Course #	Course Title	Credits
IT101	Implementing and Troubleshooting OS Technology	4
IT102	Computer Hardware Technology	4
IT110	Network I	4
IT111	Network II	4
IT125	Introduction to Cloud Technology	4
IT215	Client Configuration I	4
IT216	Client Configuration II	4
NET205	Windows Server Administration I	4
NET227	Network Server Installation and Configuration	4
NET236	Introduction to Firewalls and Network Security	4
NET298	Network Administration Certification and Career Success	4
General Education Courses		24
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
Minimum credits required		92

ASSOCIATE OF SCIENCE IN NETWORK SUPPORT

The Associate of Science in Network Support prepares graduates as network and computer systems support engineers or analysts. These in-demand professionals are helping governments and industry respond to the challenges of today's technically complex workplace. They possess skills in computer hardware, software, Local and Wide Area Networking. Graduates are skilled in basic and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The Network Support associate of science degree program will provide graduates with the foundation for pursuing a bachelor's degree in network administration, as well as the preparation to sit for recognized industry certifications, including CompTia's A+ and NET+.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Assign routing protocols & routing table configuration.
2. Administer & maintain a PC based network for companies.
3. Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
4. Manage servers in a site-to-site local environment.
5. Maintain network servers such as file servers, VPN gateways, and intrusion detection systems.
6. Implement Network security procedures and maintain network security.
7. Apply critical thinking & problem solving to support & troubleshoot network environments.
8. Assist technical support staff & network users through all phases of troubleshooting and installation of network services.
9. Respond to user needs in a PC based network.
10. Assign configuration of authentication and authorization of directory services.
11. Maintain integrity of the network, server deployment, and security.
12. Deploy a PC based network in accordance with the needs of a business.

13. Manage server technologies across a multi-platform environment.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		72
COM151	The Microsoft Office	4
CS105	Introduction to Relational Database Management Systems	4
CY200	Security+	4
IT100	Electronics and Systems	4
IT101	Implementing and Troubleshooting OS Technology	4
IT102	Computer Hardware Technology	4
IT110	Network I	4
IT111	Network II	4
IT215	Client Configuration I	4
IT216	Client Configuration II	4
IT220	CISCO I	4
IT221	CISCO II	4
IT230	Help Desk Remote Services	4
NET205	Windows Server Administration I	4
NET227	Network Server Installation and Configuration	4
NET228	Network Server Core Services	4
NET229	Network Server Advanced Services	4
NET298	Network Administration Certification and Career Success	4
General Education Courses		24
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
Minimum credits required		96

Bachelor of Science in Cybersecurity

The Bachelor of Science in Cybersecurity prepares graduates for careers in enterprise network security and security administration and management. These in-demand professionals are helping government and industry protect their physical and information assets from unauthorized access, malicious attacks and corporate or government sponsored espionage. The graduates of this program will possess skills in security and vulnerability assessment, threat analysis, network and infrastructure defense mechanisms, biometric technologies, computer forensics, and incident response and disaster recovery.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate a strong foundation in the principles and methods of Cybersecurity.
2. Apply security measures across a variety of network architectures and settings.
3. Begin an entry-level career as an information assurance specialist, network security administrator, or network security analyst.
4. Demonstrate skills in security and vulnerability assessment, threat analysis, network and infrastructure defense mechanisms, biometric technologies, computer forensics, and incident response and disaster recovery.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		124
BUS270	Introduction to Project Management	4
COM151	The Microsoft Office	4
CS105	Introduction to Relational Database Management Systems	4
CS120	Introduction to Python	4
CS125	Introduction to Artificial Intelligence and Machine Learning	4
CS250	Systems Analysis and Design	4
CY200	Security+	4
CY300	Physical and Technical Security	4
CY302	Mobile Security	4
CY310	Principles of Incident Response and Disaster Recovery	4
CY320	Cybersecurity Law and Ethics	4
CY325	Biometrics, Application, and Technology Management	4
CY350	Information Security Fundamentals	4
CY375	Computer Forensics	4
CY410	Ethical Hacking and Network Defense	4
IT101	Implementing and Troubleshooting OS Technology	4
IT102	Computer Hardware Technology	4
IT110	Network I	4
IT111	Network II	4
IT125	Introduction to Cloud Technology	4
IT215	Client Configuration I	4
IT216	Client Configuration II	4
IT315	Application Development	4
IT335	Principles of Cryptography	4
IT400	Information Security Governance	4
NET205	Windows Server Administration I	4
NET227	Network Server Installation and Configuration	4
NET236	Introduction to Firewalls and Network Security	4
NET298	Network Administration Certification and Career Success	4
NET310	Implementing Collaborative Services	4
CY499	Cybersecurity Externship and Capstone	4
General Education Courses		56
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
LOG401	Logic and Critical Thinking	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
XXX###	GE Elective 2	4
XXX###	GE Elective 3	4
XXX###	GE Elective 4	4
XXX###	GE Elective 5	4
XXX###	GE Elective 6	4
XXX###	GE Elective 7	4
Minimum credits required		180

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science in Information Technology program prepares its graduates as network administrators and computer systems analysts. These in-demand professions are helping governments and industry respond to the challenges of today's technically complex workplace. They possess skills in computer hardware, software, Local and Wide Area Networking. They are versed in Network design and deployment and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The Information Technology Bachelor of Science degree program will provide graduates with the skills necessary for pursuing jobs in network administration, as well as the preparation to sit for recognized industry certifications.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Design and implement infrastructure networked systems by applying routing protocols, configuring routing tables, and addressing user requirements to ensure reliable, secure, and business-aligned network performance.
2. Implement and evaluate network server infrastructures to ensure secure and continuous operations that support standardized availability and reliability requirements.
3. Evaluate information technology practices by assessing authentication and authorization configurations and verifying the integrity of network and server infrastructure to ensure compliance.
4. Apply critical thinking and problem-solving skills to support and troubleshoot network environments by defining all phases of network service installation and issue resolution to ensure optimal system performance.
5. Optimize network connectivity across information technology infrastructures by configuring systems to meet technical requirements and reliability standards.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		124
BUS270	Introduction to Project Management	4
BUS420	Project Management	4
COM151	The Microsoft Office	4
CS105	Introduction to Relational Database Management Systems	4
CS120	Introduction to Python	4
CS125	Introduction to Artificial Intelligence and Machine Learning	4
CS250	Systems Analysis and Design	4
CY200	Security+	4
CY320	Cybersecurity Law and Ethics	4
CY350	Information Security Fundamentals	4
IT101	Implementing and Troubleshooting OS Technology	4
IT102	Computer Hardware Technology	4
IT110	Network I	4
IT111	Network II	4
IT125	Introduction to Cloud Technology	4
IT215	Client Configuration I	4
IT216	Client Configuration II	4
IT300	Linux Operations	4
IT310	IT Operations Management	4

Course #	Course Title	Credits
IT315	Application Development	4
IT335	Principles of Cryptography	4
IT400	Information Security Governance	4
IT425	Managing Innovation	4
IT499	Information Technology Capstone	4
NET205	Windows Server Administration I	4
NET227	Network Server Installation and Configuration	4
NET236	Introduction to Firewalls and Network Security	4
NET298	Network Administration Certification and Career Success	4
NET300	Designing and Implementing a Server Infrastructure	4
NET310	Implementing Collaborative Services	4
NET400	Implementing an Advanced Server Infrastructure	4
General Education Courses		56
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
LOG401	Logic and Critical Thinking	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
XXX###	GE Elective 2	4
XXX###	GE Elective 3	4
XXX###	GE Elective 4	4
XXX###	GE Elective 5	4
XXX###	GE Elective 6	4
XXX###	GE Elective 7	4
Minimum credits required		180

BACHELOR OF SCIENCE IN NETWORK ADMINISTRATION

The Bachelor of Science in Network Administration prepares its graduates as network administrators and computer systems analysts. These in-demand professions are helping governments and industry respond to the challenges of today's technically complex workplace. They possess skills in computer hardware, software, Local and Wide Area Networking. They are versed in Network design and deployment and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The Network Administration Bachelor's degree program will provide graduates with the skills necessary for pursuing jobs in network administration, as well as the preparation to sit for recognized industry certifications.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Assign routing protocols & routing table configuration.
2. Administer & maintain a PC based network for companies.
3. Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.

4. Manage servers in a site-to-site local environment.
5. Maintain network servers such as file servers, VPN gateways, and intrusion detection systems.
6. Implement Network security procedures and maintain network security.
7. Apply critical thinking & problem solving to support & troubleshoot network environments.
8. Assist technical support staff & network users through all phases of troubleshooting and installation of network services.
9. Respond to user needs in a PC based network.
10. Assign configuration of authentication and authorization of directory services.
11. Maintain integrity of the network, server deployment, and security.
12. Deploy a PC based network in accordance with the needs of a business.
13. Manage server technologies across a multi-platform environment.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		92
BUS420	Project Management	4
COM151	The Microsoft Office	4
CS105	Introduction to Relational Database Management Systems	4
CS250	Systems Analysis and Design	4
CY200	Security+	4
IT100	Electronics and Systems	4
IT101	Implementing and Troubleshooting OS Technology	4
IT102	Computer Hardware Technology	4
IT110	Network I	4
IT111	Network II	4
IT215	Client Configuration I	4
IT216	Client Configuration II	4
IT220	CISCO I	4
IT221	CISCO II	4
IT300	Linux Operations	4
IT310	IT Operations Management	4
IT330	Project Management for Information Technology Professionals	4
NET205	Windows Server Administration I	4
NET227	Network Server Installation and Configuration	4
NET228	Network Server Core Services	4
NET229	Network Server Advanced Services	4
NET300	Designing and Implementing a Server Infrastructure	4
NET400	Implementing an Advanced Server Infrastructure	4
Electives (Choose 8)		32
BUS101	Introduction to Business	4
BUS217	Organizational Management	4
IT200	Technical Writing for Information Technology Professionals	4
IT230	Help Desk Remote Services	4
IT315	Application Development	4
IT335	Principles of Cryptography	4
IT400	Information Security Governance	4
IT425	Managing Innovation Practicum Track	4
NET310	Implementing Collaborative Services	4
NET315	VOIP and Unified Communications	4
General Education Courses		56
AI101	Introduction to Generative AI	4

Course #	Course Title	Credits
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
LOG401	Logic and Critical Thinking	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
XXX###	GE Elective 2	4
XXX###	GE Elective 3	4
XXX###	GE Elective 4	4
XXX###	GE Elective 5	4
XXX###	GE Elective 6	4
XXX###	GE Elective 7	4
Minimum credits required		180

MASTER OF SCIENCE IN CYBERSECURITY

The Master of Science in Cybersecurity provides the advanced theory and information needed to address today's security issues and anticipate tomorrow's cyber threats. The program focuses on advanced prevention, detection, countering, and recovery from cyber incidents. Students learn to use technical tools and organizational practices such as training, access control, security management, evidence collection, disaster recovery, and business continuity planning. The students completing the Masters in Cybersecurity will understand how to become industry leaders who can move from behind traditional IT roles to design and implement robust cyber security solutions.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Build a foundation of critical thinking skills on which to make professional judgments relating to Cybersecurity.
2. Design and implement solutions aligned with Cybersecurity needs.
3. Solidify an understanding of theoretical methods, principles, and tools used in the Cybersecurity industry.
4. Examine the fundamental information technology issues and processes in today's organizations relating to systems engineering, computer networking, database technologies, IT governance and strategy, Web development, and information assurance.

PROGRAM CURRICULUM

Course #	Course Title	Contact Hours	Credits
Core Courses:			44
MSC510	Information Security Systems and Organizational Awareness	40	4
MSC520	Intrusion Detection Attack and Countermeasures	40	4
MSC530	Information Security and Organizational Change	40	4
MSC540	Business and Security Risk Analysis	40	4
MSC550	Information Security Project Management	40	4
MSC560	Strategic Analysis in Information Security	40	4
MSC610	Design, Development, and Evaluation of Security Controls	40	4
MSC620	Security Policies, Standards, and Procedures	40	4
MSC630	Information Security and Assurance Policy, Planning, and Analysis	40	4
MSC640	Risk Management and Compliance	40	4

Course #	Course Title	Contact Hours	Credits
MSC650	Certification and Accreditation	40	4
Electives (Choose 3)			12
CBC575	Business Continuity Planning (CBCP)	40	4
CFE565	Forensic Evaluation and Analysis (CCFE)	40	4
CHP555	Ethical Hacking and Penetration Testing (CEH/LPT)	40	4
CIS525	Legal and Ethical Practices in Information Security (CISSP)	40	4
CSM535	Information Security Management (CISM)	40	4
CSP545	Secure Software Development (CSSLP)	40	4
Minimum credits required		560	56

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

The Master of Science in Information Technology is designed for current and aspiring professionals in charge of developing, implementing, operating, and managing information systems in a variety of organizations. Students in this program will gain a broad technical understanding of current and emerging technologies in the industry, a familiarity with systems engineering concepts, and a solid foundation in net-centric computing. They will also have a firm grasp of current and future effects of the convergence of the telecommunications, media, and information technology sectors.

Faculty with both academic and industry backgrounds also provide a practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. MS-IT students will be working closely with fellow IT professionals, to complete class assignments within teams, to prepare students for the real-world work environment and build their professional networks.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Build a foundation of critical thinking skills on which to make professional judgments relating to information technology.
2. Design and implement solutions aligned with information technology needs.
3. Solidify an understanding of theoretical methods, principles, and tools used in the information technology industry.
4. Examine the fundamental information technology issues and processes in today's organizations relating to systems engineering, computer networking, database technologies, IT governance and strategy, Web development, and information assurance.

PRACTICUM REQUIREMENT

This program requires students to maintain professional experience directly related to their fields of study for a minimum of five (5) hours per week throughout the student's full-time term enrollment.

Each position of employment or other professional activity requires academic leadership's acceptance of an attestation form, signed by the student and the student's employer or professional activity supervisor, verifying that the practicum is aligned with the program's learning outcomes. Each term, the student must complete an attestation of the total hours worked in the term (or the average number of hours worked per week) and the anticipated continued duration of the professional experience.

PROGRAM CURRICULUM

Course #	Course Title	Contact Hours	Credits
Core Courses:			36
IT523	Advanced Database Systems	40	4
IT531	Networking-Advanced Management	40	4
IT550	Network Security	40	4
IT572	Web-Application Development-Mobile Applications	40	4
IT582	Systems Analysis	40	4
IT623	Pattern Discovery in Data Mining	40	4
IT630	Data Warehousing-Cloud-Based	40	4
IT660	Social Media and Society: Theoretical and Empirical	40	4
IT699	Practitioner Projects in Information Technology	40	4
Electives (Choose 5)			20
CY501	Information Assurance and Security Management	40	4
IT540	Marketing Innovation and Technology Products and Services	40	4
IT590	Enterprise Architecture and IT Governance	40	4
IT610	Global IT Products and Services Outsourcing	40	4
IT620	Decision Models for Technology Management	40	4
IT672	Advanced Web Development	40	4
MB554	Business Research	40	4
MB570	Business Information Systems	40	4
MB611	Project Management Life Cycle	40	4
Minimum credits required		560	56

NURSING

The following programs are offered from the Callista School of Nursing at American National University under the direction of Dr. Marie-Bernard Lazare, Dean of Nursing

- Certificate in Practical Nursing
- Associate of Science in Nursing
- Bachelor of Science in Nursing

CERTIFICATE IN PRACTICAL NURSING

The practical nursing program at American National University provides students with the knowledge and skills required to become licensed practical nurses (LPNs). The program will take about 16 months to complete and includes classroom instruction, skills lab training, and clinical practice. For the convenience of its students, American National University operates its classes year-round. The five-term schedule enables students to complete their programs and enter the workforce as quickly as possible. Students may begin their programs on any of the five start dates throughout the year.

PROGRAM PHILOSOPHY

The philosophy of American National University's practical nursing is to prepare competent nurses ready to provide safe, quality nursing care to diverse populations across the life span in various health care settings. The program emphasizes teamwork, interprofessional practice, patient-centered care, quality and safety, integrity, inquiry, informatics, leadership, professionalism, caring, critical thinking, communication, cultural competence, and evidence-based practice. The PN curriculum is rooted in the National League for Nursing (NLN) Outcomes and Competencies (2010), and the Quality and Safety Education for Nurses (QSEN).

PROGRAM MISSION

The mission of American National University's practical nursing program is to prepare the practical nurse for the roles of competent, caring, compassionate, coordinator of patient-centered care, and member of the nursing profession who can meet the needs of individuals, families, groups, communities, and populations across the lifespan and health continuum.

PROGRAM GOALS

The nursing program is committed to developing graduates with the knowledge, skills, and attitudes for leadership, quality improvement, patient safety, scholarship for evidence-based practice, information management, healthcare policy, professionalism, inter-professional communication, and collaboration. Nursing is dedicated to fostering lifelong learning by integrating education into nursing practice, enabling culturally sensitive students to think critically and engage with the larger community, locally and globally.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Describe the different entities of the health care delivery system, health occupations, and the scope of practice for the practical nurse.
2. Determine the leadership and management principles, legal and ethical responsibilities specific to the scope of practice of the licensed practical nurse.
3. Apply evidence-based and patient-centered principles in the provision of safe, quality nursing care to patients of all ages and cultural background

4. Demonstrate critical thinking skills for delivery of efficient patient-centered care within the scope of practice of the licensed practical nurse.
5. Utilize quality improvement indicators identified for system improvements and better health outcomes.
6. Maintain consistent and accurate health data for the development of the patient plan of care by the professional nurse.
7. Utilize interpersonal and intrapersonal communication skills for effective interactions with patients, families, and other disciplines.
8. Demonstrate competence in information technology to document patient care as related to practical nursing functions.
9. Implement the principles of infection prevention and control, utilizing established nursing procedures and guidelines for better patient outcomes.
10. Examine appropriate strategies for health promotion, disease prevention and management to help patient achieve and maintain optimal health
11. Develop specific plans for educational, personal, and professional growth through continuing education and/or higher nursing degrees.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		84
BIO110	Anatomy and Physiology I with Lab	4
BIO112	Anatomy and Physiology II with Lab	4
HCP100	Healthcare Concepts	4
HNU103	Principles of Nutrition	4
PN100	Drug Dosage Calculation	4
PN101[12]	Nursing Fundamentals with Pharmacology	8
PN102	Principles of Pharmacology	4
PN103	Gerontology Care with Pharmacology	4
PN104	Medical/Surgical I with Pharmacology	8
PN105	Medical/Surgical II with Pharmacology	7
PN106	Maternity and Newborn Nursing Care with Pharmacology	6
PN107	Pediatric Nursing with Pharmacology	6
PN108	Mental Health Nursing	5
PN109	Leadership/Management Concepts and Transition to Practical Nursing	4
PN110	Practicum Comprehensive Review	8
PSY102	Growth and Development	4
Minimum credits required		84

[12] Certain equipment will be loaned to students and must be returned to the University upon graduation or withdrawal. A refundable equipment fee of $1,000 will be billed to students enrolled in PN101. This fee is refundable once the equipment is received by the University in good condition at the program's conclusion.

ASSOCIATE OF SCIENCE IN NURSING

The Nursing program at American National University provides educational training and resources to meet the regional needs for nurses at the technical level. The program helps graduates develop the basic nursing skills and knowledge to function effectively as health care providers in a variety of health care settings as defined by professional nursing standards. The curriculum is designed to prepare the graduate to function as a registered nurse.

Graduates of this nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN), leading to licensure as a registered nurse.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate responsibility and accountability in the provision of competent nursing care within legal, moral, ethical principles, and established health care guidelines.
2. Recognize the role of the associate degree nurse in nursing research and evidence-based practice to advance the practice of nursing.
3. Implement the concepts of the nursing process, critical thinking, decision making, and clinical reasoning skills in the provision of patient-centered care to individuals across the life span in various health care settings.
4. Demonstrate competence in the utilization of health informatics and emerging technologies for the promotion of safety and quality in health care delivery.
5. Use effective interpersonal communication skills in interacting with patients, families, and the members of the interdisciplinary health team.
6. Apply knowledge of leadership skills with the focus on accountability, collaboration with other disciplines, responsibility to direct one's practice as manager, educator, advocate, and provider of care.
7. Incorporate, within the concepts of cultural awareness, the guidelines of health promotion, disease prevention, and management in the planning of patient care in various settings.
8. Select therapeutic nursing interventions that are rooted in evidence-based knowledge and practice for the assurance of effective health outcomes.
9. Examine infection prevention and control procedures and guidelines established within the health care systems to minimize health care risks.
10. Develop plans for personal and professional growth through commitment in continuing education, participation in professional organizations, service to the community, and lifelong learning.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		69
NUR104	Critical Thinking in Nursing	4
NUR105	Introduction to Pharmacology	4
NUR108	Drug Dosage Calculation	4
NUR112[13]	Fundamentals of Nursing with Pharmacology	9
NUR206	Medical Surgical Nursing I with Pharmacology	8
NUR207	Medical Surgical Nursing II with Pharmacology	8

[13] Certain equipment will be loaned to students and must be returned to the University upon graduation or withdrawal. A refundable equipment fee of $1,000 will be billed to students enrolled in NUR112. This fee is refundable once the equipment is received by the University in good condition at the program's conclusion.

Course #	Course Title	Credits
NUR212	Mental Health Nursing with Pharmacology	5
NUR214	Maternal Child Nursing Care with Pharmacology	8
NUR215	Pediatric Nursing with Pharmacology	7
NUR217	Comprehensive Review and Preceptorship	8
NUR227	Nursing Leadership and Management	4
General Education Courses:		50
BIO105	Microbiology with Lab	6
BIO261	Anatomy and Physiology I with Lab	6
BIO262	Anatomy and Physiology II with Lab	6
CHM101	General, Organic, and Biochemistry	4
ENG101	Composition	4
GEN301	Cultural Appreciation	4
HNU103	Principles of Nutrition	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
PSY201	Human Growth and Development	4
SOC401	Social Problems	4
Minimum credits required		119

BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing is built to prepare students with essential knowledge and skills necessary to perform various roles of the professional nurse within the complexity of the health care system. Building on a strong foundation gained in the liberal arts and sciences, the Bachelor of Science in Nursing program will focus on holistic and culturally sensitive and safe care based on an understanding of the norms and health care beliefs and practices of various racial, ethnic, religious, socioeconomic, gender specific, and age-related populations. The program is designed to utilize critical thinking skills learned, coupled with increased proficiency using the current and ever-changing health care information technologies to research, analyze, and resolve health care issues professionally. Students will be immersed in learning strategies and methods that demonstrate professional values and standards of practice.

The program consists of 180 quarter credit hours that are divided into lecture hours, laboratory skills learning hours, and clinical hours. Students are required to complete a total of 660 clinical hours with a clinical nurse faculty or a preceptor. Students will attend clinical rotations in various facilities such as hospitals, long-term care facilities, subacute/rehabilitation health care facilities, mental health facilities, and community health care centers. Students will enhance their learning with simulation scenarios.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Integrate theories and concepts from liberal education into nursing practice.
2. Ensure holistic and culturally sensitive care based on an understanding of the norms and health care beliefs/practices of various racial, ethnic, religious, socioeconomic, gender-specific, and age-related populations.
3. Provide healthcare that demonstrates professional values and standards of practice, and includes moral, ethical, and legal concepts.
4. Incorporate knowledge of health promotion and disease prevention into professional nursing practice.
5. Understand the development and implementation of national and international health care policy from social, economic, political, legislative, and professional perspectives.

6. Employ critical thinking skills to resolve health care issues effectively utilizing current and changing health care and information technologies.
7. Incorporate community resources to meet primary, and tertiary needs for individuals, families, communities, and populations.
8. Participate in activities that support the nursing profession and engage in professional development.
9. Engage in leadership utilizing inter-professional communication and collaboration for quality care, patient safety, and evidenced based practice to improve patient health outcomes.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		122
ETH206	Ethical and Legal Issues for Healthcare	4
HNU103	Principles of Nutrition	4
NUR301	Pharmacology	4
NUR302	Drug Dosage Calculations	4
NUR303[14]	Foundations of Nursing	8
NUR304	Nursing and the Adult Systems I	9
NUR305	Nursing and the Adult Systems II	9
NUR307	Psychiatric and Mental Health Nursing	5
NUR308	Pathophysiology	4
NUR330	Community and Public Health Nursing	5
NUR400	Nursing Informatics	4
NUR401A	Pediatric Nursing	8
NUR402	Nursing Situations with Older Adults	4
NUR404	Nursing in Global Health	4
NUR405A	Maternal and Newborn Nursing Care	8
NUR410	Nursing Research and Evidence-Based Practice	4
NUR415	Epidemiology for Nursing Practice	4
NUR423	Nursing Theories and Concepts	4
NUR425	Health Assessment and Promotion	6
NUR430	Healthcare Policy	4
NUR440	Nursing Leadership and Management	4
NUR445CL	Nursing Practicum/Specialty Immersion Clinical	4
NUR450A	Comprehensive Review	8
General Education Courses:		58
BIO105	Microbiology with Lab	6
BIO261	Anatomy and Physiology I with Lab	6
BIO262	Anatomy and Physiology II with Lab	6
CHM101	General, Organic, and Biochemistry	4
ENG101	Composition	4
REL330	World Religion	4
GEN301	Cultural Appreciation	4
GOV301	American Government	4
MAT201	Algebra and Applied Data Analysis	4
MAT401	Introduction to Statistics	4
PSY101	Psychology	4

[14] Certain equipment will be loaned to students and must be returned to the University upon graduation or withdrawal. A refundable equipment fee of $1,000 will be billed to students enrolled in NUR303. This fee is refundable once the equipment is received by the University in good condition at the program's conclusion.

Course #	Course Title	Credits
PSY201	Human Growth and Development	4
SOC401	Social Problems	4
Minimum credits required		180

PROGRAM POLICIES FOR NURSING

CLINICAL COURSES

Clinical courses include clinical rotations in health care facilities, and clinical sessions in simulation settings. Clinical courses allow students to learn and practice skills in various areas of nursing. Clinical courses are supervised experiences in which students work with properly credentialed ANU instructors at a health care site, such as a hospital, a skilled nursing facility, or a community health care facility to practice and demonstrate mastery of various competencies. Students should expect to perform up to 50% of their clinical hours in supervised simulation sessions (25% in Virginia).

PLANNING FOR CLINICAL EXPERIENCES

Creating a plan to meet mandatory clinical hours on site is a key component to your education. Every academic term, the clinical coordinator needs time to plan and secure health care sites where students go for their clinical rotations. As such, it is important to communicate with your clinical coordinator (ClinicalCoordinator@an.edu) early in your program to update and submit all documents required by the clinical sites prior to practice as a nursing students.

The clinical coordinator is committed to identifying, securing clinical sites, and assisting with the required documentation and other individual site requirements. These requirements are expected prior to your clinical rotations. They may include, and are not limited to, BLS certification obtained from an American Heart Association training center or American Red Cross, vaccinations, various screenings, and background checks. Prior to a clinical rotation at a health care facility, the students and the clinical instructor may have to attend a specific orientation established by the facility. Your dean works closely with the clinical coordinator in approving and monitoring attendance and outcomes as your clinical experience progresses. Each new BSN student is enrolled in a non-credit Clinical Prep course in Canvas to begin clinical site planning.

Clinicals are based on availability and could occur on days, evenings, or weekends; the number of hours will vary based on facility. Clinical externships are subject to site availability and the site's ability to support the required experiences for each course. Students should be prepared to travel beyond their typical commuting distance to complete the required clinical hours.

SIMULATION

Some clinical hours for each course may be completed using simulation. Upon completion of the nursing prerequisite courses, students will receive an Oculus headset to complete their simulated clinical hours. It is recommended that even students who commute to clinical sites weekly complete at least a portion of their clinical hours in a supervised simulation setting to build clinical judgment skills.

Simulation sessions are conducted using the UbiSim virtual reality (VR) platform. Students will engage in VR experiences as participants and observers during synchronous, remote class sessions. Instructors will supervise and assess the VR simulation using direct observation, as well as the tools embedded within the UbiSim scenarios. There will be pre and post conferences for discussion, critical thinking, and to establish clear expectations for each team member. There will also be scenario debriefing to allow participants to review their actions during the scenario.

Clinical simulations are available through immersive virtual reality, and a virtual reality headset will be made available for your use. Students who are elderly or have certain pre-existing health conditions

including pregnancy, binocular vision abnormalities, psychiatric disorders, or suffer from a heart condition or other serious medical condition should consult with a physician before using the immersive oculus headset. Students who are unable to use virtual reality headsets can still complete the clinical simulation in a non-immersive, PC-based format.

Virtual simulation will be integrated into the clinical hours to meet the course objectives. Guidelines for attendance and participation in virtual simulation are identical to those for clinical experiences. Students will have the opportunity to be immersed in lifelike scenarios with patients/family members they can practice nursing care in an interactive manner that is almost like real in-person interaction.

Courses with a Lab Component

Students in fully online courses will receive lab kits to be used in each course with a lab component. The lab kits will include all the supplies and equipment needed for the student to learn the nursing skills respective to the didactic as per the syllabus. Lab kits should be retained from one class to the next for future use, unless otherwise indicated by the instructor of the course. Students will perform lab requirements and demonstrate competency in lab courses during online, synchronous courses. Online, synchronous courses are conducted with videoconferencing software.

Students in courses with a lab component will perform lab requirements and demonstrate competency in lab courses during face-to-face synchronous courses. They will perform lab requirements using equipment and kits housed at the In-Residence location.

Clinical Courses and Nursing Skills Assessments

The clinical and laboratory components of a nursing course are taught by clinical instructors who are the employees of ANU. The student performance will be evaluated for each clinical course and laboratory skills. For clinical courses, evaluations of student performance are conducted by the clinical instructor, an employee of American National University. Clinical evaluations are performed at midterm and at the end of the term. The midterm evaluation allows the student and instructor to discuss student progress and identify area(s) for improvement.

For nursing skills learned in the laboratory, student evaluation is conducted by the instructor as the following:

1. Students are allowed two attempts to demonstrate mastery of the required nursing skills.
2. A student who fails the first attempt of skills evaluation will have a second chance, after remediation, to do a second and last attempt.
3. If the student fails the second check-off, he or she is withdrawn from the course.

Behavior and Dress in Clinical and Lab Courses

In all classes, students are expected to conduct themselves with the same standards of behavior as those required in the workplace and in the community at large. As such, students must maintain professional and ethical conduct at all times. Any behavior that is disruptive to the academic environment is strictly prohibited. Additionally, nursing students are expected to wear their American National University scrubs during all clinical and lab courses.

While on clinical rotations, students must also wear their student ID badges and follow any additional rule(s) of behavior and protocol outlined by the clinical site. Students are to remain aware that their behavior during clinical rotations reflects American National University.

Attendance Policy

Attendance in skills lab, clinical rotation/practicum classes are mandatory. The student must notify the instructor prior to an absence to be eligible for consideration in a make-up day. Make-up sessions for skills lab or clinical rotations are at the discretion of the dean of nursing. The student may request consideration from the dean of nursing in the event the absence is due to personal illness or family emergency. If the make-up is denied, the student has the right to follow the ANU's grievance procedure for a final decision in the matter. If the absence is excused for extenuating circumstances, the student is still required to make-up the time missed at the date and time arranged by the dean and faculty. Failure of the student to make-up the time as scheduled will result in a failing grade for the course.

Skills Laboratory Attendance

Attendance for nursing skills laboratory is required to allow the student the opportunity to practice the required nursing skills and to achieve the educational objectives of the nursing program. Absence from a nursing skills lab session will result in an unsatisfactory (U) grade for that session. Any skills lab time missed must be made-up at a time scheduled by the instructor, or it will result in a "U" for the course.

The student must successfully complete skills lab check-off evaluations to participate in clinical rotations. If a student is absent from a skills lab check-off evaluation, he or she will not be permitted to attend the next clinical until the student makes-up the absence and successfully completes the check-off evaluation. Students who are not successful in the skills lab check-off evaluation may practice (remediate) and reattempt the check-off one more time at the time specified by the instructor. If the student is not successful on the second attempt to pass the skills evaluation, a "U" will be given for the skills lab and any subsequent missed clinical days. Three occurrences of a "U" will result in the student being withdrawn from the course.

Clinical/Practicum Attendance

A student must achieve a satisfactory (S) grade to pass the clinical rotation or practicum. Completion of all clinical hours is mandatory, and absence from a clinical day will result in an unsatisfactory (U) grade for that clinical day. Absences will be excused for accident to/from school or clinical site, hospitalization, death in immediate family, or other emergencies. The immediate family includes spouse, children, mother, father, grandparents, and in-laws. Any other reason or emergency that causes the absence will be reviewed by the faculty and the dean, and if it is determined to be an excused absence, a make-up day will be required. If the student does not make-up the clinical time, a "U" grade will be given for the clinical rotation.

Failure to submit clinical assignments by the assigned deadline will result in an unsatisfactory grade.

If a student is dismissed from a clinical day, he or she will receive a "U" and will be required to make-up the clinical hours at a time determined by the nursing faculty. If a student is dismissed three times from a clinical day in one quarter, he or she will be dismissed from the program.

Students arriving after the assigned start time for a clinical day are considered tardy. Students arriving more than 10 minutes late to a clinical day will be dismissed and receive a "U" for the clinical day. The student may write to the dean to request to attend a make-up clinical in. Three occurrences of tardiness less than 10 minutes equal one clinical absence. This will be counted as an absence and is subject to the same guidelines for make-up as in the attendance policy above.

Leaving the clinical site early is not acceptable. The instructor will evaluate any missed time due to tardiness or leaving early for special circumstances and determine if make-up time and/or an unsatisfactory "U" are appropriate.

TARDINESS

Students arriving after the assigned start time for a clinical rotation are considered tardy. Students arriving more than 10 minutes late to a clinical rotation without mitigating circumstances & documentation will be sent home and will receive a "U" for the clinical day. The student will be required to make up the hours missed for that clinical day. Three occurrences of tardiness equal one clinical absence. This will be counted as an absence and is subject to the same guidelines for make-up as indicated in the attendance policy above. Students are expected to be prepared for the clinical assignment. Students who are unprepared may be sent home and will receive an unsatisfactory for the clinical day. Leaving early is not acceptable. The instructor will evaluate any missed time due to tardiness or leaving early for special circumstances to determine if make-up time and/or unsatisfactory "U" are appropriate.

PARALEGAL

The following programs are offered under the direction of Wendy Notz, JD, Dean of Paralegal Studies:

- Associate of Science in Paralegal
- Certificate in Paralegal Studies

ASSOCIATE OF SCIENCE IN PARALEGAL

The Associate of Science in Paralegal is designed to provide graduates with a broad-based understanding of the core areas of law and the court system, including terminology used in the legal system and how to understand legal documents, contracts, and other legal material. Graduates are prepared to draft routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

The coursework and instructors will prepare graduates to take the Certified Paralegal (CP) credential administered by the National Association of Legal Assistants (NALA), National Federation of Paralegal Associations (NFPA), and other legal organizations.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Understand the education and training required of a paralegal and recognize the guidelines and ethical responsibilities of the profession and the importance of legal research and writing.
2. Demonstrate an understanding of the history, origin and structure of the American legal system, identify and use major tools, software, and sources of American law.
3. Explain the difference between criminal and civil law and interpret various categories of civil law, such as torts, contract law, corporate law, property law, family law, and wills and estates.
4. Draft basic legal documents such as complaints, answers, and contracts, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		28
PLG102	Introduction to Paralegal Studies	4
PLG207	Legal Research and Writing	4
PLG214	Family Law	4
PLG215	Torts and Personal Injury	4
PLG229	Legal Office Procedures	4
PLG250	Pretrial Discovery and Trial Preparation	4
PLG262	Criminal Law and Procedure	4
Electives (Choose 9)[15]		36
COM151	The Microsoft Office	4
COM235	Spreadsheet Applications	4
PLG216	Estate Administration and Elder Law	4
PLG218	Intellectual Property	4
PLG219	Labor and Employment Law	4
PLG220	Immigration and Citizenship	4
PLG232	Bankruptcy and Collection Procedures	4
PLG299	Paralegal Externship	4

[15] At least four electives must have a PLG prefix.

Course #	Course Title	Credits
BUS###	Business Elective 1	4
BUS###	Business Elective 2	4
BUS###	Business Elective 3	4
BUS###	Business Elective 4	4
General Education Courses		28
AI101	Introduction to Generative AI	4
BIO101	Introduction to Biology	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
XXX###	GE Elective 1	4
Minimum credits required		92

Students will have the opportunity to earn the Lexis+ Paralegal Certificate as part of PLG207.

CERTIFICATE IN PARALEGAL STUDIES

The Certificate in Paralegal Studies is designed for students who have already earned an academic associate or bachelor's degree and wish to develop the skills necessary to become a paralegal. The program provides a broad-based understanding of the core areas of law and the court system, including terminology used in the legal system and how to understand legal documents, contracts, and other legal material. Graduates are prepared to draft routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Understand the education and training required of a paralegal and recognize the guidelines and ethical responsibilities of the profession and the importance of legal research and writing.
2. Demonstrate an understanding of the history, origin and structure of the American legal system, identify and use major tools, software, and sources of American law.
3. Explain the difference between criminal and civil law and interpret various categories of civil law, such as torts, contract law, corporate law, property law, family law, and wills and estates.
4. Draft basic legal documents such as complaints, answers, and contracts, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		24
PLG102	Introduction to Paralegal Studies	4
PLG207	Legal Research and Writing	4
PLG215	Torts and Personal Injury	4
PLG229	Legal Office Procedures	4
PLG250	Pretrial Discovery and Trial Preparation	4
PLG262	Criminal Law and Procedure	4
Electives (Choose 1)		4
PLG214	Family Law	4
PLG216	Estate Administration and Elder Law	4
PLG218	Intellectual Property	4
PLG219	Labor and Employment Law	4
PLG220	Immigration and Citizenship	4

Course #	Course Title	Credits
PLG232	Bankruptcy and Collection Procedures	4
Minimum credits required		28

Students will have the opportunity to earn the Lexis+ Paralegal Certificate as part of PLG207.

Participation in PLG Courses Using Live, Synchronous Video Sessions (Global Learn)

Students are expected to treat class meetings via video conferencing (Global Learn) as if attending a class on campus. Students are expected to be on time for class sessions and to stay for the entire duration. Students are expected to behave professionally, including adhering to the University dress code, and to treat others with courtesy and respect. Students are expected to avoid inappropriate surroundings and should refrain from using inappropriate language or behavior. Students must have and use a camera and microphone when attending live video sessions. The camera must be on, providing a live feed, and the student's face must appear in the frame. Students may not join a class while driving or riding in a car. Students are expected to join from a suitable, quiet location using a device that allows full participation in class activities. The University strives to provide the best student experience when delivering course content. In doing so, we feel that delivering live, synchronous lectures weekly provides our students and faculty with the opportunity to interact in real time. Attendance in these live, synchronous sessions is essential for student success. Throughout the program, students will find that many classes require attendance at live sessions.

Required Attendance

Whether the PLG course is delivered in a physical classroom or via Global Learn, paralegal students enrolled in a class with required live class sessions are expected to attend each live session. Unless otherwise stated in your course, students who miss more than two hours (120 minutes) of total combined class meetings will receive an F grade.

Pharmacy Technician

The following programs are offered under the direction of Dr. Derrick Aboagye, Dean of Pharmacy Technician:

- Diploma in Pharmacy Technician
- Associate of Science in Pharmacy Technician

DIPLOMA IN PHARMACY TECHNICIAN

The Diploma in Pharmacy Technician provides students the opportunity to learn the basics of drug interactions, medical abbreviations, and patient communication. Training also includes a background in anatomy and physiology, and courses in Microsoft Office as well as health care law and ethics. In addition, an externship is required so students receive additional hands-on experience in a pharmacy practice site.

Pharmacy Technician graduates work in retail and non-retail pharmacies. This can include the town pharmacy, major pharmacy chains, grocery stores, a hospital or health care setting, or a mail-order pharmacy.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Perform the duties of the pharmacy technician in a professional, legal, and ethical manner.
2. Demonstrate effective written and oral communications with patients and healthcare providers.
3. Demonstrate pharmaceutical calculations for the safe dispensing of medications.
4. Utilize medical terminology, pharmacology, and pathophysiology in the safe dispensing of medications.
5. Perform clerical procedures to assure adequate inventory and continuous quality improvement.
6. Utilize current technology in the processing and dispensing of prescriptions.
7. Demonstrate proficiency in the safe and legal preparation, dispensing, and storage of medications.

Program Curriculum

Course #	Course Title	Credits
Core Courses:		44
MED107	Medical Terminology	4
MED218	Communication for the Healthcare Professional	4
PTA110	Pharmacy Calculations for Technicians	4
PTA165	Pharmacy Law and Ethics	4
PTA176	Community Pharmacy Operation and Laboratory	4
PTA205	Pharmacology I for the Pharmacy Technician	4
PTA207	Pharmacology II for the Pharmacy Technician	4
PTA250	Pharmacy Software Applications	4
PTA276	Institutional Pharmacy Operation and Laboratory	4
PTA279	Community Pharmacy Technician Externship	4
PTA288	Pharmacy Technician Exam Success Class	4
Elective Courses (Select One):		4
ACC101	Principles of Accounting I	4
BUS125	Principles of Management	4
BUS224	Organizational Leadership	4

Course #	Course Title	Credits
BUS225	Business Communications	4
BUS227	Human Resource Management	4
Minimum credits required		48

Students will take the Certified Pharmacy Technician (CPhT) exam offered through the Pharmacy Technician Certification Board or National Healthcareers Association as part of PTA288.

The pharmacy program's enhanced learning experience is provided by PioneerRx. Learn more about PioneerRx's capabilities at https://www.pioneerrx.com/.

ASSOCIATE OF SCIENCE IN PHARMACY TECHNICIAN

The Associate of Science in Pharmacy Technician is designed to provide students with an understanding of medical and pharmaceutical technology, pharmacology, pharmacy record keeping, pharmaceutical techniques, and pharmacy law and ethics. In addition, an externship is required so students can receive hands-on experience in a pharmacy practice site.

A pharmacy technician supports and assists the licensed pharmacist with ordering, stocking, and packaging prescription and over-the-counter medicines. Other duties may include controlling inventory, maintaining records, preparing labels, and processing insurance claims.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Perform the duties of the pharmacy technician in a professional, legal, and ethical manner.
2. Demonstrate effective written and oral communications with patients and healthcare providers.
3. Demonstrate pharmaceutical calculations for the safe dispensing of medications.
4. Utilize medical terminology, pharmacology, and pathophysiology in the safe dispensing of medications.
5. Perform clerical procedures to assure adequate inventory and continuous quality improvement.
6. Utilize current technology in the processing and dispensing of prescriptions.
7. Demonstrate proficiency in the safe and legal preparation, dispensing, and storage of medications.

PROGRAM CURRICULUM

Course #	Course Title	Credits
Core Courses:		56
BIO206	Diseases of the Human Body	4
BUS217	Organizational Behavior	4
MED218	Communication for the Healthcare Professional	4
PTA110	Pharmacy Calculations for Technicians	4
PTA165	Pharmacy Law and Ethics	4
PTA176	Community Pharmacy Operation and Laboratory	4
PTA205	Pharmacology I for the Pharmacy Technician	4
PTA207	Pharmacology II for the Pharmacy Technician	4
PTA250	Pharmacy Software Applications	4
PTA276	Institutional Pharmacy Operation and Laboratory	4
PTA279	Community Pharmacy Technician Externship	4
PTA288	Pharmacy Technician Exam Success Class	4

Course #	Course Title	Credits
PTA289	Pharmacy Technician Externship II	4
PTA290	Compound Sterile Preparation Lab	4
Elective Courses (Select 3):		12
ACC101	Principles of Accounting I	4
BUS125	Principles of Management	4
BUS224	Organizational Leadership	4
BUS225	Business Communications	4
BUS227	Human Resource Management	4
COM234	Desktop Applications	4
COM235	Spreadsheet Applications	4
MED107	Medical Terminology	4
General Education Courses		28
BIO201	Basic Anatomy and Physiology I	4
BIO202	Basic Anatomy and Physiology II	4
ENG101	Composition	4
ETH201	Ethics	4
MAT201	Algebra and Applied Data Analysis	4
PSY101	Psychology	4
AI101	Introduction to Generative AI	4
Minimum credits required		96

Students will take the Certified Pharmacy Technician (CPhT) exam offered through the Pharmacy Technician Certification Board or National Healthcareers Association as part of PTA288. Those who successfully complete PTA290 and meet all PTCB criteria may be eligible to sit for the Certified Compounded Sterile Preparation Technician (CSPT) exam through PTCB. CSPT is an advanced credential for CPhTs that verifies competency in sterile compounding and aseptic practice.

The pharmacy program's enhanced learning experience is provided by PioneerRx. Learn more about PioneerRx's capabilities at https://www.pioneerrx.com/.

ADMISSIONS

UNDERGRADUATE PROGRAMS

To be admitted to any undergraduate (i.e., associate or baccalaureate) program at the University, applicants must show a completed high school (or equivalent level) education. This requirement can be met through:

- A completed high school education,
- A completed home school education program at the high school level, or
- An earned GED or other state-authorized high school equivalency examination.

Applicants may also qualify if they have completed significant college-level coursework. Specifically, applicants may meet the admission requirement by providing an official college or University transcript showing:

- Any degree earned at the associate level or higher,
- Successful completion of at least 60 semester credits (90 quarter credits) that count toward a baccalaureate degree at an accredited institution, or
- Current enrollment in a baccalaureate program with 60 semester credits (90 quarter credits) completed, including those accepted through transfer.

As part of the enrollment application, applicants will sign an attestation confirming which of these educational opportunities the applicant has completed.

UNDERGRADUATE PLACEMENT EVALUATIONS

To support student success, all undergraduate students must complete placement evaluations in English and mathematics before beginning classes. These evaluations help identify academic strengths and determine whether additional preparation is needed to ensure the student is ready for college-level coursework. Students entering a healthcare program will also complete a science placement evaluation.

Students may be exempt from placement evaluations if they have previously earned an associate or higher degree from an accredited institution or can provide an official or unofficial transcript showing successful completion of a college-level English, math, or science course from an accredited institution.

The placement evaluations are designed to reflect an individual's current skill levels in key subject areas. Each evaluation may be retaken once before the first day of scheduled classes. The passing scores for the exams are:

Placement Evaluation	Passing Score
English	85%
Math	65%
Science	70%

If the student does not earn a passing score on a placement evaluation, the student will be enrolled in the corresponding Pre-Entrance Requirement course(s). These are self-paced, asynchronous courses designed to help the student strengthen foundational skills before starting the University-level program of study. All required Pre-Entrance Requirement courses must be successfully passed prior to the start of the student's first term and do not count toward degree requirements for graduation. Passing scores are as follows:

Code	Course	Passing Score
ENG090	Basic English	70%
MAT090	Basic Math	70%
SCI090	Basic Science	70%

Graduate Programs

To be admitted to a master's degree program at the University, applicants must have completed a baccalaureate degree (or another graduate-level degree) from one of the following:

- A regionally or nationally accredited institution based in the United States or
- An appropriately recognized foreign institution.

The applicant's academic performance must meet the following minimum standards:

- 2.5 GPA or higher on a 4.0 scale at the bachelor's level,
- 3.0 GPA or higher for the most recent 12 quarter credit hours of graduate coursework, or
- At least three years of relevant professional experience.

Admission of Military Students

American National University maintains a prior credit evaluation process for students receiving VA educational benefits in accordance with applicable federal regulations and State Approving Agency (SAA) requirements. Students using VA educational benefits are encouraged to provide official transcripts and other applicable documentation of prior education, training, military coursework, or experiential learning that may be applicable to their program of study. The University will evaluate transcripts and prior credit documentation received in accordance with institutional transfer credit policies and applicable VA regulations.

Military students may not receive VA educational benefits for courses in which prior credit has already been granted, unless repetition is specifically permitted under VA regulations or institutional academic policy. The University will maintain written records documenting the evaluation of prior education and training and any credit granted, when applicable. If prior credit is awarded, the program length and VA certification will be adjusted accordingly.

Students are responsible for providing transcripts or prior education documentation they wish to have considered for transfer credit evaluation. If transcripts or documentation are not provided, the University will evaluate available information consistent with institutional policy and VA requirements.

Additional Guidelines for Military Students:

- Military students cannot receive educational benefits for courses where prior credit has already been granted.
- Military students may not repeat courses previously passed unless repetition is required by the program or permitted under VA regulations.
- Delays in evaluating prior credit may result in adjustments to enrollment certification and could affect VA educational benefits.
- Students seeking transfer credit consideration should complete the University's Prior Credit Evaluation process and provide any requested supporting documentation.

Continuous certification of enrollment is contingent upon the student remaining eligible for benefits and maintaining satisfactory academic progress in accordance with university policy.

International Credentials

If an applicant's prior education was completed outside the United States, the applicant's transcripts must be translated into English (if applicable) and be evaluated on a course-by-course basis by a credential evaluation service that is a member of NACES (National Association of Credential Evaluation Services), AICE (Association of International Credential Evaluators) or a professional trained by AACRAO (American Association of Collegiate Registrars and Admissions Officers).

Current policies of the U.S. Immigration and Customs Enforcement state that international students must demonstrate financial responsibility. Once these requirements have been met and the student is accepted for admission to the University, an I-20 will be issued. Upon receipt of the I-20, the student is required to complete the Form I-901 and submit a $350 fee to the U.S. Department of Homeland Security. These students are covered under the institution's regular refund policy.

International Student Application Requirements

To apply for International Admission, complete an online Application for Admission and provide the following information:

- Copy of passport
- Copy of High School and/or University transcripts in English
- Proof of English proficiency as outlined in this catalog.

The application will be reviewed promptly, and a determination will be made as soon as possible. After acceptance, to receive an I-20, the following are required:

- Application Fee
- International Processing Fee (I-20 Fee)
- Bank statement, and letter of sponsorship if the bank statement is not in the student's name
- Picture of student

Refer to the Tuition and Fees section of this catalog for details on the required fees.

English Language Proficiency

Applicants to credit-bearing programs for whom English is not a native language and who have not earned a degree from a school where English is the main language of instruction will need to demonstrate English proficiency before being admitted to the University. Applicants can meet this requirement by any of the following methods:

1. Submit an approved English proficiency test score according to this chart:

Level	TOEFL PBT	TOEFL iBT	IELTS	Pearson	Duolingo	MET	ECCE/ ECPE
Undergraduate	57	61	6.0	44	95	53	650/LP
Graduate	60	71	6.5	50	100	55	650/LP

2. Provide an alternative proof of English proficiency by demonstrating one of the following:
    a. Completion of a high school diploma from an accredited school where English was the language of instruction.
    b. College Board Accuplacer ESL Exam with the following minimum scores:
        i. Language Use: 85
        ii. Listening: 80
        iii. Reading: 85

iv. Sentence Meaning: 90
v. WritePlacer: 4
vi. Comprehensive Total: 350

c. A Pre-1 grade or higher on the Eiken English Proficiency Exam.
d. A B2 level or higher according to the Common European Framework of Reference (CEFR), as verified by recognized ESOL examinations such as those from the University of Cambridge.
e. Completion of at least 30 semester credit hours (with a "C" average or higher for undergraduate programs or a "B" average or higher for graduate programs) at an accredited institution where English was the primary language of instruction.

All test scores must be official and sent directly to American National University. Test results are generally valid for two years from the date of the test. The University reserves the right to request additional documentation or assessment to verify proficiency.

Student Identity Verification

To protect student privacy, American National University initiates the student identity verification during the admissions process using ID-Pal. This verification process utilizes student data and cross-references it against data from major mobile network operators, utility companies, credit bureaus, telephone data, voter records, government sources, and consumer databases. The electronic process utilizes NIST 2–certified, ISO 9000–validated software to authenticate a student's government-issued photo ID and confirm the student's identity, as permitted by the U.S. Department of Education.

ID-Pal has been loaded with databases from 24 countries, including the United States. ID-Pal includes document verification for authenticity and cross-references a live photo through a thirty-point biometric scan.

Students are provided with a unique username and password for accessing Canvas. Password resets require students to answer a security question before proceeding.

Admission Statuses
Applicants who are admitted to the University are admitted in either Formal or Conditional Admission status. Conditional Admission is not applicable to international students.

FORMAL ADMISSION

Applicants who meet all admissions requirements and submit official transcripts are granted formal admission.

CONDITIONAL ADMISSION

Applicants who meet the general admissions requirements may be granted conditional admission pending receipt of all required program-specific documentation that meets the established minimum standards. For graduate-level programs, conditional admission may be granted with unofficial transcripts; however, official transcripts must be received by the end of the first week of class.

The University uses the information provided in the application materials to make admissions decisions. Some of this information may be verified through official transcripts, reference checks, or other documentation, if needed. All applicants will receive a decision via email after the review is completed.

Admission Decision Appeals

Students applying to undergraduate programs that have admissions requirements beyond high school graduation or equivalency, who do not meet the published GPA admissions requirements for their program but believe they possess the necessary education, skills, or experience for success, may request an exception.
Students applying to a graduate program who do not meet the published requirements but believe they possess the necessary education, skills, or experience for success may request an exception.

To request an exception, students must:

1. Submit a written letter to AdmissionsExceptions@an.edu.
2. Explain how the student is prepared to succeed in the program without meeting all stated requirements.
3. Provide supporting materials such as official transcripts, official test scores, letters of recommendation, or verifiable evidence of relevant work or training to be considered in lieu of the published requirements.

The dean or program chair will review the request and supporting documentation to determine whether the student will be admitted. As a condition of admission under an approved exception, the dean or program chair may require the student to complete additional prerequisite or preparatory coursework to ensure readiness for the program. The academic leader's decision is final and will be communicated to the student within 10 days.

This policy will not exempt applicants from demonstrating English Language Proficiency.

IMPORTANT NOTE

Some programs have competitive admissions and may have limited capacity. Meeting the minimum requirements—or receiving an exception—does not guarantee admission into competitive programs.

Program-Specific Admission Requirements

Admission requirements at American National University vary by program and degree level. In addition to meeting general University admission standards, applicants must meet the specific requirements listed for their intended program of study.

GRADUATE PROGRAMS

Technology Programs

Applicants to graduate programs under the Dean of Technology must hold a bachelor's degree in information technology (or a related field) or a bachelor's degree in another discipline plus at least three years of professional experience in a technology field (as verified by a resume).

UNDERGRADUATE PROGRAMS

Bachelor of Science in Medical and Health Services Management

The Medical and Health Services Management program admits students who have earned a prior certificate, diploma, or associate degree in a health-related field from an accredited institution. In addition, applicants must have:

1. An overall GPA of 2.0 or higher and
2. Hold a license or certification to practice in a health-related area, or have at least 12 months of work experience in a health field.

The applicant's prior education will be reviewed to ensure the student receives the maximum possible credits in transfer in accordance with the University's Transfer of Credit Policy.

Bachelor of Science in Nursing

Admission to the program is limited to residents of specific states. As a highly competitive program, the applicant must submit all college and high school/GED transcripts for review, in which applicants must show a minimum GPA of 2.5. Applicants must submit a current resume. Preference is given to applicants with one year of healthcare experience within the last three years or who hold an active license or certification. Additional considerations for admission include:

- Students with no prior college experience will be evaluated on a cumulative high school GPA of 2.5 or higher, or a GED score of 500 or higher.
- Transfer credits will be evaluated case by case, but transfer of nursing core courses (i.e., those with the prefix "NUR") is not permitted for Virginia residents.
- No additional transfer credit will be accepted after admission to the University.

Associate of Science in Health Information Management

Applicants must affirm in writing that they:

- Have no known physical or personal limitations that would prevent successful completion of the program.
- Possess reasonable vision and hearing.
- Have no communicable diseases known to the student.

Health Information Management students must:

- Understand that background checks or drug screens may affect externship or employment opportunities.
- Obtain all required immunizations, proof of immunity, or tuberculosis screening as required by externship sites. These immunizations may include varicella, MMR, hepatitis B, Tdap, influenza, and COVID-19.
- Cover all costs associated with immunizations, screening, or certification.

Associate of Science and Certificate in Medical Assisting

Applicants must affirm in writing that they:

- Can lift at least 50 pounds and have reasonable vision and hearing.
- Have no communicable diseases known to the student.
- Understand that a failed drug screen or criminal conviction may affect externship placement or future employment. Prospective students with concerns about criminal, drug, or consumer background findings are encouraged to consult with the program's director before enrolling to understand potential implications for externship eligibility and employability.

Medical Assisting students must:

- Complete all required immunizations and tuberculosis screening as directed by externship sites.
- Bear responsibility for all related costs.

Associate of Science in Nursing

Admission to the program is limited due to its competitive admission process, which is necessitated by the program's small cohort sizes and limited clinical placement capacity. The applicant must submit all college and high school/GED transcripts for review, demonstrating a minimum GPA of 2.5. Transfer credit is evaluated on a course-by-course basis, but nursing core courses may not be transferable. Applicants are ranked using competitive admissions criteria. Conditional offers of admission are made pending submission of all required documentation and completion of current coursework. Candidates must confirm acceptance by the designated deadline to reserve their seats in the program. Additional considerations for admission include:

- Current résumé (preference may be given to applicants with one year of recent healthcare experience or an active medical license).
- Optional materials such as ACT/SAT scores or proof of healthcare certifications may enhance competitiveness.

Applicants must understand that prior to participation in the clinical externship, students must complete and provide documentation of the following:

- A clear background check and drug screen.
- Basic Life Support (BLS/CPR) Certification from the American Heart Association must be maintained throughout enrollment.
- Students must provide proof of immunity or vaccination for varicella (titer or vaccination); rubella (two MMR vaccinations or titer verification); mumps (two MMR vaccinations or titer verification; hepatitis B (three-dose series or verified immunity; tuberculosis (annual PPD test or negative chest X-ray); influenza; and COVID-19 (or approved declination).
- Students must maintain personal health insurance coverage during all clinical activities and provide documentation upon request.
- Students are responsible for their own transportation and lodging when clinical assignments require travel or overnight stays.

Associate of Science in Paralegal

Applicants must pass the placement exams with 85% in English and 65% in Math, unless the exams are waived by transfer credit or a prior degree. Applicants may retake each exam up to two additional times (waiting seven calendar days between attempts).

Associate of Science and Diploma in Pharmacy Technician

Pharmacy Technician applicants must:

- Pass a background check prior to enrollment (at their own expense). Prospective students who believe they may have disqualifying information in their backgrounds should consult with the program director prior to enrolling to determine the potential impact on externship participation or licensure eligibility.
- Understand that those with drug misdemeanors or felonies cannot enroll.
- Understand that drug testing is likely to occur by the placement sites.
- Obtain required immunizations, screenings, and drug testing as required by externship sites.
- Investigate state-specific externship licensing requirements before enrolling.

Certificate in Medical Assisting or Administrative Medical Assisting

Applicants for the Certificate in Medical Assisting or the Certificate in Administrative Medical Assisting must have either an associate degree with no English grade below “C” (applicants with lower English grades must

pass the English placement exam) or a bachelor's degree from an accredited institution and ENG101 (or equivalent).

Certificate in Paralegal Studies

Applicants for the Certificate in Paralegal Studies must have either an associate degree with a 2.5 GPA or higher, with no English grade below "C" (applicants with lower English grades must pass the English placement exam) or a bachelor's degree from an accredited institution and ENG101 (or equivalent).

Certificate in Practical Nursing

Practical Nursing applicants who wish to be considered for the program must comply to the following information:

- Submit all college and high school/GED transcripts for academic review.
- Acceptable background check

Additional Considerations:

1. Credits from other institutions will be evaluated for transfer on a case-by-case basis.
2. Due to the unique nature of nursing programs, it may not be appropriate to transfer nursing program core courses.
3. No additional transfer credit will be accepted after admission to the PN program.

Diploma in Accounting or Business Administration

Applicants for the Diploma in Accounting or the Diploma in Business Administration must have either an associate degree with a 2.5 GPA or higher, with no English grade below "C" (applicants with lower English grades must pass the English placement exam) or a bachelor's degree from an accredited institution and ENG101 (or equivalent).

Diploma in Phlebotomy and ECG Technician

Applicants must meet at least two of the following:

- High school GPA of 2.5 or higher.
- SAT score of 1000 or higher or ACT score of 20 or higher.
- ANU placement exam scores of Science 70%, English 80%, and Math 70%.
- Completion of at least 24 college credits with a GPA of 2.5 or higher.

Phlebotomy and ECG Technician students must also affirm the same health, immunization, and background requirements as the Medical Assisting program.

NONCREDIT PROGRAMS

Certificate in English as a Second Language (ESL)

Applicants for the ESL program must:

- Hold a high school diploma or equivalent.
- Provide a government-issued photo ID or passport.
- Submit evaluated foreign transcripts (if applicable) from a NACES member service.

Applicants must submit a Statement of Vocational Purpose for admission consideration to this program.

GENERAL NOTES FOR HEALTH AND TECHNICAL PROGRAMS

Some externship sites or healthcare facilities may impose additional health, background, or licensing requirements beyond those listed. All associated costs for externships are the responsibility of the student. Failure to meet externship requirements may delay or prevent program completion.

ACKNOWLEDGEMENT OF PROGRAMMATIC REQUIREMENTS

APPLICABILITY

Certain academic programs include an externship, practicum, or clinical experience as a required component of the curriculum. Because externships are conducted at third-party clinical or industry sites, placements are subject to the availability and scheduling of those sites. While the University makes every reasonable effort to identify and coordinate externship opportunities, the availability of externships in a specific term cannot be guaranteed. If sufficient placement opportunities are not available, students may experience a delay or one or more academic terms before completing their externship requirements and, consequently, their programs of study. Students are expected to be proactive participants in securing and maintaining an approved externship site. University faculty and administrators will provide reasonable assistance throughout the placement process.

STUDENT RESPONSIBILITY

Though the University's faculty and administrators are committed to assisting students in understanding and fulfilling all placement requirements, it is ultimately the student's responsibility to meet all externship eligibility requirements, including completion of health screenings, drug tests, and background checks as specified by the externship site. Failure to meet site-specific requirements may result in delayed program completion or ineligibility for externship placement.

STUDENT PHYSICAL LOCATION AND CHANGE OF RESIDENCE

The institution establishes a student's physical location at the time of enrollment using information such as government-issued identification, signed enrollment documentation, or other verifiable records. Students are required to promptly notify their Academic Advisors of any change to their physical address when the location crosses a state line, and to maintain an accurate and current mailing address on file. International students must consult their assigned Designated School Official (DSO) before relocating.

A student's physical location, as well as any subsequent change in location, may affect the student's ability to complete their program of study and/or to meet state or professional licensure, certification, or employment requirements in their intended field. Students enrolled in programs with state restrictions remain subject to those restrictions throughout enrollment. The institution applies this policy consistently to all students.

The University may ship course materials, equipment, graduation regalia, diplomas, and other items to the mailing address maintained in the student's official record. Students who fail to notify the University of an address change will be responsible for any resulting replacement or reshipping costs.

STUDENT SUPPORT SERVICES

American National University provides comprehensive student support to ensure that each learner has the necessary academic, technological, and administrative resources for success in an online learning environment. Services are available to all students, regardless of location, through online portals and virtual support systems.

ORIENTATION

All new students are required to complete an online orientation that helps the student:

1. Understand the University's attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.
3. Identify course communication tools (e.g., email).
4. Understand how to utilize Course Information and Assignment tools (e.g., posting to Discussion Forums, submitting assignments, taking tests).
5. Identify course resources.
6. Learn how to access the University Library and other University sites.

ACADEMIC ADVISORS

Each student is assigned to an Academic Advisor who supports all facets of the student experience—from enrollment and orientation through graduation. The Advisor assists new, continuing, and returning students in navigating the University's systems, policies, and services to ensure their continued success.

Advisors assist students in interpreting degree requirements, understanding academic policies, selecting appropriate courses, and monitoring progress toward graduation. Advisors help students understand prerequisites and align their academic planning with personal and professional goals. Students are encouraged to contact their assigned advisors prior to registration each term or whenever they are considering changes to their academic plan, such as adding or withdrawing from a course, requesting a leave of absence, or changing programs.

STUDENT HEALTH AND SAFETY

American National University is a commuter institution without residence halls or on-campus health facilities. Students are encouraged to maintain personal health insurance and establish care with a local healthcare provider for their ongoing medical needs.

In the event of a medical emergency while on campus, students should immediately dial 911. After emergency services have been contacted, students should notify any available faculty or staff member for assistance and to help direct responders to the location. Each campus location maintains posted emergency procedures and contact information to ensure quick access to help when needed.

NON-EMERGENCY HEALTH AND WELLNESS RESOURCES

The University is committed to supporting student well-being and success. While the University does not provide on-site health or counseling services, students can access a range of community and online resources for non-emergency health and wellness needs. Local public health departments, urgent care centers, and community clinics offer affordable medical services; and many national hotlines provide 24-hour confidential support for mental health and wellness concerns.

Students in need of non-emergency assistance are encouraged to contact the Office of Student Services for guidance in identifying reputable online or telehealth options.

INFECTION CONTROL AND SAFETY POLICY

To maintain a safe learning and clinical environment for students, faculty, staff, and patients, all students enrolled in healthcare-related programs are required to adhere to established infection control and safety standards consistent with applicable local, state, federal, and clinical site regulations.

Students must demonstrate knowledge of and compliance with infection prevention practices as a condition of continued participation in laboratory and clinical experiences. These practices include, but are not limited to, proper hand hygiene, use of appropriate personal protective equipment (PPE), safe handling and disposal of biohazardous materials, and adherence to standard and transmission-based precautions.

Students are required to:

- Complete all required education and training in infection control and safety prior to participating in laboratory or clinical activities;
- Maintain current health and immunization records as required by the University and affiliated clinical sites;
- Report exposure incidents, communicable diseases, or conditions that may compromise the safety of others in accordance with University procedures;
- Comply with all site-specific infection control policies when assigned to clinical or externship settings.

Failure to adhere to infection control and safety requirements may result in removal from laboratory or clinical environments, delay in program progression, or dismissal from the program.

The University maintains confidentiality of student health information in accordance with applicable laws and regulations. Infection control and safety policies are reviewed periodically and may be updated to reflect current public health guidance and regulatory requirements.

LIBRARY AND RESEARCH RESOURCES

The University maintains a virtual library providing access to a robust collection of scholarly and professional resources through the Library Portal in Canvas. Students and faculty can access these databases at any time and from anywhere.

CAREER SERVICES

The Career Services team is dedicated to supporting students and alumni in developing the skills, confidence, and professional readiness needed to achieve their career goals. Whether preparing to enter the workforce, advancing in a current role, or transitioning into a new field, Career Services provides personalized guidance and practical resources to help students succeed.

The University is committed to equipping every graduate with the competencies that employers value. Our career specialists offer individualized assistance with:

- Career exploration and goal setting
- Resume and cover letter development
- Interview preparation and professional communication
- Job search strategies and networking opportunities

- Step-by-step career planning tools
- Current employment postings and internship opportunities

Students and graduates are encouraged to engage early and often with Career Services to maximize career readiness and employability. Whether on campus or online, the University's goal is to prepare every student for long-term professional success.

Student Email Address

All students receive a University email account prior to orientation. The University's .edu email accounts are hosted on Microsoft Office 365 for Education, which provides students with secure communication and collaboration tools, including:

- 25 GB of email storage
- 7 GB of online file storage
- Shared calendars
- Office Web Apps for online document editing
- Instant messaging and video chat
- Blogging and collaboration tools

Because these services are cloud-based, students can access their accounts from virtually any device with an internet connection.

Please remember that use of the University's email is a privilege and subject to the University's acceptable use policy. These email accounts are linked to Canvas for course access. Students should not change their email addresses within Canvas. Students are expected to check their University email accounts regularly, as it is the official method of communication between students, faculty, and staff.

Help Desk and Technical Support

American National University provides students with the digital tools and resources necessary for success in online and on-campus learning. The University utilizes Canvas as its primary learning management system, in addition to a variety of approved third-party platforms. Students receive a Microsoft Office 365 account and access to the Student Portal and Mobile App. For help with student email, the portal account, with attendance or registration concerns, financial aid, textbooks or scheduling, disabled Canvas accounts, or other matters, contact the Academic Advisor or email studentsupport@an.edu.

When encountering a technical or access issue, do not delay. Ask for help right away. Early communication prevents missed coursework and ensures uninterrupted access to classes and coursework.

CANVAS LEARNING PLATFORM

All students are required to complete the Online Orientation prior to beginning coursework. The orientation introduces course navigation, communication tools, and system requirements. Technical support for Canvas is available as follows:

- For immediate help, click "Need Help?" in the Canvas Global Navigation menu and choose Report a Problem or Chat with Canvas Support.
- Call the Canvas Student Support Hotline at 833.715.2291.
- Review the Canvas Student Guide and Basic Computer Specifications in the Online Orientation.
- For additional assistance, contact your Academic Advisor.

Students with questions about course content should contact the instructor of record using the contact information in the Canvas course. If the student does not receive a response within 24 hours, the student should email the Dean or Program Director with a forward of the previous correspondence.

THIRD-PARTY LEARNING PLATFORMS

Some courses use specialized educational tools. For assistance, contact the provider directly:

- McGraw-Hill Connect: https://mhedu.force.com/CXG/s/
- McGraw-Hill ALEKS: https://mhedu.force.com/aleks/s/
- PioneerRx: https://www.pioneerrx.com/Web/support-hub/
- Elsevier: https://www.elsevier.com/support
- Paradigm: https://paradigmeducation.com/contact/technical-support
- SIMTICS: https://www.simtics.com/contact/

ACADEMIC POLICIES

ACADEMIC CALENDAR

The University's Academic Calendar is published each calendar year and includes important dates such as term start and end dates, holidays, and registration deadlines. Students can view the most current calendar on the University's website or at the back of this catalog.

ACADEMIC TERM

For the convenience of its students, the University operates on a quarter-based schedule with year-round classes. The multi-term schedule enables students to complete their programs and enter the workforce as quickly as possible. Students may begin their programs at any of the starting dates during the year.

ACADEMIC YEAR

An academic year includes three (3) academic terms, totaling 30 weeks of instructional time, but the University follows a continuous enrollment model. This model enables students to start a program at any session. The student's academic year is defined by the session in which the student begins classes.

ACADEMIC CREDIT POLICY

American National University follows a quarter-hour credit system that aligns with widely accepted standards of academic measurement. Each quarter credit hour represents the equivalent of:

- 10 hours of academic engagement (lectures, discussions, or direct faculty interaction) and
- 20 hours of preparation and study outside of class.

This formula is known as the Carnegie Unit of Credit, which ensures consistency in how learning time and effort are measured across all courses. Most courses offered by the University are four (4) quarter credits, which means that each course requires approximately:

- 40 hours of academic engagement and
- 80 hours of independent study and preparation.

Class hours may include online participation, research, projects, assignments, and other activities that demonstrate achievement of course learning outcomes. When a course includes a lab (e.g., BIO261), 20 hours of laboratory work are equivalent to one (1) credit hour. When a course includes an externship or placement (e.g., PLG299), 30 hours are equivalent to one (1) credit hour. Students should expect to prepare for laboratory and externship or placement courses outside of the academic engagement hours listed here.

CODE OF ACADEMIC INTEGRITY

American National University is committed to fostering a learning environment built on honesty, trust, and respect. Academic integrity is the cornerstone of that commitment. Every member of the University community shares responsibility for upholding the highest standards of integrity in all academic work. Maintaining academic integrity ensures that each student's work reflects genuine learning and that the value of an education from the University is preserved.

WHAT CONSTITUTES ACADEMIC DISHONESTY

Academic dishonesty is any act intended to gain an unfair academic advantage or misrepresent one's own work or participation. It includes, but is not limited to, the following:

- Plagiarism: Presenting another person's words, ideas, or work as the student's own without proper acknowledgment or citation.
- Cheating: Using or attempting to use unauthorized materials, information, study aids, or technology during an assignment or examination.
- Self-Plagiarism: Submitting the student's own previous work (from the current or another course) without prior approval from the instructor.
- Inadequate Citation Practices: Failing to properly cite sources or follow published citation guidelines, even when unintentional.
- Misrepresentation of Academic Engagement: Logging into the learning management system (LMS) or other course platform without meaningful participation for the purpose of appearing active or present.

ENFORCEMENT AND REVIEW PROCESS

All University faculty and staff are responsible for enforcing this policy. If an instructor suspects a violation, the evidence and the student's work will be submitted to the Academic Review Committee for evaluation. The committee determines whether a violation occurred and, if so, the appropriate disciplinary action. Sanctions may include, but are not limited to:

- A failing grade for the assignment or course;
- Removal from the course;
- Academic probation, suspension, or dismissal from the University.

Repeated or egregious violations may result in permanent dismissal. Students have the right to appeal disciplinary decisions through the University's grievance procedures.

APPEALS

Students may appeal a decision in writing following the University's Grievance Policy. The Academic Review Committee's decision after appeal is considered final.

ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

The University recognizes there are instances in which the use of artificial intelligence (AI) may be a valuable learning tool, while in others, it should be prohibited. All sources, including AI, are to be disclosed. Specific guidelines for the use or prohibition of AI and its disclosure will be published as an announcement in the individual course. Students who are uncertain of what is expected of them should consult their instructors.

VETERANS USING GI BILL® BENEFITS

In the event a veteran student using GI Bill® benefits is dismissed from the University under the Academic Integrity or Professional Conduct policy, military education benefits will be terminated and could be recertified in the event the veteran student is reinstated.

PROFESSIONAL CONDUCT

At American National University, professionalism and mutual respect are essential to maintaining a positive learning environment. All students are expected to uphold the highest standards of personal and professional conduct, comply with University policies and procedures, and act in accordance with public laws and accepted ethical and professional norms.

Students are expected to demonstrate integrity, respect, and accountability in all interactions with peers, faculty, staff, and members of the broader community. Behavior that undermines these values, such as dishonesty, violation of University policies, damage or theft of property, harassment or infringement on the rights of others, or possession or use of alcohol or illegal substances on University premises, will be addressed. The University reserves the right to place a student on probation or to dismiss a student whose conduct is deemed inconsistent with the high standards set by the University. Students may appeal any such decision by submitting a written appeal in the form of a Grievance in accordance with the Grievance Policy.

If a veteran student using GI Bill® benefits is dismissed under the Academic Integrity or Professional Conduct policy, their military education benefits will be terminated and may be reinstated if the student is later reinstated at the University.

All members of the University community are expected to maintain professionalism, integrity, and respect when using University technology resources and participating in online learning environments. The following standards govern acceptable use of University software, internet, and equipment, as well as behavior in all virtual classes, meetings, and communications.

COMPUTING CONDUCT

The use of University software, the internet, and equipment supports the academic mission and administrative functions of American National University. The same principles that govern professional conduct and ethical behavior extend to all computing activities. Users must act responsibly, lawfully, and courteously in all digital environments.

University computing resources include any computer, network, peripheral, software, or other technology system owned or managed by American National University or National University Services, Inc. This includes both on-campus and remote access systems. All users of University systems are required to:

- Use computing resources ethically and lawfully. Each individual is responsible for the individual's own actions. Users who transmit or store illicit materials or unauthorized software are accountable for those actions and their consequences.
- Access only authorized systems. Users may access only those facilities for which they have been granted explicit permission. Authorization obtained through false or misleading information is invalid.
- Protect University data and systems. Users must safeguard their access credentials, passwords, and authorization codes and refrain from sharing them with others. Any security concerns, violations, or system vulnerabilities should be promptly reported to the appropriate instructor, site director, dean, or the Information Technology Department.
- Respect intellectual property rights. Unauthorized copying, distribution, or downloading of copyrighted materials, including software, text, music, and video files, is strictly prohibited and may result in University discipline and civil or criminal penalties under federal law (Title 17, U.S. Code).
- Comply with external network policies. When accessing external networks, users must adhere to the acceptable use policies established by those networks.
- Respect the privacy of others. Users must not access, disclose, or distribute another person's files, data, or email without explicit permission. Student records and related data are protected under the Family Educational Rights and Privacy Act (FERPA).
- Avoid unauthorized commercial or personal use. University systems may not be used for private business, fundraising, or other commercial purposes without written authorization.

- Refrain from illegal or disruptive activities. Prohibited actions include destruction or alteration of data, interference with system access, dissemination of malicious software, and attempts to subvert security or privacy measures.
- Identify oneself accurately in all communications. Users must not conceal their identities or impersonate others in any electronic communication.
- Understand that University systems are not private. Users do not own University accounts and should have no expectation of privacy in any electronic communication or data stored on University systems. The University reserves the right to access, monitor, and review electronic files and communications as deemed appropriate.

ZOOM USE AND VIRTUAL CONDUCT

Courses and meetings conducted through Zoom or other online platforms are considered official University learning environments. Students, faculty, and staff are required to comply with Zoom's Acceptable Use Policy and the following University standards for virtual behavior:

- Identification: Participants must sign in using their full first and last names as listed on the official class roster. Students who have changed their names since enrollment should notify their academic advisor to update records.
- Professionalism and Engagement: Participants should remain attentive and engaged in class activities. Unrelated applications or notifications should be closed during sessions.
- Video Etiquette: Cameras should be turned on. Backgrounds should be appropriate, and personal environments should be free of distractions or inappropriate content.
- Audio Etiquette: Microphones should remain muted when not speaking. Using a headset is encouraged to enhance audio quality. Participants should join sessions from a quiet location.
- Chat Conduct: Chat messages must remain relevant to class discussions. Side conversations, inappropriate comments, or disruptive behavior in the chat are not permitted.
- Dress and Appearance: Participants are expected to dress appropriately for a professional learning environment, like business casual standards in a classroom or workplace setting.
- General Etiquette: Virtual classes are extensions of the face-to-face classroom. Participants must:
    - Wait at least 10 minutes if technical issues delay the start of class.
    - Be mindful of the surroundings visible on camera.
    - Avoid distracting or animated virtual backgrounds.
    - Refrain from any conduct that disrupts instruction.

Instructors have the right to remove disruptive participants from class sessions using Zoom's security features. All Zoom sessions, including video, audio, and chat text, may be recorded for academic purposes.

POLICY VIOLATIONS

Individuals who witness or are informed of a potential violation are required to immediately investigate (as a staff/faculty member) or inform a member of the University leadership. If a policy violation is proven, the leader must take appropriate responsive action and report the violation to the Senior Executive Vice President of Operations or the Vice President of Academic Affairs, who will determine whether any disciplinary measures are necessary.

ATTENDANCE POLICY

The University believes that consistent participation and engagement are vital to student success. Just as reliability and accountability are expected in professional life, regular attendance and active participation

are essential parts of the educational experience. Students who stay engaged in their courses are far more likely to achieve academic success.

EXPECTATIONS FOR ATTENDANCE AND ENGAGEMENT

Students are expected to attend all class sessions (for on-site courses) and to actively participate in all online courses each week. "Attendance" in an online course is defined as meaningful academic engagement such as submitting an assignment, posting a discussion response, completing a quiz or test, or participating in instructor-led learning activities. Simply logging into Canvas without completing academic work does not count as attendance.

Students are required to participate by posting to asynchronous threaded discussions as outlined in the course and by attending online synchronous class sessions (Global Learn™) as scheduled. Participation (i.e., attending from an appropriate, quiet location; keeping a camera on with the student's face visible throughout the session; and adhering to professional behavior and dress) is a required component of the course. Students are encouraged to participate each week in online chat room sessions facilitated by the professor in each course.

Whether the course is delivered in a physical classroom or via Global Learn™, students are expected to attend each live session. Each required class session includes in-class assignments collectively worth 40% of the total course grade.

CONSECUTIVE ABSENCES – 5-WEEK TERMS

If a student misses three (3) to seven (7) consecutive days, including weekends—or, in the case of an online course, fails to submit work during that same period—the University will attempt to contact the student to determine the student's intentions:

- Students who do not intend to return to class will be withdrawn immediately.
- Students who intend to return must notify the University in writing within two (2) days following the seventh consecutive day of absence, indicating the expected date of return, which must be no later than the ninth (9th) day from the last date of attendance.
- Students who do not return by the ninth day will be withdrawn. The Last Date of Activity (LDA) will be recorded as the seventh consecutive day of absence.

The University may unofficially withdraw a student after seven (7) consecutive calendar days of absence from all courses. The LDA becomes the seventh day from the last date of attendance, and the University will complete a Return to Title IV calculation in compliance with federal regulations. Term breaks on the academic calendar do not count toward the seven days; however, legal holidays, Saturdays, and Sundays do count during an academic term.

CONSECUTIVE ABSENCES – 10-WEEK TERMS

If a student misses seven (7) to fourteen (14) consecutive days, including weekends—or, in the case of an online course, fails to submit work during that same period—the University will attempt to contact the student to determine the student's intentions:

- Students who do not intend to return to class will be withdrawn immediately.
- Students who intend to return must notify the University in writing within five (5) days following the fourteenth consecutive day of absence, indicating the expected date of return, which must be no later than the twenty-first (21st) day from the last date of attendance.

- Students who do not return by the twenty-first day will be withdrawn. The Last Date of Activity (LDA) will be recorded as the fourteenth consecutive day of absence.

The University may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all courses. The LDA becomes the fifteenth (15th) day from the last date of attendance, and a Return to Title IV calculation will be completed. Legal holidays and term breaks on the academic calendar do not count toward the fourteen days.

ATTENDANCE EXCEPTIONS

The University understands that extenuating circumstances may occasionally prevent a student from attending a required synchronous class session. A student may request an attendance exception as follows:

1. Exceptions are reviewed on a case-by-case basis and must involve circumstances beyond the student's control.
2. Supporting documentation is required.
3. The request must be submitted within seven (7) days of the absence.
4. If approved, the student will receive an alternate assignment of equal rigor and similar content, with the same time allowance for completion as afforded to students who attended the session.

The exception is not approved until the student receives confirmation from an Academic Advisor. Students who fail to meet academic standards or complete make-up work will still receive a failing grade. Note: Not all courses or programs are eligible for attendance exceptions.

VETERANS USING GI BILL® BENEFITS

All veteran students receiving education benefits must complete an Enrollment Certification Form each term to ensure their benefits are properly certified. Students using Chapter 33 (Post-9/11 GI Bill®) benefits are also required to verify their enrollment status each month to continue receiving their Monthly Housing Allowance (MHA) and/or kicker payments. Verification may be completed via text message or by phone, as directed by the U.S. Department of Veterans Affairs.

If a veteran student is withdrawn due to non-attendance, their education benefits will be terminated and may be reinstated if the student is readmitted and resumes coursework in accordance with University and Department of Veterans Affairs' guidelines.

RESIDENCY REQUIREMENTS

Not every course requires a residency; however, when a student is scheduled in a class that includes residency, the student is required to attend all residency sessions on campus. For example, if a student is scheduled for a weekend residency session, the student must attend all three (3) days of the session. Missed sessions will result in a failing grade for that session's assignments and may lead to the loss of F-1 visa status for international students studying in the United States. Domestic students in a residency class are required to attend a specified day and may choose whether to attend in person or via video conference.

ON-CAMPUS RESIDENCY MAKE-UP SESSIONS

Students who are studying in the United States on F-1 status may make up no more than one (1) residency session within an academic year (which is three [3] 10-week quarters) for any reason. If approved, the student will be charged $625 for the make-up session. Students with documentation of circumstances that were outside the student's control (such as natural disasters, jury duty, accidents, or family deaths) may

present this documentation to request a waiver of the $625 fee. Complete and authentic documentation indicating references to dates and times that coincide with the original residency schedule must be presented to the Senior Executive Vice President of Operations to be considered for the waiver. Makeup residency sessions will only be offered when the campus is open, typically on weekdays based on the availability of campus personnel. Under no circumstances will a makeup session be held after the end of the term. A missed makeup residency session will result in a failing grade (F) in the residency course and may lead to the loss of F-1 visa status for international students studying in the United States.

Leave of Absence Policy

American National University recognizes that life can be unpredictable and that students may need to temporarily pause their degree pursuits. This policy exists to help students navigate that process by explaining how to request a temporary "Leave of Absence" (LOA) for a planned, one-quarter break. Throughout this process, students must remember to communicate with their Academic Advisors. The advisor is the student's best resource and can guide the student through the process.

KEY DEADLINE

Requests for a leave of absence must be submitted and approved at least 21 days before the first day of the quarter the student plans to be absent.

TERM LOA POLICY FOR TITLE IV FEDERAL FINANCIAL AID RECIPIENTS

Students who receive federal financial aid under Title IV of the Higher Education Act (for example, Federal Direct Loans or Pell Grants) must be aware that taking a Leave of Absence can affect their financial aid eligibility. An approved LOA under Title IV regulations:

1. May not exceed 180 days within any 12-month period.
2. Must be requested in writing before the student stops attending courses.
3. Must include a stated reason for the leave that is approved by the University.

The length of this LOA cannot exceed one full term. A student may be approved for more than one LOA in a 12-month period. The number of days in the approved LOA, when added to the number of days in all other approved leaves of absence, cannot exceed 180 days in any 12-month period.

The University may not assess additional charges to a student returning from LOA, and the University may not award any additional Title IV aid until the student has completed the coursework in which the student was enrolled when the leave was granted. Additional requirements include:

- Students will begin the LOA at the beginning of a term.
- Students will remain in LOA until the end of the term leave unless they notify the University of an official request to withdraw. Students may not return early from LOA.
- The Academic Advisor and Dean/Program Chair will remain in communication with the student during the approved leave time frame.
- Students will receive monthly communication, notification of next term schedule, and program updates.

While on an approved LOA, the student is enrolled for Title IV purposes, and no return of federal funds is required. If the student does not return by the end of the approved leave, the withdrawal date will be the date the student began the LOA, and a Return of Title IV Funds calculation will be performed as required

by federal regulations. This may result in a balance owed to the University and to the Department of Education.

Students must post attendance in the first week of the subsequent term in all scheduled courses to be considered returned from LOA. If a student does not resume attendance at the end of the approved Title IV Term LOA, the University must treat the student as a withdrawal and perform the return to Title IV calculations based on the last date of attendance before the approved leave was granted.

Students should speak with the Financial Aid Office before submitting a Leave of Absence Request Form to fully understand how the leave may affect financial aid eligibility, loan deferment status (including the exhaustion of some or all of the student's grace period), and repayment timelines.

INTERNATIONAL STUDENTS (F-1 VISA)

International students studying in the United States on an F-1 visa must follow this process to take a semester-long break:

1. Annual Vacation Break: After successfully completing three consecutive 10-week quarters (a full academic year), the student is eligible for a one-quarter break. Here is how to request the break:
    a. Complete the "Leave of Absence Request Form" (available from the Advisor).
    b. Send the completed form to the Academic Advisor. Digital signatures, scanned copies, or even high-quality photos of the form are all acceptable.
    c. Receive confirmation of the request's approval or denial within the first five business days of the quarter.
2. If the student plans to leave the country during the break, meet with the Designated School Official (DSO) prior to departing, as the DSO must sign (endorse) your I-20 form for travel.
3. The student must return to the University and resume studies by the expected return date. Failing to return on time can put the student's visa status at risk.

RETURNING TO YOUR STUDIES

When the leave is over, the student must be in good academic and financial standing with the University. The Academic Advisor can answer any questions students may have.

MEDICAL REDUCED COURSE LOAD POLICY (INTERNATIONAL STUDENTS)

International students in F-1 status are generally required to maintain full-time enrollment from the start of their program until program completion. Under federal immigration regulations, the Student and Exchange Visitor Program (SEVP) permits a Medical Reduced Course Load (MRCL) when a student is temporarily unable to maintain a full course of study due to a documented medical condition. Students experiencing a qualifying medical condition should consult with their Academic Advisor before reducing enrollment. Approval must be granted prior to any reduction in course load and approved Medical Reduced Course Loads are recorded in the student's SEVIS record.

A Medical Reduced Course Load is approved on a term-by-term basis. Students must provide a doctor's note from a U.S.-licensed Medical Doctor (MD), Doctor of Osteopathy (DO), or Clinical Psychologist/Psychiatrist recommending a Medical Reduced Course Load for the applicable term dates. The doctor's note must specify whether the student should drop all courses or reduce enrollment, including any modality limitations (e.g., residential or online), as applicable. General medical records or reports that do not include a recommendation for a reduced course load may not satisfy this requirement.

Students may request an MRCL prior to the start of the term. Requests must be received and approved no later than the last day of the Drop/Add period of the term in which the change is requested. If a student is officially withdrawn, unofficially withdrawn, or administratively withdrawn prior to the effective date of an approved Medical Reduced Course Load, the approval will be voided and no MRCL will be applied to the student's SEVIS record.

Students may renew an MRCL for additional terms, if needed, by submitting a new request and updated doctor's note each term. An MRCL may be used for multiple terms but may not exceed 12 months aggregate per program level. Prior authorized medical reduced course load time at the same program level may count toward the 12-month aggregate limitation.

Students are expected to resume full-time enrollment by the return date indicated in the approved MRCL. Failure to resume full-time enrollment as required may result in withdrawal from the University and may result in loss of F-1 eligibility and SEVIS action. An MRCL has no effect on the student's standards of progress, as the student remains actively enrolled; however, a course reduction may influence program completion time.

Field Experience and Placement Requirements

Several programs require students to complete supervised, hands-on experience outside the classroom. In this Catalog, a "Field Placement" is any required clinical placement, externship, internship, practicum, or other supervised field experience that a program requires for progression or graduation. This Field Placement requirements policy applies to every program that includes such an experience, and a student must satisfy them in addition to the program's coursework.

A Field Placement requirement is a graduation requirement of the program that includes it. Failure to meet a Field Placement requirement, including failure to secure or complete a required placement, failure to meet the clinical, professional, or site-supervisor standards of the placement, or removal from a site for conduct or performance, is a violation of the academic requirements of the program. When Field Placement performance is not measured by grade point average or completion rate, the University addresses it through the academic standing process, which may result in Academic Warning, Academic Probation, or Academic Dismissal, as described under Field Placement Compliance in the Satisfactory Academic Progress, Academic Standing, and Financial Aid Eligibility Policy.

Externships

Externships are valuable, hands-on learning experiences that allow students to apply what they have learned in the classroom to real-world settings. Externships enable students to explore career options, acquire professional skills, and connect with professionals in the field. Externships are generally unpaid and vary in duration by program. The following are required externship hours in undergraduate programs:

Program	Required Hours (approximate hours per week)
Health Information Management	120 hours (12 hours per week)
Medical Assisting	160 hours (16 hours per week)
Paralegal Studies	120 hours (120 hours per week)
Pharmacy Technician I	120 hours (12 hours per week)
Pharmacy Technician II	130 hours (13 hours per week)
Phlebotomy/ECG Technician	120 hours (12 hours per week)

PLANNING FOR THE EXTERNSHIP

Finding and preparing for the externship takes time, so students should start planning early in their programs. The Externship Coordinator (or the Dean/Program Chair) is the student's primary point of contact and will assist in identifying potential sites, completing documentation, and preparing for placement. The Dean/Program Chair works closely with the Externship Coordinator to ensure the chosen site and learning experience meet University standards.

REQUIRED PREPARATION COURSES

Students complete two important, detailed, non-credit courses prior to the externship term to ensure their readiness. Externship Prep Requirements (e.g., HIM001) is taken two terms before the externship. The student will complete assignments to prepare for interviews and submit early documentation, such as immunization records and CPR certification. Pre-Externship Requirements (e.g., HIM002) is taken one term before the externship to finalize site-related requirements like drug screening results and background checks. Students must successfully complete both courses before being scheduled for the externship.

FINDING AN EXTERNSHIP SITE

Students can review the University's growing list of externship sites on the following website: https://an.edu/clinicals-externships/. If students live in an area without listed sites, they are encouraged to research local employers, clinics, and organizations that may be open to hosting students. The Externship Coordinator will guide each student through identifying and contacting these sites. Nonetheless, students are required to attend externship at an approved site and are responsible for all costs associated with travel, accommodations, childcare, and time off work.

CAREER SERVICES SUPPORT

During the required preparation courses, students will connect with Career Services (CareerServices@an.edu) to register for Career Connect, create a resume and cover letter, and learn about upcoming career fairs. Each term during the externship, Career Services hosts a "Get to Know" session to help students explore employment opportunities.

PRACTICUM REQUIREMENTS

Practical learning is an integral component of designated graduate programs, requiring students to apply academic concepts in real-world professional settings, gain valuable career-related experience, and strengthen their professional skills. Students in the master's programs in business administration and information technology must complete at least 50 practicum hours per term during their programs. Practicum is required throughout the student's program, including during leaves of absence or full-term breaks.

Students are responsible to find and maintain their own practicum experiences. Working with their academic advisors, they must complete and return a practicum proposal form before each term begins in order to ensure the location and work being completed for the practicum are approvable as relevant and integral to the program. Students must complete and return, at the end of the term, all information on the practicum proposal form to track completion of the required number of hours.

If a student cannot fulfill the minimum 50 practicum hours for any given term, he or she will be placed on academic warning and given one (1) additional semester to complete the remaining hours of the practicum requirement in addition to the 50 required hours of the new term. If the remaining and current practicum

hours are not completed by the end of the following semester, the student is subject to dismissal from the program.

TYPES OF APPROVED EXPERIENCES

Students may complete their experiences in one of the following settings:

- A business or organization that agrees to supervise the experience.
- A nonprofit or community service organization with an approved cooperative agreement.
- Another entity that supports student training and is approved by the University.

Students physically present in the United States must complete their experiences with organizations operating within the United States and in accordance with applicable federal, state, and local regulations. Students located outside the United States may complete their experiences with organizations operating in their countries of residence or another country, subject to University approval and compliance with applicable local laws and regulations.

VERIFICATION AND DOCUMENTATION

To ensure that a student's hours, learning objectives, and site supervision meet University requirements, placements (e.g., employment) are verified each term. Before seeking employment, students are encouraged to use the University's P@TH Analyzer (available at Home of the Career Services page) to ensure the planned employment is relevant and integral to the program. Students who have not completed the required minimum practicum hours before the start of their final terms, those who are on academic warning without an approved plan to come into compliance, and those who are on academic probation without active employment to rectify the deficiency will be unable to complete the final term until an acceptable plan to complete all requisite hours has been established between an employer, the student, and the University.

Standard Course Load and Program Length

Undergraduate Students

At American National University, full-time undergraduate students enroll in at least 12 credit hours per 10-week term. This typically includes three different 4-credit courses offered across either 5-week or 10-week sessions.

- Full-time: 12 or more credit hours per term
- Half-time: 6–11 credit hours per term

Students may enroll in up to 20 credit hours in a single term (typically five distinct 4-credit courses). However, enrolling in more than 12 credits requires prior approval from the Dean/Program Chair to ensure an appropriate academic balance. To estimate how long it will take to complete a degree, divide the total program credits by the number of planned credits in each term. For example:

- A 180-credit bachelor's degree completed at 12 credits per term takes 15 quarters (180 ÷ 12 = 15).
- Taking 16 credits per term reduces that to approximately 12 quarters.
- Taking the maximum 20 credits per term can shorten completion to 9 quarters (~22 months).

Graduate Students

Full-time graduate students enroll in at least 8 credit hours per 10-week term, which typically means two 4-credit courses offered across 5-week or 10-week sessions.

- Full-time: 8 or more credit hours per term
- Half-time: 4-7 credit hours per term

Graduate students may enroll in up to 16 credit hours per term (four 4-credit courses), with approval from the Dean/Program Chair required for enrollment exceeding 8 credits, providing the required coursework is available. To estimate the time to completion, divide the program's required credits by the number of planned credits in each term. For example:

- A 56-credit graduate program completed at 8 credits per term takes 7 quarters (56 ÷ 8 = 7).
- Taking 12 credits per term shortens the program to 5 quarters, which may be completed within a calendar year.

Technology Requirements

To ensure academic success, students must have access to a reliable computer that meets or exceeds the University's minimum technical standards and a smartphone with access to the internet. These requirements support all programs at American National University and are designed to remain sufficient throughout a student's entire program of study, but students may benefit from taking advantage of regular hardware and software advances. Specific courses may require additional software or applications. While Mac computers can access most University resources through remote tools, Windows-based systems are recommended and supported.

Minimum Computer Specifications

Component	Minimum	Recommended	Best
CPU	4-core, 3.0 GHz	6-core, 3.0 GHz	8-core, 3.0 GHz
RAM	16 GB	32 GB	32 GB
Storage	500 GB SSD	1 TB SSD	1 TB SSD

Component	Minimum	Recommended	Best
Graphics	Integrated or 2 GB (DirectX 11)	4 GB or NVIDIA 4 GB (DirectX 11)	4–6 GB NVIDIA (DirectX 11)
Operating System	Windows 11 (64-bit, Professional Edition only)	Same	Same
Required Accessories	2 USB 3.0 ports, microphone, camera, external or cloud-based USB drive (500 GB for backup)	Same	Same

Note that mobile devices such as tablets or smartphones may be used for light tasks (checking grades, messages, or due dates in Canvas) but are unsuitable for taking exams, uploading assignments, or completing coursework.

Required Software and Applications

- Microsoft Office: Excel, OneNote, Outlook, PowerPoint, Word, and Forms
- Internet browsers (multiple recommended): Microsoft Edge, Google Chrome, Safari, Firefox
- Adobe Acrobat (to read PDF documents)
- Zoom Desktop Client (Download)

System Maintenance

Students are responsible for maintaining their systems, including:

- Keeping Windows Updates, .NET Framework, and security software current
- Ensuring stable internet access (minimum 10 Mbps recommended)
- Backing up course files regularly to an external or cloud drive

Proctored Assessments and Examinations

To maintain academic integrity and verify student identity, the University administers proctored assessments and examinations within its degree programs. Most of these proctored exams are administered during live, synchronous class sessions. All other proctored assessments will be taken via Respondus Monitor, which requires the use of a lockdown browser. Before the assessment is administered, students must present a valid government-issued photo identification (or an alternative approved form of identification). During the assessment, the faculty member administering the assessment observes the student to ensure that the person completing the work is the enrolled student. By using this process, the University upholds its commitment to academic integrity and honesty.

Change of Student Information

Students are responsible for keeping their personal information current with the University. If a student's address, phone number, email, or employer changes, the student must inform the Academic Advisor immediately.

Name Change Policy

To change a student's legal name on file with the University, the student must submit the following items to the Office of Student Services:

- Copy of the updated Social Security card (when applicable)
- Driver's license or other government-issued ID reflecting the new name

Once all required items have been received and verified, the student's name will be updated in all University records and official documents.

Satisfactory Academic Progress, Financial Aid Eligibility and Academic Standing Policy

The University requires all students to maintain Satisfactory Academic Progress (SAP) toward the successful completion of their degree programs. SAP applies to all students, regardless of whether they receive financial aid, and is reviewed after each academic term. The University evaluates student progress under three related but distinct designations: (1) Satisfactory Academic Progress (SAP), the measurement of academic performance against the qualitative and quantitative standards below; (2) Financial Aid Eligibility, which governs continued access to Title IV and other financial aid; and (3) Academic Standing, the University's determination of whether a student is in good standing, on warning, on probation, or subject to dismissal. A single evaluation may affect one, two, or all three designations.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To meet Satisfactory Academic Progress and remain eligible for financial aid, students must meet both qualitative and quantitative standards:

1. **Cumulative Grade Point Average** (Qualitative Measure) - Students must maintain a minimum Cumulative GPA through specific credit hour markers for the duration of their programs.
2. **Completion Rate** (Quantitative Measure) - Students must successfully complete a specific percentage of all of their attempted credits or clock hours (measured cumulatively).
3. **Maximum Timeframe:** Students must complete their programs within 150% of the published program length, measured in attempted credits.

SAP AND FINANCIAL AID EVALUATION AND STATUS DESIGNATIONS

SAP and Financial Aid Evaluation follow the same evaluation process, as Financial Aid Evaluation requirements must be at least as strict as the academic progress standards applied to comparable students who are not receiving Title IV aid. These designations are evaluated at the end of each term based on cumulative performance. The University uses the following status designations:

Status	Description	Financial Aid	Enrollment
Good Standing	The student meets the GPA and completion rate requirements.	Eligible for financial aid.	May continue enrollment.
Academic Warning (SAP)	The student fails to meet SAP standards for the first time. The University provides advising and instructor assistance.	Financial Aid Warning: aid continues for one payment period (term).	May continue enrollment.
Academic Probation (SAP) This designation is only available after a successful appeal.	The student successfully appeals by demonstrating a likelihood of meeting SAP and begins to follow an approved academic plan.	Financial Aid Probation: aid continues under the terms of the approved appeal.	May continue enrollment. **Note:** as long as students are following the approved academic plan, they may continue enrollment.
Academic Dismissal (SAP)	The student fails to meet SAP standards and is not eligible for; or is denied, an appeal. The University removes the student from the program.	Not eligible for financial aid	Enrollment ends, subject to the appeal rights described below
Aid Ineligible	The warning and, where applicable, probation periods end without the	Not eligible for financial aid	May continue only by making alternative

Status	Description	Financial Aid	Enrollment
	student meeting SAP or obtaining a successful appeal; the University has dismissed the student, but the student returns with alternative payment arrangements for funding the continued program.		payment arrangements with the University.

Academic Dismissal may also result from failure to meet Field Placement requirements, independent of Satisfactory Academic Progress. See the Field Placement Standing table under Field Placement Compliance.

If a student who was previously not meeting SAP meets all standards at the next evaluation point, the student is returned to Good Standing, and full financial aid eligibility is restored for subsequent terms.

EVALUATION LADDERS

Evaluation ladders are built on the principle that the qualitative standard reaches a 2.00 cumulative GPA and the quantitative standard reaches two-thirds completion at whichever comes first: the end of the second academic year (72 undergraduate credits, 48 graduate credits) or the point at which the program's full credit total has been attempted. Evaluation occurs at the end of every term, regardless of where a student falls. The ladders below set the minimum cumulative GPA and completion rate required at each evaluation point, by program length.

28 Credit Ladder (Certificate in Paralegal Studies)

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
12	1.00	8	two-thirds
24	1.90	16	two-thirds
25 and above	2.00	n/a	two-thirds

36 Credit Ladder (Diploma in Phlebotomy and ECG Technician)

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
12	1.00	4	one-third
24	1.75	12	one-half
36	2.00	24	two-thirds
37 and above	2.00	n/a	two-thirds

48 Credit Ladder

Applies to: Diploma in Business Administration, Diploma in Medical Billing and Coding, Diploma in Pharmacy Technician, Certificate in Medical Assisting, and Certificate in Administrative Medical Assisting.

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
12	0.67	4	one-third
24	1.55	12	one-half
36	1.85	20	five-ninths
48	2.00	32	two-thirds
49 and above	2.00	n/a	two-thirds

60 Credit Ladder (Diploma in Accounting)

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
12	0.33	4	one-third
24	1.40	12	one-half
36	1.75	20	five-ninths
48	1.90	32	two-thirds
60	2.00	40	two-thirds
61 and above	2.00	n/a	two-thirds

84+ Credit Ladder

Applies to: Certificate in Practical Nursing (84); AS Business Administration-Accounting, AS Business Administration-Management, AS Information Technology, AS Paralegal (92); AS Health Information Management, AS Administrative Medical Assisting, AS Medical Assisting, AS Pharmacy Technician (96); AS Nursing (119); BBA Accounting, BBA Management, BS Cybersecurity, BS Information Technology, BS Medical and Health Services Management, BS Nursing (180).

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
12	0.00	0	n/a
24	1.00	8	one-third
36	1.50	16	four-ninths
48	1.75	28	seven-twelfths
60	1.90	36	three-fifths
72	2.00	48	two-thirds
73 and above	2.00	n/a	two-thirds

Graduate Programs Ladder

Cumulative attempted credits	Minimum CGPA	Minimum earned	Minimum completion rate
8	0.00	0	n/a
16	1.00	4	one-fourth
24	1.50	12	one-half
32	1.75	16	one-half
40	1.90	24	three-fifths
48	2.00	32	two-thirds
49 and above	2.00	n/a	two-thirds

Non-credit Ladder (Vocational Certificate in English as a Second Language)

Requirement	Standard at every evaluation
Minimum grade	C or better in each course
Minimum completion rate	two-thirds of the attempted clock hours

THE APPEAL PROCESS

If a student is Dismissed after a period of Academic Warning, the student has the right to appeal. Valid reasons for an appeal include:

- A serious illness or injury to the student or an immediate family member.
- The death of an immediate family member.
- Other significant, unexpected circumstances that were outside of the student's control.

How to Appeal:

1. Complete the Appeal Form, which may be obtained from the Academic Advisor.
2. Provide supporting documentation as official proof of the circumstances (e.g., a letter from a doctor, a death certificate, police reports, etc.). This is a crucial and essential step.
3. Submit an Academic Plan, developed with an Academic Advisor, that shows exactly which courses the student will take to get back into Good Standing.

Each appeal is reviewed by an academic leader who notifies the student of the decision via email. All SAP determinations, including appeals decisions, are communicated to the student in writing and maintained in the student's permanent record.

- If the appeal is approved, the student is placed on Academic Probation. The student will remain eligible for financial aid while following the approved academic plan. The student must meet either the SAP standards, as presented in the ladders above, or the requirements of the approved academic plan, which may extend beyond one term and may run to program completion, with progress reviewed each term.
- If the appeal is denied, the student will be dismissed from the University (Academic Dismissal).

DURATION OF ACADEMIC WARNING AND PROBATION

Academic Warning and Academic Probation are temporary statuses intended to help a student return to satisfactory progress. As a matter of university policy, a student remains on Academic Warning for no more than one payment period (one term). If the student does not regain satisfactory progress by the end of that term, the student is removed from Academic Warning and, absent a successful appeal, is Dismissed from the University.

A student placed on Academic Warning may continue to receive Title IV aid for one payment period without an appeal. To continue receiving aid beyond that single payment period, the student must be placed on Academic Probation, which is available only after a successful appeal.

Following a successful appeal, a student may be placed on Academic Probation, which continues for the duration of the approved academic plan. The approved plan may extend beyond one term and run through program completion, provided the student meets each checkpoint of the plan. For financial aid, the student remains aid-eligible as long as the student meets the SAP standards or the requirements of the approved academic plan. A student who fails to meet the terms of the plan is subject to Dismissal.

DISMISSED VERSUS WITHDRAWN

The University distinguishes a student who is Dismissed from a student who is Withdrawn. Dismissal is a university-initiated action: the University removes the student from the program because the student has failed to meet the SAP standards, the terms of an approved academic plan, or another academic requirement (such as a practicum requirement), and has no remaining or successful appeal. Withdrawal is a student-initiated action: the student chooses to stop attending or formally requests to discontinue enrollment. Both end active enrollment, but only Dismissal is a university action carrying the appeal rights described above; a Withdrawal is processed under the Leave of Absence and Administrative Withdrawal policies and the applicable refund and return of Title IV funds rules.

REESTABLISHING ELIGIBILITY

A student may regain SAP and financial aid eligibility by successfully reapplying and completing sufficient coursework at the student's own expense to meet GPA and completion standards, or by meeting all requirements of an approved academic appeal.

ACADEMIC STANDING

Academic Standing is the University's determination of a student's standing independent of financial aid. Unlike SAP and Financial Aid Eligibility, which are measured solely by cumulative grade point average, completion rate, and maximum timeframe, Academic Standing reflects a student's compliance with program requirements that are not captured by those measures. The Academic Standing designations are similar: Good Standing, Academic Warning, Academic Probation, and Academic Dismissal. In addition to the requirements of SAP, a student may be placed on Academic Warning, Academic Probation, or Academic Dismissal for failure to satisfy non-SAP program requirements, including the Field Placement requirements described below, even where the student's grade point average and completion rate otherwise satisfy SAP.

FIELD PLACEMENT COMPLIANCE

Field Placement requirements are graduation requirements of the programs that include them, as set out in the Field Experience and Placement Requirements section. A student who fails to meet a Field Placement requirement, including failure to secure or complete a required placement; failure to meet the clinical, professional, or site-supervisor standards of the placement; or removal from a site for conduct or performance, is in violation of the academic requirements of the program.

Because Field Placement performance is not measured by a grade or by course completion, the University addresses this violation through its academic standing process: on a first occurrence the student is placed on Academic Warning and works with the Academic Advisor and the program on a plan to cure the deficiency; a student who does not cure the deficiency, who fails to meet the terms of the plan, or who is unable to complete the Field Placement requirement is subject to Dismissal from the program. Such action may result in dismissal even where the student otherwise satisfies the SAP standards and remains Aid-Eligible.

The following table summarizes Field Placement standing and its consequences. A Field Placement determination affects academic standing and enrollment; it does not, by itself, change financial aid eligibility, which is governed under Satisfactory Academic Progress.

Status	Description	Enrollment
Good Standing	The student is meeting all Field Placement requirements for the program.	May continue enrollment.
Academic Warning (Placement)	First failure to secure or complete a required placement, to meet the clinical, professional, or site-supervisor standards, or to maintain a placement. The student works with the Academic Advisor and the program on a plan to cure the deficiency.	May continue enrollment.
Academic Probation (Placement)	The deficiency is not cured within the plan period; the student continues under an approved cure plan.	May continue enrollment pending compliance.
Dismissal (Placement)	The student fails to meet the terms of the program, is removed from a site for conduct or performance, or is unable to complete the requirement. The student is not eligible for or is denied an appeal. The University removes the student from the program.	Enrollment ends, subject to the appeal rights described below.

ADMINISTRATIVE WITHDRAWAL

The University reserves the right to administratively withdraw any student when it determines that such action is in the best interest of the student, the University community, or both. Administrative withdrawal may occur for reasons including, but not limited to:

- Conduct or behavior that interferes with the learning environment or operation of the University;
- Failure to comply with university rules, regulations, or policies;
- Failure to meet attendance or participation requirements as outlined in this catalog; or
- Failure to meet financial obligations to the University.

Any student determined to be unwilling or unable to abide by university rules, regulations, or policies may be Administratively Withdrawn from enrollment at the University. Students who are removed under this policy may appeal their withdrawal by filing a grievance in accordance with the procedures set forth in the University's Grievance Policy.

UNDERSTANDING SATISFACTORY ACADEMIC PROGRESS (SAP)

The University is committed to helping all students understand how academic performance and course completion affect their eligibility to remain enrolled and, where applicable, to receive financial aid. The following examples and definitions are provided to clarify how Satisfactory Academic Progress (SAP) is calculated and maintained.

ATTEMPTED AND EARNED CREDITS

Attempted credits include all courses for which a student is officially registered and receives a grade (including grades of A, B, C, D, DPR, F, W, I, or AU). Earned credits include only those courses successfully completed with passing grades.

Incomplete grades (i.e., courses with a grade of "I") are counted as attempted but not earned until a final grade is submitted. Once a final grade is posted, the student's SAP will be recalculated.

Transfer credits accepted toward a student's program are counted as both attempted and earned when calculating SAP, but they are not included in the student's Cumulative GPA calculation.

For students who change programs and/or earn additional degrees, only those credits attempted and grades earned that count toward the student's current program of study will be included in the determination of the student's satisfactory academic progress.

Repeated course attempts are included among the students' attempted credits when calculating SAP completion rates, while successfully completed credits are counted only once.

COMPUTING A CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) is a summary of a student's overall academic performance at the University. It reflects the average of all the grades a student has earned in the courses and is used to determine the student's academic standing each semester. Here is how a CGPA is calculated:

- Each letter grade earned is assigned a grade point value (see the Grading Scales below).
- That grade point value is multiplied by the number of credits for the course to get the grade points for that class.

- The total grade points for all completed courses are added together.

Finally, that total is divided by the total number of credits the student has attempted for which a Grade Point Value is assigned (see Grading Scales for Grade Point Values) to find the student's CGPA. For example, if a student earned an A (4.0) in a 4-credit class and a B (3.0) in another 4-credit class, the student's total grade points would be:

(4.0 × 4) + (3.0 × 4) = 28.

Dividing that total of 28 by the total credits (8) displays the student's CGPA as 3.5.

COMPUTING A COMPLETION RATE

A student is enrolled in a 56-credit master's program. At the end of the second term, the student has attempted 16 credits and successfully completed 4 credits. The completion rate is calculated as follows:

4 (earned credits) ÷ 16 (attempted credits) = 25%.

Because this completion rate falls below the required one half minimum (note: no rounding is accepted when calculating a completion rate), the student does not meet SAP's quantitative measure. The student would be placed on Academic Warning for the next term. This student must raise the completion rate by the end of that term to avoid being Dismissed.

COMPUTING A MAXIMUM TIMEFRAME

Students enrolled in credit-hour programs must complete their programs within 150% of the published program length, measured in attempted credit hours. For example, a 56-credit master's program must be completed within 84 attempted credits (56 × 1.5 = 84). For students enrolled in clock-hour programs, maximum timeframe is measured in calendar time and may not exceed 150% of the published program length, as measured in calendar time. For example, the 1,080-clock hour (60 Weeks) English as a Second Language program, the maximum timeframe would be 90 weeks (150% of 60 Weeks). Students who can no longer complete their program within the Maximum Timeframe are Dismissed.

QUESTIONS OR ASSISTANCE

Students who have questions about their academic standing or SAP calculations are encouraged to contact the Academic Advisor or the Financial Aid Office for personalized guidance.

Grading Scales

Grades are awarded based on individual performance and are not graded on a curve.

NON-CREDIT SCALE

English as a Second Language certificate students must pass each course in the program with a "C" or better according to the following grading scale:

Letter Grade	Scale	Grade Point Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0

UNDERGRADUATE SCALES

Letter Grade	Scale	Grade Point Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0
I	Incomplete	N/A
W	Withdrawal	N/A
AU	Audit	N/A

A 2.0 CGPA is required to successfully complete the program.

Nursing students use the following grading scale for courses beginning with the NUR or PN prefixes:

Letter Grade	Scale	Grade Point Value
A	90-100	4.0
B	82-89	3.0
C	77-81	2.0
F	Below 77	0

GRADUATE SCALE

Letter Grade	Scale	Grade Point Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0
I	Incomplete	N/A
W	Withdrawal	N/A
P	Progress	N/A
NP	No Progress	N/A
AU	Audit	N/A

INCOMPLETES

Unexpected circumstances may prevent a student from finishing all course requirements on time. In these cases, a student may request an Incomplete (I) grade to allow extra time for coursework, rather than

receiving a final grade immediately. A student may request an Incomplete if all the following conditions are met:

- The student is unable to complete coursework due to circumstances beyond their control, supported by third-party documentation (for example, a doctor's note or employer verification).
- The request is made up to five days after the end of the course term and is approved by the course instructor, the Dean/Program Chair, and the Vice President of Student Services.
- The student has been actively participating in the course within the last 14 days of the term.

When an Incomplete is approved:

- Students have 10 calendar days after the end of the term to submit all outstanding coursework.
- No late penalties will be applied to these assignments.
- Once all work is submitted and graded, the instructor will submit a grade change form to replace the "I" with the final grade earned.
- If coursework is not completed within 10 days, the "I" will automatically revert to the grade earned before the Incomplete was granted.
- Extensions beyond the initial 10 days are only permitted in extreme circumstances by the Chief Academic Officer.
- While an "I" remains on record, it is temporarily treated as an "F" for Satisfactory Academic Progress (SAP) calculations.

Important Notes

- Certain time-sensitive coursework (e.g., discussion posts and live session participation) cannot be completed after the course ends and therefore cannot be included in an Incomplete.
- All remaining assignments must be submitted directly within the original course shell through the designated assignment drop boxes.

To request an Incomplete, the student must email the request with complete documentation of the circumstances to the instructor who will email the Academic Advisor. The advisor will complete the form and route it for approval.

WITHDRAWALS

Students who choose to withdraw from a course before completion receive a grade of "W." The "W" carries no credit and does not affect the Cumulative GPA; however, it counts toward the maximum timeframe and completion rate when measuring Satisfactory Academic Progress (SAP). Students who stop attending or submitting work but do not officially withdraw or request an Incomplete will receive a grade of "F." Students who must withdraw due to military service will receive the same consideration and grading standards as other students.

AUDITED COURSES

Students who wish to audit a course (attend without earning credit) must receive prior approval from the Vice President of Student Services. Audit students are expected to meet the same attendance requirements as other class members, but participation in assignments and projects is optional. The student's transcript will display "AU," indicating the course was audited and carries no grade or credit. A previously audited course may later be taken for credit, and students may choose to audit a course they have already passed. Course fees apply to all audited courses.

REPEATED COURSES

Students must repeat any course in which they earn a grade of "F," or "NP." In certain circumstances, students may choose to repeat a course to improve their understanding or raise their Cumulative GPA (CGPA). Only the highest grade earned will count toward the CGPA. All attempts will appear on the transcript, yet the credit for a repeated course is awarded only once. A single course may be repeated up to three times unless additional attempts are approved by the Chief Academic Officer. Standard tuition and fees apply at the current rate for all repeated courses.

TRANSCRIPT GRADING KEY

Grade	Meaning	Grade Points	Notes
	Standard Letter Grades (A-F)		
A	Excellent	4.0	Highest undergraduate performance
B	Above Average	3.0	Good work above expected standards
C	Average	2.0	Acceptable, meets minimum standards
D	Below Average	1.0	Passing for undergraduate credit Not passing for graduate credit
F	Failure	0.0	No credit earned
DPR	Core Prerequisite Failed (*) no longer used starting term 264	0.0	Required prerequisite not met; must retake
FS	Failure to Meet Enrollment Standards	Not Applicable (N/A)	Treated as a type of failure; often used for attendance or participation issues
	Transfer Grades		
T	Transfer Credit	N/A	Credit accepted from another institution; not factored into GPA
X	No Transfer Credit	N/A	Coursework not accepted for transfer credit
	Withdrawal/Repeat Grades		
W	Withdrew	N/A	Dropped the course after start date
R	Repeated Course	N/A	Highest grade for the course counts toward GPA
DR	Drop During Drop/Add	N/A	Student dropped during add/drop period
CN	Cancelled During Drop/Add	N/A	Student started but cancelled during add/drop.
	Special Status Grades		
I	Incomplete	0.0	Unfinished work must be submitted to earn a grade
PP	Pass	N/A	Used for pass/fail or non-credit work
FF	Fail	0.0	Used for pass/fail or non-credit work
AU	Audit Class	N/A	Taken for enrichment only, not for credit
NC	Refresher Course	N/A	Used for refresher courses (after Nov 7, 2016, assigned "AU")
Y	Course Passed, Credit Awarded	N/A	Earned via passing an internal challenge examination
LW	Work Experience Credit	N/A	Credit based on prior work or experiential learning
OC	Orientation Complete	N/A	Non-credit completion marker
OI	Orientation Incomplete	N/A	Non-credit incomplete marker

GRADE APPEAL POLICY

The University encourages open communication between students and faculty. Students with concerns about a course grade should discuss the issue directly with the instructor who issued the grade. Most concerns can be resolved through this conversation. If, after speaking with the instructor, the student still

believes the grade was assigned in error, the student may submit a formal grade appeal by following the steps below.

1. Submit an appeal within ten (10) business days after the end of the class by emailing gradeappeal@an.edu.
2. The written appeal should include the student's full name and student number, course name and term, a clear explanation of why the grade is incorrect, supporting documentation (e.g., graded assignments, screenshots, or other evidence), and a phone number and times to discuss the matter.

The appeal will be reviewed by the Dean or Program Chair within five (5) business days of receipt. If approved, a grade change form will be submitted to the Registrar for final approval. Once processed, the student will receive written notification by email. If denied, the student will be notified by email and provided with the reason for the decision.

If the student disagrees with the outcome of the grade appeal, the student may submit a formal grievance under the University's Grievance Policy, as described in this catalog.

Academic Honors

For the distinction of "High Honors," a student must graduate with a CGPA between 3.75 and 4.0. The distinction of "Honors" is awarded to a student who graduated with a CGPA between 3.50 and 3.74. The name of any student who earns a grade point average between 3.5 to 3.9 in an academic term will be placed on the Dean's List. The name of any student who earns a grade point average of 4.0 in an academic term will be placed on the President's List. The lists are prepared at the end of each term.

Program Modifications

COURSE SUBSTITUTIONS

Students may receive approval to substitute a course within a program (unless the requested course is used for programmatic assessment) by submitting the Course Substitution Form to the Academic Advisor.

TRANSFER OF COURSE CREDITS

Many students bring valuable learning from previous colleges and universities, which the University is proud to recognize. Applicants and students may transfer previously earned college credits toward a program at American National University, as long as at least 25% of the program's course credits are completed at American National University (or the corresponding American National University of Kentucky). The Registrar's Office will carefully review previous transcripts to ensure the previously earned credits align with the program requirements. Please note that while transfer credits count toward your total coursework, they do not affect a student's cumulative grade point average (CGPA).

To qualify for transfer credit, prior coursework must meet these standards:

- The course was completed for credit at an accredited institution.
- The course content, level, and learning outcomes are equivalent to the course at ANU.
- The student earned a grade of at least "C" (2.0 on a 4.0 scale).
- Courses completed more than five years ago may not be accepted due to the rapid rate of change in the field.

Students who wish to have their prior coursework evaluated for possible transfer credit acceptance must inform the University during the admissions process or may request a review from the Registrar's Office after acceptance into the University. The University will guide the individual through the process of requesting official transcripts and help ensure a smooth experience.

All prior coursework is reviewed to ensure it meets the University's standards. The University will not deny transfer credit solely based on the type of accreditation held by the sending institution. It is the student's own responsibility to avoid duplicating a course for which credit may be awarded. Any duplication that results in Title IV and Veterans overpayments to the student is the responsibility of the student.

Paralegal Program Transfer Credit

In compliance with ABA guidelines, no more than 16 quarter credits of Legal Specialty courses (i.e., those beginning with the PLG prefix) may be transferred into the Paralegal program. In addition, at least 9 semester credits (or equivalent) of PLG courses must be completed through synchronous instruction at ANU.

Approval for the credits transferred into the paralegal program will be provided by the Program Director to ensure the objectives and practical skills to be developed for the course for which credit is being awarded, meets the needs of the legal community the program serves, and is comparable to course work offered within the program.

Nursing Program Transfer Credit

No Nursing Specialty courses (i.e., those beginning with the NUR or PN prefixes) may be transferred into the certificate, associate, or baccalaureate programs in nursing.

Program Core Transfer Credit

Courses designated as part of the Program Core in a programmatically accredited program (e.g., ABA-approved Paralegal Studies) will only transfer if earned in a program with comparable programmatic accreditation.

Transfer Credit Appeals

Students who wish to appeal a transfer credit decision may submit a Transfer of Credit Appeal Form with a course syllabus or other supporting documentation to the Academic Advisor. The Advisor will forward the materials to the Registrar who will review the appeal with the Dean or Program Chair. If either was involved in the initial decision, the appeal will be reviewed by the Vice President of Academic Affairs. Students will receive a written decision from the Registrar within 10 business days.

Articulation Agreements

American National University has articulation agreements with several institutions to promote the acceptance of equivalent courses and collaborate on providing continued educational opportunities for students.

The following Institutions have signed articulation agreements with American National University for ease of student transfer:

- Ajeenkya D.Y. Patil University
- Blue Ridge Community and Technical College

- Global Leadership University
- Graduate University of Mongolia
- Institute of Medical and Business Careers
- International American University
- Moravian College
- Ohio Valley College of Technology
- Royal International University
- Sullivan University
- West Virginia Junior College

CONVERSION OF SEMESTER TO QUARTER HOURS

Courses completed in a semester-hour system that are equivalent in content, rigor, and learning outcomes to courses at American National University will be considered for transfer credit. For conversion purposes, one (1) semester credit hour is equivalent to 1.5 quarter credit hours. To determine quarter credit hour equivalents, the number of semester credit hours earned will be multiplied by 1.5. When the result includes a fraction, the number of semester credit hours will be rounded up to the next full credit hour for the benefit of the student. For example, a course valued at three (3) semester credit hours converts to 4.5 quarter credit hours, which will be rounded up to five (5) quarter credit hours of transfer credit.

TRANSFERABILITY OF EARNED CREDITS

Students and graduates should note that when seeking to transfer credits from American National University to another educational institution, the receiving institution has full discretion as to which credits are accepted in transfer.

GLOBAL FOCUS CLASSES

When any course is offered, the University will limit the course size of didactic courses to no more than 30 students (or lower when required by a regulatory entity). If a course does not have at least three (3) registered students within seven (7) days of the scheduled term start, that course will be reviewed for cancellation or conversion to a directed study ("Global Focus" class). Global Focus classes ensure that students can complete their required coursework while maintaining academic rigor and receiving the appropriate support.

A student may be eligible for a Global Focus if:

- The course is required for a student's timely graduation,
- The student has no alternative course options within the academic year,
- The student is meeting Satisfactory Academic Progress (SAP) requirements as defined by University policy, and
- A faculty member is available to supervise the course.

To be approved, the student must:

- Submit a request that is endorsed by the student's academic advisor.
- Receive approval from the Dean/Program Chair.
- Agree to follow the standard syllabus and meet all deadlines set by the instructor.

Approved students will complete coursework through Canvas. During Week 1 of the course, students are required to meet with the instructor to review the course expectations. The student is required to follow

the established course schedule and meet (or exceed) all deadlines set by the instructor. It is the student's responsibility to maintain proactive communication with the instructor regarding academic progress or challenges in a Global Focus course.

EXPERIENTIAL CREDIT

The University offers credit for what the student has already learned (sometimes called "Credit for Prior Learning;") however, it does not give the student automatic credit for experience. Each student must work directly with the Academic Advisor to complete the process of applying for credit.

To be eligible to receive prior learning credit for a course, students must demonstrate that past experiences meet the course learning objectives. There are a variety of options to help the student do this:

- Taking a University-administered Challenge Exam
- Military Training
- Passing competency-based examinations
- Presenting a Portfolio of Prior Learning Assessment (PLA)

CHALLENGE EXAM POLICY

The University offers Challenge Examinations to allow students to demonstrate prior learning and mastery of course outcomes in lieu of completing the full course. The exams provide eligible students with the opportunity to earn course credit by successfully demonstrating proficiency through a comprehensive assessment aligned with the course learning outcomes.

ELIGIBILITY

Exams are available for limited, non-core courses as determined by the academic department. Students may not take an exam for a course in which they are currently enrolled and must obtain approval to take the exam from both the Department Leader (usually the Dean or Program Chair) and Student Services. A current list of eligible courses is available from the Academic Advisor.

Exams must be requested and completed within the first 35 calendar days of each academic term. Once a student enrolled in a course has passed the Drop/Add period, the student may not take that course's exam for that term.

REQUIREMENTS

A minimum score of 70% on the exam (equal to a "C" grade) is required to earn credit. Students are permitted 1 retake to earn the minimum score. No more than two total attempts are allowed per exam.

TRANSCRIPT AND ACADEMIC RECORD

Students may satisfy no more than 25% of the total credits required for their declared programs through challenge exams. Upon earning the minimum score, the student will receive credit for the course, and the grade earned on the examination will be recorded on the student's academic record and included in the GPA calculation.

If a student successfully tests out of a course in which an unsatisfactory grade was previously earned, the prior grade will be replaced with the successful exam grade, the student's GPA will be recalculated accordingly, and the additional attempted credits will be included in the student's maximum timeframe calculation for financial aid purposes.

If a student is in warning, appeal, or probationary status, any resulting GPA change will not remove that status until the next scheduled academic progress evaluation (typically at the conclusion of the next term of enrollment).

Military Training

American National University recognizes the valuable learning and leadership experiences gained through military service. Credit may be awarded for military training and occupational experience as recommended by the American Council on Education (ACE), provided the training is relevant to the student's program of study.

Students must submit an official Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript for evaluation. The University will review these transcripts and apply credit recommendations consistent with ACE guidelines and University transfer credit criteria.

Competency-Based Examinations

The University recognizes demonstrated college-level learning achieved through nationally standardized examinations. Students may earn transfer credit for successful completion of competency-based examinations that assess mastery of college-level subject matter. Accepted examinations include:

- Advanced Placement (AP) Examinations administered by the College Board
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Tests (DSST)

Credit may be granted under the following conditions:

- Official score reports must be sent directly to American National University.
- Minimum scores required for credit are consistent with ACE (American Council on Education) or College Board recommendations, as applicable.
- Credit will be applied only to equivalent courses within the student's program of study.

All competency-based examination credits will be evaluated on a case-by-case basis to ensure alignment with course outcomes and University standards.

Prior Learning Assessment (PLA) Portfolio

The University recognizes that meaningful learning occurs both inside and outside the classroom. Through the PLA portfolio process, students may earn academic credit for college-level learning gained through professional experience, service, licensure or certification, volunteering, or other documented activities. A complete PLA portfolio should include:

- A detailed summary of relevant workplace training
- Copies of licenses, certifications, or diplomas
- Documentation of volunteer, civic, or community service activities
- Transcripts, training certificates, letters from employers, or samples of work product
- A reflective narrative that explains what the student knows, how the learning occurred, and how the learning can be demonstrated in a college-level context.

Once submitted, the portfolio is evaluated by qualified faculty to determine whether the demonstrated learning aligns with course-level competencies. Credit awarded through PLA appears on the student's

transcript as transfer and counts toward degree completion requirements, helping students progress toward graduation more quickly.

ELECTIVE CREDIT RECOGNITION FOR FULL-TIME EMPLOYMENT EXPERIENCE

American National University recognizes that meaningful learning often occurs through professional practice and workplace experience. To honor this learning, the University offers degree-seeking students the opportunity to earn elective credit through verified full-time employment.

UNDERGRADUATE STUDENTS

Enrolled undergraduate students may earn up to sixteen (16) quarter credit hours of elective credit per verified year of full-time employment. These credits are recorded on the transcript as Career Exploration (REX400, REX401, etc.) and apply exclusively to the elective credit requirements within the student's academic program.

GRADUATE STUDENTS

Enrolled graduate students may earn up to eight (8) quarter credit hours of elective credit per verified year of full-time employment. These credits are recorded on the transcript as Career Exploration (REX600, REX601, etc.) and apply exclusively toward elective credit requirements in the student's program of study.

ELIGIBILITY CRITERIA

To qualify for Recognition of Professional Experience (REX) credit, students must:

- Be currently enrolled in a program.
- Demonstrate verified full-time employment (minimum of 40 hours per week) sustained for at least twelve consecutive months.
- Provide verification of legally recognized, verifiable employment in any field or industry.

CREDIT ALLOCATION AND LIMITATIONS

Credit is awarded as non-course-based elective credit under the course title Career Exploration (REX prefix). Credits may not substitute for core requirements, and the maximum number of credits awarded through this policy may not exceed the number of elective credits required by the program. Students may not receive duplicate credit for the same period of employment under other experiential or prior learning assessment policies. Credits awarded under this policy carry no grade value and do not affect the cumulative grade point average (CGPA). These credits appear on the student's transcript as "LW" ("Credit based on prior work or experiential learning").

VERIFICATION PROCESS

Students seeking REX credit must submit documentation verifying qualifying employment, which may include, but is not limited to:

- Employer verification letters,
- W-2 forms or equivalent tax documentation, or
- Consecutive pay statements confirming full-time employment.
- Documentation will be reviewed and verified by the Registrar's Office, and approved credit will be placed on the student's transcript.

TUITION AND FEES

No tuition is assessed; however, a $50 fee is charged per credit for the evaluation or awarding of Recognition of Professional Experience (REX) credit. Once a course is accepted, the student will be notified. The student must pay the fee prior to the transfer of work-life credits being posted to the student's account. The student has 14 business days from the time of approval to pay the fee.

RIGHT TO CHANGE ASPECTS OF THE EDUCATIONAL PROGRAM

The University reserves the right, in its sole discretion, to confer or award additional certificates, diplomas, degrees, or other academic credentials to students who have successfully completed coursework, competencies, or other requirements that may warrant such recognition. The awarding of any additional credential shall not alter the student's tuition and fee obligations otherwise expressly stated in writing and shall be subject to applicable accreditation, regulatory, and licensing requirements.

GRADUATION REQUIREMENTS

The University confers degrees to students who have successfully completed all academic and administrative requirements of their programs. After a student finishes the final course in the student's program, the Vice President of Student Services reviews and certifies completion of all degree requirements. Once certification is confirmed and all financial obligations have been met, the University confers the degree and any applicable certification(s) and specialization(s) on the student.

REQUIREMENTS FOR ALL GRADUATES

To qualify for graduation, students must:

- Complete the minimum number of credit hours required for the degree program.
- Meet all program and specialization requirements, including all required and elective courses.
- Earn at least the minimum cumulative grade point average (CGPA) designated for the degree.
- Fulfill all financial and administrative obligations to the University.

TRANSCRIPTS

The official progress record of a student is maintained by the University indefinitely. Transcripts are issued by the Registrar's Office upon receipt of a signed Transcript Request Form. All graduated students will receive one official transcript without charge. This record is released electronically to the student at the time of graduation. Transcript requests are made via the University's website. There is a $10 charge per request.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

ACADEMIC FREEDOM

Learning flourishes in an environment of open inquiry and respectful dialogue. Students and faculty are encouraged to exchange ideas freely, explore diverse perspectives, and engage in thoughtful discussion on complex or controversial topics. While academic freedom is a shared value, students are expected to express their viewpoints in a professional, courteous, and considerate manner that respects the views of others. Faculty members play a key role in fostering this environment by guiding discussion, promoting mutual respect, and ensuring that every voice can be heard without fear of reprisal.

ACADEMIC RECORDS POLICY

The University protects the privacy and integrity of all student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA grants students specific rights regarding their educational records, including:

- The right to review and inspect the student's educational records.
- The right to request corrections if the student believes information is inaccurate or misleading.
- The right to expect confidentiality in the handling and release of personally identifiable information.

Students wishing to review their academic records must submit a written request to their Academic Advisor. The University will arrange access within 45 days of receiving the request by allowing the student to review the records during regular business hours or by special appointment.

All official records are securely maintained in electronic format. At a minimum, the students' application for admission, financial ledger, and academic transcript are retained permanently as part of the University's official record.

GRIEVANCE POLICY

American National University provides a fair, timely, and consistent process for resolving student complaints and grievances, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. This policy is designed to ensure prompt and equitable resolution of all student concerns. The University encourages informal resolution whenever possible but provides a formal procedure when informal resolution is not appropriate or successful.

FILING A COMPLAINT

Students are encouraged to attempt informal resolution of routine academic or administrative concerns through the appropriate instructor, advisor, dean, or University office prior to filing a formal grievance when appropriate.

Any student who wishes to file a formal grievance should address it as follows:

1. A formal grievance should be filed in writing by email to FormalGrievance@an.edu. The formal grievance should contain the name, address, telephone number, and email address of the student filing the grievance, a brief description of the circumstances giving rise to the grievance, and

written statements from all other persons involved in the grievance who wish to be heard. The student should also provide copies of any documents, correspondence, screenshots, recordings, or other evidence the student wishes the University to consider as part of the investigation. The University may also review relevant University records and communications as part of the investigation.

- A formal grievance should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the grievance, whichever is later.
- Upon receipt of the formal grievance, the Vice President of Academic Affairs (VPAA), or designee, will coordinate and conduct an investigation of the grievance in consultation with the appropriate Program Dean, Chairperson, or other relevant University personnel, as applicable.
- Following completion of the investigation, the investigative findings and supporting documentation will be submitted to the Chief Academic Officer (CAO) for review and determination.
- The Chief Academic Officer (CAO) will review the investigative findings, make a determination, and take such action as is deemed appropriate within ten (10) business days of receipt of the investigative findings.

2. If the complainant is not satisfied with the determination or action of the Chief Academic Officer (CAO), he or she may make a written appeal within thirty (30) days of the determination or action to the Senior Executive Vice President of Operations (SEVPO). The appeal should be filed by email to GrievanceAppeal@an.edu.
   - The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original grievance, and a brief description of the reason why the student believes the determination or action to be in error.
   - The Senior Executive Vice President of Operations (SEVPO) will consider the appeal, make a determination, and take such action as he or she deems appropriate within ten (10) business days of receiving the appeal.
3. If the complainant is not satisfied with the determination or action of the CAO or the Senior Executive Vice President of Operations (SEVPO), he or she along with all persons involved in the complaint may make a written appeal within thirty (30) days of the determination or action of the SEVPO to the President of the University. The appeal should be filed by email to GrievanceAppeal@an.edu.

   - The appeal should contain the name, address, telephone number, and email address of all persons involved in the complaint which prompted the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Program Dean, Vice President of Academic Affairs, or Senior Executive Vice President of Operations (SEVPO) to be in error.
   - The President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

4. The University may extend grievance timelines when reasonably necessary to ensure a thorough investigation or due to witness availability, academic breaks, or other operational considerations. The complainant will be notified of any such extension.

5. Retaliation against any individual participating in the grievance process is prohibited.

Additional Avenues for Resolution

If a grievance cannot be resolved through the University's internal procedures, students may contact the appropriate external agency:

State Licensing Authority – Virginia

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building, 10th Floor
101 N. 14th Street, Richmond, VA 23219
Tel: (804) 225-2600 | www.schev.edu

Institutional Accreditor – Virginia

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Tel: (202) 234-5100 | www.deac.org

State-Specific Contacts

If a student lives in one of these states, the student may contact this entity directly. If the student does not live in one of these states, the student should contact SCHEV (see above).

California: Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Tel: (916) 574-8900 or (888) 370-7589

Kentucky: Council on Postsecondary Education
100 Airport Rd., 3rd Floor, Frankfort, KY 40601
Tel: (502) 573-1555

Tennessee: Tennessee Higher Education Commission
312 Rosa Parks Avenue, 9th Floor, Nashville, TN 37243
Tel: (615) 741-3605

An up-to-date list of portal contacts for NC-SARA agencies may be obtained at https://nc-sara.org/state-portal-entity-contacts/.

GI Bill® Beneficiaries

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. The Virginia SAA investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school's grievance policy, if the situation cannot be resolved at the school level, the beneficiary should contact the Virginia SAA via email at saa@dvs.virginia.gov. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about the education benefits offered by the VA is available on the official U.S. Government Website at www.benefits.va. gov/gibill.

Recordkeeping and Confidentiality

All grievance records will be securely maintained in the University's student information system for a minimum of five (5) years after final resolution. The University treats all grievances and related communications as confidential to the extent permitted by law.

NONDISCRIMINATION POLICY

American National University is an equal opportunity institution committed to providing a learning and working environment free from discrimination and harassment. The University does not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, gender identity or expression, sexual orientation, marital status, age, disability, veteran or military status, genetic information, or any other characteristic protected by applicable federal, state, or local law in its admissions, educational programs, employment practices, or other operations.

This policy applies to all programs, services, activities, and employment practices of the University, regardless of modality (on-site or online).

HARASSMENT POLICY

American National University is committed to maintaining an academic and work environment that is free from unlawful harassment of any kind. Unlawful harassment is prohibited by this policy and by federal and state law.

Harassment includes any unwelcome verbal, written, visual, or physical conduct based on a protected characteristic that creates an intimidating, hostile, or offensive environment; unreasonably interferes with an individual's academic or work performance; or adversely affects a person's educational or employment opportunities. Protected characteristics include, but are not limited to: race, color, creed, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, disability, marital status, military or veteran status, or any other category protected by applicable law.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited under Title IX of the Education Amendments of 1972. It includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a condition of an individual's education or employment;
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions; or
- Such conduct is severe, pervasive, and objectively offensive so as to interfere with a person's academic participation or work performance.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons, or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually oriented statements;
7. Stalking;
8. Physical conduct, such as touching, assault, or impeding or blocking movements; or
9. Dating violence, domestic violence, and abusive sexual contact.

Reporting

Any student, faculty, or staff member who experiences or observes harassment must report it immediately to the Dean/Program Chair (for academic-related concerns), the Chief Academic Officer, or the Title IX Coordinator (for allegations of sexual harassment or discrimination). Reports may be submitted confidentially by email to TitleIXCoordinator@an.edu.

Individuals desiring to confidentially report an offense should go to the Anonymous Reporting of Crime website: https://an.edu/about-us/consumer-disclosure/crime-tip/.

Confidentiality and Protection from Retaliation

Any attempt by a member of the University community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

Investigation and Resolution

Reports of sexual or gender-based misconduct will be investigated promptly and impartially by trained personnel. Findings will be based on a *preponderance of the evidence* standard (i.e., more likely than not). Both the complainant and respondent will be notified in writing of the outcome and any right to appeal.

Interim Measures and Sanctions

As appropriate, the University may implement interim measures during an investigation, including no-contact orders, changes in class schedules, or other actions to protect the safety and well-being of the parties involved. Requests for reversal of these interim measures will not be considered until the investigation has concluded. Students or employees found responsible for violations are subject to disciplinary action, up to and including dismissal or termination.

Support and Resources

The University's primary concern is the safety and well-being of its community. Individuals impacted by sexual harassment or violence are encouraged to seek confidential counseling, advocacy, and support services. Questions regarding Title IX may be referred to the University's Title IX Coordinator or to the U.S. Department of Education Office for Civil Rights at 32 Old Slip, 26th Floor, New York, NY 10005. They may be contacted via email (OCR.NewYork@ed.gov) or phone (646.428.3800) or through their website (http://www.ed.gov/ocr).

INTELLECTUAL PROPERTY POLICY

The University values intellectual inquiry and innovation and recognizes the rights of students to retain ownership of their original academic work. All original work products created by students in fulfillment of course, program, or degree requirements (e.g., papers, projects, research, presentations, dissertations, other creations) remain the intellectual property of the student.

By submitting work for academic credit, students grant American National University a non-exclusive, royalty-free license to reproduce, display, and archive such work for purposes of: academic evaluation and

grading, compliance with accreditation or legal recordkeeping requirements, publication in the University's digital repository (if applicable), and institutional research or program improvement.

The University will not distribute or use student work for profit without the express written consent of the student.

When a student's work is produced as part of a sponsored research project, collaborative initiative, or under an agreement with an external organization, ownership and rights to resulting intellectual property will be governed by the terms of that agreement, consistent with applicable law.

Student Responsibilities

Timely Submission of Assignments

The University requires students to participate in all classes—whether on campus or online—on a regular and consistent basis. Each course includes established due dates designed to help students progress through the curriculum at a consistent and appropriate pace. Turning in work late is strongly discouraged.

In-Class Assignments

All in-class assignments must be completed during the scheduled class session, as per the instructor's due date. Instructors may not accept make-up work for missed in-class assignments unless an attendance exception has been approved in accordance with the University's Attendance Policy.

Late Submission of Individual or Out-of-Class Assignments

If a student must submit an individual or out-of-class assignment after the due date, the following policy applies:

- Assignments submitted within seven (7) days after the due date will incur a 10% grade reduction.
- Assignments submitted more than seven (7) days after the due date will not be accepted and will receive a grade of zero (0).
- All assignment deadlines are based on Eastern Time (ET) and are due by 11:59 p.m. ET on the stated due date.
- All assignments must be submitted through the University's Learning Management System (LMS). Assignments submitted by email or outside the LMS will not be accepted.

Discussion Board Participation

In courses where discussion boards are utilized, students are expected to engage throughout the week in accordance with the following schedule:

- Initial post: Due by Wednesday, 11:59 p.m. ET each week.
- Peer responses: Due by Saturday, 11:59 p.m. ET each week.
- No discussion posts or responses will be accepted after the week has ended on Saturday at 11:59 p.m. ET.

Students are expected to follow the instructor's guidelines for content, professionalism, and engagement in discussion board activities.

ACADEMIC INTEGRITY POLICY

American National University expects all members of its academic community to uphold the highest standards of honesty, integrity, and ethical conduct. Academic integrity is essential to the University's mission and the value of its degrees. Every student, faculty member, and staff member shares the responsibility of preserving these standards and taking appropriate action when violations occur.

Faculty members are responsible for clearly communicating expectations for academic work, educating students about integrity standards, and reporting any suspected violations of these standards. Students are expected to produce original work, accurately attribute ideas and sources, and contribute fairly to all individual and group assignments.

Violations of this policy will be addressed through the Code of Academic Integrity Policy. Disciplinary action may include a failing grade for the assignment or course, suspension, or dismissal from the University.

CHEATING

Cheating undermines the learning process and will not be tolerated. Students must complete their own coursework, assignments, and projects unless collaboration is explicitly authorized. In group projects, all participants are expected to contribute equally in terms of both the quality and quantity of work produced. Examples of cheating include, but are not limited to:

- Submitting work completed by another individual or generated by unauthorized tools;
- Using or attempting to use unauthorized materials or assistance during an exam or assignment;
- Fabricating or falsifying information, data, or citations; or
- Allowing another individual to complete coursework on one's behalf.

PLAGIARISM

Plagiarism violates the integrity of the academic community by presenting another's work or ideas as one's own. It includes the failure to properly credit sources, whether intentional or unintentional. Since digital information is easily accessible, students must exercise particular care when citing materials obtained online. Plagiarism includes, but is not limited to:

- Quoting directly from a source without proper acknowledgment;
- Paraphrasing or summarizing another's work without citing the source;
- Submitting work that closely mirrors another's language, structure, or ideas without proper attribution;
- Using generative AI tools, purchased papers, or other unauthorized aids to complete assignments without instructor approval.

Students are strongly encouraged to ask instructors or consult www.citationmachine.net for guidance on proper citation methods and the acceptable use of reference materials and technology.

ETHICAL USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

The University recognizes that Artificial Intelligence (AI) technologies have the potential to enhance learning, research, and professional practice. When used responsibly, AI can promote innovation, improve productivity, and deepen understanding. This policy outlines expectations for the ethical and appropriate use of AI by students, faculty, and staff, ensuring that all use aligns with the University's standards of academic integrity, respect for privacy, and commitment to high-quality scholarship.

Guiding Principles

- AI may be used to support but not to replace authentic learning, critical thinking, or scholarly engagement.
- All academic work must represent the student's own effort and understanding. The use of AI to complete or substantially generate graded work is prohibited unless explicitly permitted by the instructor.
- Any content, ideas, or text generated with the assistance of AI must be properly attributed using the relevant academic citation style (e.g., APA). For assistance, see www.grammarly.com/citations/apa/generative-ai.
- AI-generated information may contain bias or inaccuracies. Users are responsible for verifying the accuracy and reliability of AI outputs before use.
- Personally identifiable information (PII), confidential data, or proprietary University information must never be entered into AI systems.

Expectations

Students are encouraged to use AI tools responsibly to enhance their learning, provided use remains consistent with the following expectations:

- AI may be used for study support, brainstorming, concept development, or writing refinement, but not to complete assignments or examinations unless explicitly authorized.
- When AI is used in any part of an assignment, the student must disclose its use and provide the appropriate citation.
- Students must evaluate AI-generated material critically and are responsible for the accuracy of all information submitted.
- Misuse of AI, including plagiarism or unauthorized use in assessments, constitutes a violation of the University's Academic Integrity Policy.

Prohibited Uses

- Submitting AI-generated work, in whole or in part, as one's own without proper disclosure or attribution.
- Using AI to complete examinations, assignments, or projects in violation of course policies.
- Entering or uploading any student data, PII, or confidential University information into AI tools or systems.
- Using AI to create or share false, misleading, discriminatory, or otherwise harmful material.

Compliance and Consequences

Failure to comply with this policy is a violation of University standards. Reported violations will be addressed in accordance with the Code of Academic Integrity Policy and relevant disciplinary procedures for students, faculty, and staff. Sanctions may include grade penalties, course failure, suspension, or termination of employment, depending on the severity of the infraction.

CONFIDENTIAL INFORMATION POLICY

American National University encourages open dialogue and the sharing of professional experiences to enrich classroom learning; however, students must respect and uphold confidentiality agreements, privacy expectations, or ethical standards associated with their employment, clients, or professional affiliations. When discussing workplace scenarios or client interactions, personally identifiable or proprietary information should never be disclosed.

COPYRIGHT POLICY

American National University is committed to compliance with U.S. Copyright Law (Title 17, U.S. Code) and to the ethical use of intellectual property. All members of the University community are responsible for understanding and upholding copyright standards when creating, using, or distributing materials in any format.

USE OF LICENSED AND SUBSCRIBED RESOURCES

The University subscribes to a variety of licensed databases and resources through the Library Portal, providing access to scholarly journals, conference proceedings, trade publications, and other academic content. Students may download and use these materials for academic purposes without additional fees. Faculty identifying required readings must direct students to access these materials through the Library Portal rather than uploading or reposting them in the course shell. Copying or redistributing subscription materials outside of the University's licensed systems is prohibited.

FAIR USE GUIDELINES

Faculty and staff may use limited portions of copyrighted works for instructional or scholarly purposes under the Fair Use provisions of U.S. Copyright Law. Occasional use of an article, excerpt, or image for a specific class session or assignment may qualify as fair use. Repeated or systematic use of the same materials in multiple courses or terms generally requires permission or a licensed copy. When materials are not available through University subscriptions, students may be required to purchase or access them independently. Questions regarding fair use should be directed at the Chief Academic Officer (CAO).

PUBLIC DOMAIN AND GOVERNMENT DOCUMENTS

Materials that are in the public domain, published by the U.S. government, or no longer protected by copyright may be freely used and distributed for academic purposes. Faculty and students are encouraged to confirm that such materials are indeed free of copyright restrictions before use.

SOFTWARE USE AND DISTRIBUTION

All software used in University's courses must comply with applicable license agreements. Students must obtain personal licenses for required software unless the University or textbook publisher provides access as part of the course materials. Faculty and students may not copy, distribute, or install copyrighted software on multiple devices unless explicitly authorized by the license. Open-source software may be used when distributed through legitimate, authorized channels. Faculty should post verified links within the course rather than distributing the software directly.

DISTRIBUTION OF AUTHORED AND PUBLISHED MATERIALS

The creator of a work owns the copyright unless rights have been transferred to a publisher or other entity. Authors retain the right to distribute their own unpublished or self-published materials. Materials published by another party may not be reproduced or distributed without permission from the copyright holder. Faculty who desire to reuse copyrighted materials in successive courses must obtain written permission or ensure that appropriate licenses are in place.

DIGITAL AND AI-GENERATED CONTENT

The same copyright protections apply to digital, multimedia, and AI-assisted works. Users must ensure that any AI-generated content used in coursework or instruction does not infringe upon copyrighted materials. When in doubt, attribution or permission should be obtained before use or distribution.

Compliance and Oversight

Faculty members are responsible for confirming that materials used in instruction comply with this policy. In cases of uncertainty or when use may exceed Fair Use standards, the Chief Academic Officer will determine whether permission or purchase arrangements are necessary. Violations of this policy may result in disciplinary action consistent with the University's policies on academic integrity and professional conduct.

Drug and Alcohol Abuse Prevention Policy

American National University is committed to maintaining a learning and working environment free from the unlawful possession, use, or distribution of illicit drugs and alcohol. Consistent with federal, state, and local law (including the Drug-Free Schools and Campuses Act [20 U.S.C. § 1011i; 34 C.F.R. Part 86]), the University prohibits the manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on University property, in University facilities, or at any University-sponsored activity.

The consumption of alcohol is not permitted during the regular course of business or official class sessions. Limited exceptions may be authorized in writing by the President or Chief Academic Officer for approved University-sponsored events where alcohol service is consistent with law and professional conduct expectations.

Applicability

This policy applies to all members of the University community (students, faculty, staff, and guests) whether participating in programs, courses, or events conducted in person or online.

Health Risks

The misuse or abuse of alcohol and drugs poses significant health risks, including but not limited to physical and psychological dependence, organ damage, impaired judgment, reduced academic or job performance, and—in extreme cases—death. Substance abuse also increases the risk of accidents and injuries and can adversely affect interpersonal relationships and mental health.

Legal Sanctions

Federal and state laws impose serious penalties for unlawful possession, use, manufacture, or distribution of controlled substances or alcohol. These penalties include fines, imprisonment, and loss of eligibility for federal student aid. Under federal law, possession of a controlled substance can result in imprisonment for up to one year and a minimum fine of $1,000 for a first offense. Virginia law (and other applicable state law) further prohibits the sale or furnishing of alcohol to minors and imposes penalties for operating vehicles under the influence of alcohol or drugs.

University Sanctions

Violations of this policy will result in disciplinary action consistent with University procedures and may include:

- Mandatory counseling or participation in an approved rehabilitation program;
- Suspension or termination of employment (for faculty/staff);
- Probation, suspension, or expulsion (for students); and
- Referral for criminal prosecution when appropriate.

All disciplinary actions will respect due process and be administered in accordance with the University's Professional Conduct Policy and applicable handbooks.

Assistance and Counseling Resources

The University encourages any student or employee struggling with substance use to seek help before it interferes with academic or professional responsibilities. Information and referrals for confidential counseling, treatment, or rehabilitation are available through:

- SAMHSA National Helpline: 1-800-662-HELP (4357) – confidential, 24-hour support
- National Drug and Alcohol Treatment Referral Service: 1-800-662-HELP
- Local or regional Employee Assistance Programs (for staff and faculty)
- Licensed health providers or mental health professionals

The University may provide information about local treatment centers or community health agencies upon request.

Annual Notification and Biennial Review

The University will distribute this policy annually to all students and employees, review the effectiveness of its Drug and Alcohol Abuse Prevention Program at least every two years, and implement improvements as needed to ensure compliance with the Drug-Free Schools and Campuses Act.

Dress Policy

All members of the American National University community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have businesspeople and guests on site; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.

An American National University student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended.

Some programs may have a dress code for specific courses.

The dress policy is for all live classes, either in person or on camera.

End-of-Course Evaluations

End-of-course (EOC) evaluations are a key component of the University's continuous improvement and institutional effectiveness processes. These evaluations provide valuable feedback on teaching effectiveness, course design, and student learning experiences, ensuring that our programs remain rigorous, relevant, and responsive to student needs.

At the conclusion of each course, students are invited to complete an online end-of-course evaluation. This confidential survey seeks input on the instructor's teaching effectiveness and engagement, the extent to which course objectives were met, and the overall quality and value of the learning experience. Participation is voluntary but strongly encouraged, as student feedback plays an essential role in maintaining academic quality.

Faculty members receive aggregate EOC results and summarized comments only after the final grades have been submitted. The Chief Academic Officer and academic leadership review evaluation data to support ongoing faculty development, course improvement, and curriculum review. Aggregated results contribute to the annual outcomes assessment process.

Findings from EOC evaluations inform course and program revisions, faculty performance reviews and professional development, and institutional assessment of educational effectiveness.

RESEARCH PRACTICES AND HUMAN SUBJECTS POLICY

The University is committed to ensuring that all research conducted under its auspices upholds the highest ethical standards and complies with federal regulations governing the protection of human subjects, including 45 CFR 46 (the Common Rule). Any research project conducted by students, faculty, or staff that involves human participants, their data, or identifiable private information must receive prior approval from the Institutional Review Board (IRB) before data collection begins. This includes, but is not limited to:

- Surveys, interviews, focus groups, and questionnaires (in person, online, or by telephone);
- Observations of human behavior;
- Testing or experimental procedures involving individuals; and
- The use of existing personal or demographic data not in the public domain.

IRB Application

Researchers must complete and submit an IRB Research Application Form outlining the study's purpose, methods, participant protections, and data management plan.

Review and Determination

The IRB will review the submission and issue either a Certification of IRB Approval or recommendations for revision and resubmission.

Approval Required Prior to Research

No research involving human subjects may begin until written IRB approval has been granted.

Access to Forms

IRB-related forms and resources are available on the student's portal.

Oversight and Compliance

The IRB operates under the authority of the Chief Academic Officer and ensures compliance with all applicable University policies and federal regulations. Violations of this policy may result in disciplinary action, including the invalidation of research, revocation of approval, or academic sanctions.

NETIQUETTE

The University expects all students to communicate respectfully and professionally in all online and electronic interactions (e.g., emails, learning management system discussions, group projects, live virtual sessions). The purpose of this policy is to promote a positive, inclusive, and productive learning environment through the observance of netiquette—a blend of "network" and "etiquette."

Netiquette refers to using technology in ways that reflect courtesy, professionalism, and respect for others. All communications in academic settings should demonstrate the same level of civility and thoughtfulness expected in face-to-face interactions. Students should:

- Participate fully. Be in a location where you can be fully present in the course and interact with faculty and peers. If you are distracted by your surroundings, you are less likely to glean what you need from the session. You may inappropriately distract others in the process!
- Think before posting or sending. Write clearly, stay on topic, and contribute constructively.
- Be respectful. Address peers and instructors politely. Avoid sarcasm, inflammatory remarks, or overly personal comments.
- Use professional tone and language. Avoid slang, texting abbreviations, or all-cap messages (which may be interpreted as shouting).
- Keep discussions academic. Personal or private matters should be addressed through individual email, not public forums.
- Review before submitting. Proofread your message for tone, clarity, and accuracy before posting or sending.
- Engage thoughtfully. Before asking a question, review existing discussion threads to ensure it hasn't already been answered.

FLAMING AND INAPPROPRIATE CONDUCT

"Flaming" refers to sending or posting hostile, insulting, or personally targeted messages. Flaming, harassment, or any form of disrespectful communication is strictly prohibited and may result in disciplinary action under the University's Professional Conduct Policy and Code of Academic Integrity Policy.

GLOBAL LEARN™ PARTICIPATION

Students are expected to attend class meetings as if attending a class on campus. Be on time for class sessions and stay for the entire duration. Students are expected to behave professionally, including adhering to the University dress code, and to treat others with courtesy and respect. Students are expected to avoid inappropriate surroundings and should refrain from using inappropriate language or behavior.

Students must have and use a camera and microphone when attending live video sessions. The camera must be on, providing a live feed, and the student's face must appear in the frame.

Students may not join a class while driving or riding in a car. Students are expected to join from a suitable, quiet location using a device that allows full participation in class activities.

The University strives to provide the best student experience when delivering course content. To do so, live, synchronous lectures provide students and faculty with the opportunity to interact in real time. Attendance in these live, synchronous sessions is essential for student success. Many classes require student attendance in those live sessions.

Whether the course is delivered in a physical classroom or via Global Learn, students are expected to attend each live session. Each live session will have an in-class assignment worth an accumulated 40% of the total grade in the course.

SUMMARY

Whether in asynchronous (discussion-based) or synchronous (live) settings, students represent the University and its academic community. Demonstrating professionalism, respect, and thoughtful communication supports effective learning and reflects the University's commitment to excellence. Disrespectful communication is strictly prohibited and may result in disciplinary action under the University's Professional Conduct Policy and Code of Academic Integrity Policy.

TUITION, FEES, AND CHARGES

TOTAL COST OF THE PROGRAM

The total cost of a student's program depends on the number of credit hours required and the total number of credit hours attempted to successfully complete all degree requirements. Tuition is charged on a per-credit-hour basis and billed each academic term according to the published tuition rate for the student's specific program of study. All textbooks are included in the student's tuition.

Tuition rates and fees may vary by program. Certain programs may include optional or course-specific fees, which students are encouraged to review when planning their academic schedules.

American National University reserves the right to adjust tuition rates, fees, and other charges as necessary. Any changes to tuition or fees will be announced in advance and will apply to future enrollment periods.

NON-CREDIT CERTIFICATE PROGRAM

Program	Tuition (All Inclusive)
English as a Second Language	$9,500

CERTIFICATE/DIPLOMA PROGRAMS

Program	Tuition (Per Credit Hour)
Administrative Medical Assistant	$330
Business Administration-Accounting	$271
Business Administration-Management	$271
HVAC/R Technician	$200
Medical Assisting[16]	$363
Medical Billing and Coding	$427
Paralegal Studies	$488
Pharmacy Technician	$382
Phlebotomy and ECG Technician[16]	$408
Practical Nursing[17]	$321

ASSOCIATE PROGRAMS

Program	Tuition (Per Credit Hour)
Associate of Science in Administrative Medical Assistant	$321
Associate of Science in Business Administration-Accounting	$271
Associate of Science in Business Administration-Management	$271
Associate of Science in Health Information Management	$416
Associate of Science in Medical Assisting[16]	$321
Associate of Science in Information Technology	$271
Associate of Science in Network Support	$332

[16] Certain equipment will be loaned to students enrolled in MED275 and must be returned to the University upon graduation, withdrawal, or as otherwise directed by the University. Students may be responsible for the cost of repair or replacement if the equipment is not returned or is returned damaged beyond reasonable wear and tear, with missing components, or otherwise not in good working condition. The full replacement cost of the equipment is $1,125; however, the amount charged may be less when repair or replacement of individual components is sufficient.
[17] When enrolling in PN101, the student will be charged a Nursing Equipment Deposit of $1,000. This deposit is fully refundable upon the return of the equipment in good condition at the program's conclusion.

Program	Tuition (Per Credit Hour)
Associate of Science in Nursing[18]	$412
Associate of Science in Paralegal	$345
Associate of Science in Pharmacy Technician	$382

BACCALAUREATE PROGRAMS

Program	Tuition (Per Credit Hour)
Bachelor of Business Administration in Accounting	$271
Bachelor of Business Administration in Management	$271
Bachelor of Science in Cybersecurity	$281
Bachelor of Science in Medical and Health Services Management	$325
Bachelor of Science in Information Technology	$271
Bachelor of Science in Network Administration	$302
Bachelor of Science in Nursing[19]	$352

GRADUATE PROGRAMS

Program	Tuition (Per Credit Hour)
Master of Business Administration (all Specializations)	$430
Master of Science in Cybersecurity	$411
Master of Science in Information Technology	$422

FEES APPLICABLE TO ALL STUDENTS

Type[20]	Description	Amount
Transcript Fee	First copy free; each additional copy	$10
Returned Check/Declined Credit Card Fee	Per occurrence	$25
Transaction Chargeback	Per occurrence	10% + $15
Diploma Reprint	First copy free; each additional copy	$50
Duplicate ID	First ID free; each additional ID	$10
Textbooks	Included in Tuition	-
Experiential Learning Evaluation	Per course	$50
Challenge Exams	Per exam	$50
Re-Application	For international students	$125
Out-of-Country Shipping	This cost is passed to students	Varies

[18] When enrolling in NUR112, the student will be charged a Nursing Equipment Deposit of $1,000. This deposit is fully refundable upon the return of the equipment in good condition at the program's conclusion.
[19] When enrolling in NUR303, the student will be charged a Nursing Equipment Deposit of $1,000. This deposit is fully refundable upon the return of the equipment in good condition at the program's conclusion.
[20] Fees are non-refundable after 5 calendar days from enrollment.

EQUIPMENT, SUPPLIES, AND ADDITIONAL COSTS

The University's all-inclusive pricing provides the equipment needed to complete all coursework. If equipment is lost or damaged, students are responsible for replacement costs at fair market value. Some items are loaned and must be returned in original packaging within 15 days after graduation or withdrawal. The University covers return shipping costs. Loaned equipment requirements vary by program and course. Students should refer to their applicable program curriculum and course requirements for information regarding specific equipment, deposits, and other associated costs.

Loaned items include:

- EKG machine
- Adult full-size manikin
- Neonatal manakin w/umbilical cord and placenta
- Senior Pressure Ulcer Model
- Welch Sure Temp Plus 690 Thermometer
- Nebulizer
- Suction machine

Students are responsible for returning all university-issued equipment, materials, and accessories by the required return date. All items must be returned in good working condition (reasonable wear and tear excepted), clean, and properly packaged to prevent damage during shipment. Students are responsible for ensuring that items are securely packaged and shipped using the return instructions provided by the University.

If equipment is not returned, not cleaned, is returned damaged due to misuse, neglect, inadequate packaging, or improper shipment, or is missing components or accessories, the University reserves the right to charge the student for the cost of repair or replacement, as permitted by applicable laws and institutional policies.

HEALTH REQUIREMENTS (FOR EXTERNSHIPS)

Immunizations or evidence of immunity may be required by externship sites and are the student's responsibility. Students must provide medical and immunization records, background checks, and drug screenings. These costs are not covered by the University.

Nursing students are required to obtain the following items which have a total cost of approximately $500:

- Physical exam
- White nursing shoes
- AHA CPR for Healthcare Providers certification

PAYMENT DEADLINES AND REQUIREMENTS

To maintain active enrollment, students must meet all payment deadlines. All students must pay tuition in full *before* the term begins, unless they are enrolled in a program with limited seats. If payment requirements are not met by the deadline, the student's enrollment may be cancelled during the drop/add period. Students who have been withdrawn for nonpayment may request reinstatement by paying a $300 reinstatement fee. Additionally:

- Bachelor of Nursing (BSN) students must complete all financial steps and make any required payments within 5 days of signing their enrollment agreement.

- Students using federal aid or loans must have all forms completed and payment schedules finalized before the term starts.
- Students using employer, Veterans Education Benefits, or other third-party tuition assistance must have an approved contract on file for delayed payment.

Cost of Attendance

The Cost of Attendance represents the total estimated cost of attending American National University for one academic year (three terms). It includes both direct costs, which are billed by the University, and indirect costs, which vary by student and are used to estimate the overall cost of education.

Direct costs consist primarily of tuition and fees. Indirect costs include items such as food, housing, transportation, and personal expenses. The figures below represent the standard estimates used to determine eligibility for federal and state financial aid for full-time students for the academic year.

ESTIMATED ANNUAL COST OF ATTENDANCE

Component	Students Living with Parent/Guardian	Students Not Living with Parent/Guardian
Tuition	Review Program Cost	Review Program Cost
Food and Housing	$9,344	$9,312
Transportation	$2,864	$2,864
Books, Course Materials, Supplies, and Equipment [21]	$936	$936
Personal Expenses	$2,752	$4,816

The Cost of Attendance is intended as a general guide for financial planning purposes. Actual costs may vary based on individual circumstances, enrollment status, and personal spending habits. Students are encouraged to meet with a Financial Services representative to review their individual cost of attendance and funding options.

PROFESSIONAL LICENSURE OR CERTIFICATION COSTS

For programs that prepare students to enter professions requiring a license, certification, or first professional credential, the related costs may be included in the student's Cost of Attendance if incurred in the final academic year prior to graduation. Students should contact the Financial Services Office to discuss whether this cost applies to their program and to request inclusion in their financial aid budget if appropriate.

California Residents – Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) is a California state program that helps protect students who pay tuition in advance at eligible schools. The STRF provides financial relief if a school closes or fails to deliver the education or refunds that were promised.

WHO IS COVERED

A student is eligible for STRF protection if all the following apply:

[21] Because the University's tuition rate is inclusive of textbooks and many course materials, this component is factored at a reduced rate.

- The student is (or was) a California resident while enrolled, or the student enrolled in a California-based residency program;
- The student prepaid all or part of the tuition;
- The student paid (or was deemed to have paid) the STRF assessment; and
- The student suffered an economic loss due to one of the qualifying events listed below.

Students are not eligible and do not need to pay the STRF fee if they are not a California resident and not enrolled in a California residency program.

WHEN STRF MAY HELP

A student may be eligible for reimbursement from STRF if any of the following occur:

- The University, a campus location, or a specific academic program closes or is discontinued, and the student was unable to finish the program or participate in an approved teach-out plan.
- The student was enrolled within 120 days before a program or location was closed or discontinued.
- The student was enrolled more than 120 days before a closure, but the California Bureau for Private Postsecondary Education (BPPE) determined that the program's quality significantly declined before closure.
- The school was ordered by the BPPE to issue a refund but failed to do so.
- The school did not return or reimburse loan proceeds as required by law.
- The student won a refund or monetary award through court or arbitration against the school but was unable to collect it.
- The student hired an attorney to cancel one or more student loans and have documentation showing both the legal services and the loan cancellation.

HOW TO APPLY

The student must apply for STRF reimbursement within four (4) years of the event that made the student eligible. If the loan was later revived by a debt collector after a period of inactivity, the student may still apply; however, no STRF claims can be paid without a valid Social Security Number or Taxpayer Identification Number.

KEEP RECORDS

The student should keep copies of the enrollment agreement, receipts and payment records, financial aid documents, and any written communication about refunds or program closures.

QUESTIONS?

Contact the California Bureau for Private Postsecondary Education (BPPE):
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 or (888) 370-7589
Website: www.bppe.ca.gov

REFRESHER PRIVILEGE

As part of our commitment to keeping graduates' skills and training up to date, the University allows its graduates to return at any time to retake courses in their respective fields, subject to availability. While

no tuition fees will be charged for this benefit (Refresher Students will receive an “AU” grade on their transcripts), graduates will be responsible for any additional costs associated with books, equipment, or third-party testing fees.

FINANCIAL POLICIES

COST AND FINANCIAL PLANNING

A major concern of many students considering attending University is the cost: "Can I afford to go? Can I get help financing my college education?" Such students are pleased to discover that American National University is affordable! Through a comprehensive financial assistance program, the University helps qualified students and their families apply for various types of assistance.

ELIGIBILITY FOR FINANCIAL ASSISTANCE

Students must maintain Satisfactory Academic Progress (SAP) to establish and retain eligibility for financial aid. SAP standards for financial assistance recipients are the same as those required for all students and are described in the Standards of Academic Progress section of this Catalog.

Students who lose eligibility due to not meeting SAP standards may regain eligibility by following the procedures outlined in the SAP policy. Students whose progress is interrupted by military service, serious medical emergencies, personal disasters, or other extenuating circumstances may appeal in writing to the Office of Student Services. Appeals are reviewed by the Academic Review Committee.

ASSISTANCE FOR INTERNATIONAL STUDENTS

Programs sponsored or subsidized by the U.S. government are generally not available to international students. International students should contact their home-country consulate or embassy for available funding options or secure private sponsorship before studying in the United States.

ASSISTANCE FOR DOMESTIC STUDENTS STUDYING INTERNATIONALLY

While the University does not offer formal study abroad programs, a student enrolled in a program of study abroad is eligible to receive Title IV, HEA program assistance if the student remains enrolled as a regular student in an eligible program at an eligible institution during their program of study abroad, and the eligible institution approves the program of study abroad for academic credit.

VERIFICATION POLICY

The U.S. Department of Education requires institutions to verify the accuracy of certain information reported on a student's Free Application for Federal Student Aid (FAFSA). Students selected for verification (by either the Department of Education or the University) must provide supporting documentation before financial aid can be disbursed. Verification documents may include, but are not limited to:

- Income information for all required individuals (via IRS Direct Data Exchange or tax return/W-2 forms),
- Verification Worksheet (available through the Financial Services Office),
- Proof of secondary school completion (high school diploma, GED, state certificate, or equivalent),
- Valid government-issued photo ID and Statement of Educational Purpose (notarized if all courses are online), and
- Documentation of untaxed income received during the year.

Students are encouraged to submit verification materials before the start of the award year. All documentation must be received within 120 days after the last date of enrollment. Failure to complete verification will result in loss of financial aid eligibility. Additionally, any information received by the University that appears to be potentially fraudulent or may indicate criminal misconduct will be

investigated by the University. Any credible instances of such activity will be referred to the Office of the Inspector General.

If verification results in corrections to FAFSA data, the Financial Services Office will submit updates and issue a revised Financial Plan if necessary. Students are notified of revisions via email, text message, or videoconference (Zoom).

Rights and Responsibilities of Financial Aid Recipients

Students have the right to know:

- The total cost of attendance for an academic year (tuition, fees, and estimated expenses),
- The deadlines for submitting financial aid applications,
- How financial need is determined and how much of that need has been met,
- The types and terms of financial assistance offered, and
- The University's satisfactory academic progress and refund policies.

Students are responsible for:

- Providing accurate and complete information when applying for aid,
- Complying with all financial aid agreements and promissory notes,
- Reporting changes in enrollment status or outside scholarships,
- Understanding repayment terms for any loans borrowed,
- Meeting institutional and federal deadlines for application and verification, and
- Fulfilling student employment duties (if applicable).

Financial Aid Application Process

Students interested in financial assistance should visit the U.S. Department of Education website at www.studentaid.gov, meet with the Financial Services Office, and complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Transfer students should contact the Financial Services Office to confirm any additional requirements.

Cancellation and Refund Policy

Students may cancel enrollment within five (5) calendar days of signing their Enrollment Agreement for a 100% refund of all monies paid. Students who cancel after five days but before the start of the program are also entitled to a full refund.

DROP/ADD, WITHDRAWAL, AND REINSTATEMENT

The Drop/Add Period applies only to courses that begin at the start of each 10-week term and ends on Saturday of Week 1. Registration for all courses must be finalized by Monday of Week 1, and all tuition and fees must be paid in full by the Sunday prior to the start of the term. Students who have not participated in their courses by the census date are administratively dropped from those courses and are not considered enrolled.

Students enrolled in 5-week courses that begin in the second half of a 10-week term do not have a separate Drop/Add Period. All registration and payment requirements must be met prior to the beginning of the full 10-week term. Students with documented extenuating circumstances may appeal to the Vice President of Student Services for re-entry no later than Wednesday of Week 2.

After the Drop/Add Period ends (Saturday of Week 1 of the 10-week term), students who withdraw from an individual course will receive a grade of "W." Withdrawal from all courses in a term constitutes a program withdrawal and will trigger a refund calculation in accordance with University policy and applicable regulations. Students who fail to attend for 14 consecutive calendar days are considered unofficially withdrawn as of their last date of attendance (see the Attendance Policy).

Students who are withdrawn for non-payment prior to the start of the term may be reinstated only if space remains available, upon payment of a $300 reinstatement fee and full tuition for the course(s). Students may not be reinstated into courses once the census date (Tuesday of Week 2) has passed or in the middle of a 10-week term.

REFUNDS AND EXAMPLES

Refunds are issued within 30 days of withdrawal notification according to this schedule:

5-WEEK SESSION

Withdrawal Date	Refund %
Prior to or during Week 1	100%
Week 2	70%
Week 3	40%
Week 4	20%
Week 5	0%

10-WEEK TERM

Withdrawal Date	Refund %
Prior to or during Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
After Week 5	0%

(Weeks are defined as Sunday–Saturday.)

For example: A student who withdraws on Day 11 (i.e., the middle of Week 2) from a 5-week session in a $1,186 course would receive a refund of $817.60 (i.e., 70% of the tuition paid). If the same student withdraws on Day 15 (i.e., Week 3), the student will receive a 40% refund. If, however, that student was taking a 10-week term and withdraws on Day 15 (still in Week 3), that student would receive a refund of 60%.

Students, including military students who must leave for military service, who withdraw from a course after the Cancellation Period receive refunds of tuition on a percentage basis according to the student's withdrawal date in relation to the most recent period of enrollment for which the student has paid.

RETURN OF TITLE IV FUNDS (R2T4)

Federal law requires the University to return unearned Title IV financial aid funds when a student withdraws before completing 60 percent of the term. The percentage of aid earned is determined by dividing the number of days completed by the total number of days in the payment period (excluding scheduled breaks of five or more days).

If more than 60 percent of the period has been completed, all Title IV aid is considered earned. If less than 60 percent has been completed, a portion of the aid is unearned and must be returned to the federal programs within 45 days of the student's withdrawal, even if this creates a balance owed to the University.

In certain cases, a student may be eligible for a post-withdrawal disbursement of Title IV funds for which the student qualified prior to the withdrawal. Students who owe unearned funds and do not repay may lose eligibility for future federal aid.

How Earned Financial Aid Is Calculated

Federal financial aid is earned on a pro-rated basis according to the portion of the payment period completed. The percentage earned is calculated by dividing the number of calendar days attended by the total number of days in the payment period, excluding scheduled breaks of five or more consecutive days. The unearned percentage equals 100 percent minus the earned percentage.

If a student completes more than 60 percent of the payment period or term, all Title IV aid is considered earned and no return is required.

Withdrawal Dates

Official Withdrawals: The withdrawal date is the student's last day of attendance, as reported when notice of withdrawal is received.

Unofficial Withdrawals: The withdrawal date is the last recorded day of attendance. The University determines an unofficial withdrawal after 14 consecutive days of non-attendance.

Order of Return of Title IV Funds

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans (Graduate and Parent)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV programs

Final Financial and Academic Transactions

All financial and academic transactions between the University and a student become final 12 months after the student's last date of attendance (LDA). Any interruption of attendance of longer than five (5) months (two terms) will be a firm LDA for purposes of this policy. This policy does not supersede federal, state, or other jurisdictional regulations.

Federal Pell Grant Disbursement and Enrollment Policy

Federal Pell Grant eligibility is determined based on a student's enrollment status as of the institution's established census date for each term.

The census date is the point at which enrollment is finalized for Pell Grant purposes. For Pell Grant recalculation purposes, the student's enrollment intensity as of the institution's census date is used to establish the Pell Grant award for the term, consistent with applicable federal Title IV regulations.

Changes in enrollment after the census date generally will not result in recalculation of the Pell Grant award for that term unless otherwise required under federal regulations or institutional policy.

This policy is applied consistently to all students in accordance with applicable Title IV requirements.

2026-2027 Direct Loan Disbursement and Enrollment Policy

Federal Direct Loan funds are disbursed for each term based on a student's anticipated enrollment status at the time of disbursement. Funds may be applied to a student's account up to 10 days prior to the start of the term.

The University establishes a census date for each term to determine a student's official enrollment status. The census date is used for institutional recordkeeping and to ensure consistent measurement of enrollment across students.

Once a Direct Loan disbursement has been made for a term, the University generally does not adjust the loan amount for that term based solely on subsequent changes in enrollment status, unless otherwise required under applicable federal regulations. Enrollment activity during the term may be reviewed to inform eligibility for future loan disbursements within the same academic year. Loan eligibility for each subsequent term is determined at the time of disbursement based on anticipated enrollment and prior enrollment patterns, as applicable.

If a student does not enroll in a subsequent term within the same academic year:

- Students who withdraw are subject to a Return of Title IV Funds (R2T4) calculation in accordance with federal regulations.
- Students who complete or graduate will have no further adjustments made to their Direct Loan for the final term.

This policy is applied consistently to all students and reflects the University's approach to administering federal student loans in accordance with applicable regulations.

Less Than Full-Time Direct Loan Adjustments

The One Big Beautiful Bill Act (H.R.1), signed into law on July 4, 2025, made significant changes to federal student loan disbursement requirements under the Title IV federal aid programs. These changes are scheduled to take effect beginning with the 2026–2027 award year.

Changes Effective in 2026-2027 Award Year

- **Full-Time Academic Year Definition** (No change from the current rules): Annual Direct Loan eligibility is generally based on the assumption that students will complete the following credits over the academic year:
    - Undergraduate students: Must take 36 credit hours over the span of the academic year (typically three terms)
    - Graduate Students: Must take 18 credits over the span of the academic year (typically three terms)
- **Half-time Enrollment** (*No change from the current rules*): Students must be enrolled for at least a half-time load of financial aid-eligible classes to receive a Federal Direct Loan in any given quarter. The minimum number of credits per quarter to be considered half-time is:

    - Undergraduates: 6 credit hours
    - Graduate students: 3 credit hours
- **Less than Full-Time Enrollment**: Starting with the 2026–27 award year, Direct Loan eligibility amounts for students who are not enrolled full-time for the full academic year may be adjusted based on the new federal Schedule of Reduction requirements. Under these requirements, a student's enrollment level across the academic year may affect annual Direct Loan eligibility amounts.

LESS THAN FULL-TIME FORMULA FOR LOAN ELIGIBILITY

$$\left(\frac{\text{number of credit hours enrolled for academic year}}{\text{number of credit hours considered full time for that academic year for the program of study}} \right) \times 100 = \text{reduced annual loan limit percentage}$$

This adjustment rule applies to all undergraduate and graduate student direct loan borrowers, utilizing all applicable federal Direct Loan programs. These requirements may also apply to borrowers who previously received federal Direct Loans prior to July 1, 2026, depending on applicable federal transition provisions.

PROFESSIONAL JUDGMENT: SPECIAL AND UNUSUAL CIRCUMSTANCES

American National University recognizes that every student's financial situation is unique. Federal regulations allow the University to use professional judgment to review individual cases where special or unusual circumstances affect a student's financial need or dependency status. This process ensures that each student's financial aid eligibility is based on their current and actual situation.

TYPES OF PROFESSIONAL JUDGMENT REQUESTS

Special Circumstances – Cost of Attendance Adjustments: Students may request a review if their educational costs exceed the standard budget. Examples include:

- Increased childcare expenses while attending classes
- Higher commuting or transportation costs required for the program
- Increased housing or utility expenses
- Required purchase of specialized books, equipment, or supplies

Special Circumstances – Student Aid Index (SAI) Adjustments: Students may request a review if their or their family's income has changed significantly since the most recent tax year used on the FAFSA. Examples include:

- Loss or reduction of employment income (student, spouse, or parent)
- Loss of untaxed income or benefits
- Excessive medical or dental expenses not covered by insurance

Unusual Circumstances – Dependency Overrides: In certain cases, a dependent student may request to be considered independent for financial aid purposes. Examples include:

- Family abuse, abandonment, or other unsafe home conditions

- Parental incarceration or institutionalization
- Other exceptional situations where the student cannot obtain parental information

The University may require documentation from a third party (such as a counselor, medical professional, clergy member, social worker, or court official) to verify these circumstances.

HOW TO REQUEST A REVIEW

Students who believe they qualify for a professional judgment review should contact the Financial Services Office to obtain the appropriate form. Supporting documentation must be submitted within 60 days of enrollment to be considered. Once all materials are received, the University will review the request and notify the student of the outcome as soon as possible.

FINANCIAL ASSISTANCE

PROGRAM AND LIFETIME MAXIMUMS

Students qualify for a maximum level of financial assistance based on program of study, merit, and/or financial need. The total amount awarded to a student may have multiple sources of financial assistance allocated against that maximum.

APPLYING FOR FINANCIAL ASSISTANCE

Students interested in attending American National University may apply for financial assistance. Students are encouraged to review the Department of Education website at https://studentaid. gov/h/understand-aid/how-aid-works to learn how financial aid works. Students seeking financial assistance are scheduled to meet with the Financial Services Office and review all financing options. Students seeking to participate in federal and/or most state financial aid programs must complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Transfer students should contact the Financial Services Office to determine if this step is necessary. Staff members in the Financial Services Office are available to answer questions regarding the financial aid application process, student eligibility, and other financial assistance-related matters.

FEDERALLY FUNDED GRANTS

Financial aid helps students cover the cost of education. The following federally funded grants are available to eligible students at the University. These grants do not require repayment.

FEDERAL PELL GRANT

The Federal Pell Grant is available to undergraduate students who have not yet earned a bachelor's, graduate, or professional degree and who demonstrate financial need. All undergraduate programs at the University qualify for a maximum award for the full academic year. Part-time and less-than-half-time students may receive a smaller amount based on their enrollment, but students who enroll in all three semesters at the University may receive up to 150% of their annual award in the year.

To apply, students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA calculates a Student Aid Index (SAI), which helps determine the student's eligibility based on financial need, enrollment level, and cost of attendance.

Students can receive Pell Grants for up to 12 semesters (i.e., 24 quarters over six years) of full-time study.

IRAQ AND AFGHANISTAN SERVICE GRANT

If a student is ineligible for a Pell Grant based on SAI, but the student's parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, the student may qualify for the Iraq and Afghanistan Service Grant.

To qualify, the student must be under 24 years old or enrolled in college at the time of the servicemember's death and meet all other federal student aid eligibility requirements. The amount and disbursement process for this grant are the same as for the Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG provides additional grant funds for undergraduate students with exceptional financial need who have not yet earned a bachelor's degree. Priority is given to students who qualify for a Pell Grant and have the lowest Student Aid Index (SAI).

Award amounts vary but are typically $150 per term, depending on federal funding availability. To be considered, students must complete the FAFSA by the deadlines published each year. Funds are limited, so early application is encouraged.

FEDERAL STUDENT LOANS

Federal student loans offer financial aid to help students cover the costs of college. These loans must be repaid with interest, typically beginning after a six-month grace period following graduation, withdrawal, or enrollment at less than half-time. All eligible University programs participate in the William D. Ford Federal Direct Loan Program, with the U.S. Department of Education serving as the lender.

SUBSIDIZED AND UNSUBSIDIZED DIRECT LOANS

Federal Direct Loans are available in two types: subsidized for eligible undergraduate students with financial need, and unsubsidized for undergraduate, graduate, and professional students regardless of financial need. These loans differ in how interest is handled while the student is enrolled and during grace or deferment periods.

Direct subsidized loans are available to undergraduate students with financial need. The federal government pays the interest while the student is enrolled at least half-time, during a six-month grace period after leaving school, and during approved deferment periods. The student must begin repayment after the grace period ends.

Not all borrowers qualify for the interest subsidy. Contact the Financial Services Office or visit studentaid.gov for details. If the student is a first-time borrower on or after July 1, 2013, the student's eligibility for Direct Subsidized Loans is limited to 150% of the published length of the program. For example, if the program is designed to be completed in two (2) years, the student can receive subsidized loans for up to three (3) years.

Direct unsubsidized loans are available to undergraduate, graduate, and professional students, regardless of financial need. The student is responsible for all interest from the time the loan is disbursed until it is paid in full and may choose to pay the interest while in school or let it accrue and be added to the loan balance (capitalized).

LOAN LIMITS

The total amount a student can borrow depends on the student's academic level and dependency status. Undergraduate students may borrow between $5,500–$12,500 per year while graduate or professional students may borrow up to $20,500 per year (unsubsidized only). Visiting studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized will give the student current annual and lifetime loan limits.

REPAYMENT

Once a student graduates, withdraws, or drops below half-time enrollment, a six-month grace period begins before the borrower's first loan payment is due. The student's federal loan servicer will contact the

borrower to provide repayment details and available repayment plan options. Payments are typically due monthly, and flexible income-driven and standard repayment plans are available. For more information or to complete required steps—such as the Free Application for Federal Student Aid (FAFSA), Loan Entrance Counseling, or Master Promissory Note—visit studentaid.gov.

ELIGIBILITY AND APPLICATION

Students must be enrolled at least half-time in an eligible program, complete Loan Entrance Counseling, and sign a Master Promissory Note before funds are disbursed. Graduate students and parents applying for Direct PLUS Loans must also complete a separate PLUS Loan Application and credit check through studentaid.gov. Interest rates and fees are set annually by federal law.

REPAYMENT OPTIONS

Federal Direct Loan repayment begins after the six-month grace period that follows graduation, withdrawal, or a drop below half-time enrollment. No deferment request is necessary while the student remains enrolled at least half-time or during the grace period. Repayment is made in monthly installments until the loan is paid in full. Borrowers may select or change repayment plans by contacting their federal loan servicer. More information on current interest rates, loan limits, and repayment options are available at https://studentaid.gov/manage-loans/repayment/ repaying-101 and https://studentaid.gov/manage-loans/repayment/plans.

NOTE ON LOANS

Loan information is reported to the National Student Loan Data System (NSLDS) where the information can be accessed by authorized agencies, loan servicers, and schools for federal reporting and servicing purposes.

WORK-STUDY PROGRAMS

Work-study programs allow students to earn money to help pay for educational expenses while gaining valuable work experience. These programs offer part-time employment opportunities both on and off campus, depending on eligibility and available funding.

FEDERAL WORK-STUDY (FWS)

The Federal Work-Study Program provides part-time jobs for students with financial need, allowing students to earn money while attending school.

- Jobs may be available on campus or with approved community organizations that provide public or student services.
- Work hours are scheduled so they do not interfere with class time.
- Employment depends on the availability of federal funds each year.
- Pay is based on hourly rates and the number of hours worked, generally covering the academic year.

Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. For more information or to apply, contact the Financial Services Office.

INSTITUTIONAL WORK-STUDY

The Institutional Work-Study Program is funded by the University to provide additional employment opportunities for students who may not qualify for federal funding or who wish to earn extra income. Positions are designed, whenever possible, to develop business skills and provide career-related experience in the student's field of study. International students who meet institutional eligibility requirements may also qualify to participate in the Institutional Work-Study Program. Interested students should contact the Financial Services Office for information on available openings and eligibility criteria.

VETERANS AFFAIRS WORK STUDY PROGRAM

Qualified students who are enrolled at least three-quarter time in a college degree, vocational, or professional program may be eligible to "earn while they learn" through the Department of Veterans Affairs (VA) Work-Study Allowance Program. This program allows eligible students to perform services related to the VA in exchange for an hourly wage equal to the higher of the federal or state minimum wage. The program is not limited to veterans; it is open to anyone eligible for one of the following VA education programs:

- Post-9/11 GI Bill®
- Montgomery GI Bill® – Active Duty
- Montgomery GI Bill® – Selected Reserve
- Reserve Educational Assistance Program
- Post-Vietnam Era Veterans' Educational Assistance Program
- Dependents' Educational Assistance Program
- Vocational Training and Rehabilitation for Veterans with Service-Connected Disabilities
- Fry Scholarship

Eligible dependents using benefits under 38 U.S.C. Chapter 35 may participate in the VA Work-Study Program only while training within the United States. VA work-study positions must involve services related to the VA, which may include working at a VA facility, at an educational institution, or in certain approved veteran-support roles.

For additional information or to apply, contact the school's Veterans Affairs Office, the VA Regional Office at (800) 827-1000, or visit www.va.gov.

OTHER FEDERAL ASSISTANCE PROGRAMS

The University is approved by the State Approving Agency for the education and training of eligible veterans and their dependents. For details on specific programs or eligibility requirements, contact the Financial Services Office.

INSTITUTIONAL ASSISTANCE

American National University is committed to supporting students in achieving their academic and professional goals by providing a variety of institutional grants and scholarships. These awards are designed to recognize merit, encourage persistence, and assist with the financial costs of higher education. Institutional aid may be based on academic achievement, affiliation, employment partnership, military service, or other qualifying criteria. All awards are subject to the availability of funds and the University's policies governing financial assistance.

GRANTS AND SCHOLARSHIPS

BLUE RIBBON GRANT

The Blue Ribbon Grant recognizes and supports veterans, active-duty military personnel, spouses, and dependents by providing additional financial assistance after the exhaustion or expiration of military education benefits. Eligible individuals include those who have received education benefits under Veterans Administration Chapters 30, 31, 33, 35, 1606, Military Tuition Assistance, or State National Guard programs. The University provides a grant of up to 35% of the total amount paid toward direct educational costs. (MYCAA recipients are not eligible.)

Applications are available through the Financial Services Office.

Eligible students may accumulate up to $18,000 in Blue Ribbon Grant funds, which may be used to extend or complete their programs of study or to assist a current spouse or qualified dependent at the University. Grant funds must be used within 10 years of the last term in which they were earned. Military students may elect to transfer their earned grant funds to a current spouse or qualified dependent under the age of 30.

YELLOW RIBBON GRANT

The Yellow Ribbon GI Education Enhancement Program (The Yellow Ribbon Program) is a provision of the Post9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree-granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses, and the VA will match the same amount. Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be covered. VA will match that amount and issue payment directly to the institutions.

Military services students with military education assistance funding are evaluated for eligibility during financial services appointments. The grant will be awarded up to 50% of the Chapter 33 tuition payment.

BUSINESS PARTNERSHIP GRANT

The Business Partnership Grant provides additional financial assistance to students receiving employer tuition assistance who are pursuing new job skills or upgrading existing skills. Students must be employed by an organization that has entered into a tuition assistance agreement with the University. Continued eligibility depends on continued receipt of employer tuition assistance. This grant is not available to students enrolled as international students on active SEVIS status (F-1/F-2, H-1B/H-2B, etc.) or working under CPT/OPT authorization.

Eligible students and their employers must complete the Business Partnership Grant application, available through the Financial Services Office.

Awards are made at a rate of $1 for every $2 of employer tuition assistance received and are applied after all other aid has been awarded.

President's Grant

The President's Grant is a limited, discretionary institutional grant established by American National University to assist in addressing exceptional circumstances that may create a financial barrier to a student's continued enrollment or program completion.

Consideration for the President's Grant is initiated exclusively by senior University leadership and is not available through a student application process. All awards are determined on a case-by-case basis and are subject to the availability of institutional funds. The University maintains full discretion over the approval and amount of any award.

Private Loan Supplemental Grant

The Private Loan Supplemental Grant helps students who use private loan funds to cover tuition and fees at American National University. Students who finance their education through private loans may qualify for this grant. Students using Federal Direct Loans are not eligible.

Eligibility is reviewed automatically when the University becomes aware that a student has received private loan funds. Eligible students may receive up to 40% of the amount of their private loans, not to exceed total tuition costs. Continued eligibility is reviewed at the time of reapplication.

Mongolian Dreamer Grant

The Mongolian Dreamer Grant is an institutional tuition grant established to support qualified international students from Mongolia enrolling at American National University through approved institutional partnerships and pathway agreements.

Eligible students may receive a tuition grant equal to twenty-five percent (25%) of tuition charges for approved undergraduate and graduate degree programs. The grant is intended to support the University's international enrollment initiatives and strengthen collaborative educational relationships with partner institutions in Mongolia.

To be eligible for the Mongolian Dreamer Grant, students must:

- Be admitted to an approved undergraduate or graduate degree program;
- Be identified through an approved partner institution or pathway agreement;

The Mongolian Dreamer Grant:

- Applies a grant equal to twenty-five percent (25%) of eligible institutional tuition charges each term;
- Students are responsible for payment of all remaining tuition balances;
- Has no cash value;
- Is non-transferable;
- Is not redeemable for cash or credit balances;
- May not be combined with other institutional grants, scholarships, or tuition reductions unless specifically approved by the University; and
- Does not apply to fees, books, supplies, housing, transportation, or other non-tuition charges.

To remain eligible for the Mongolian Dreamer Grant:

- Maintain Satisfactory Academic Progress as defined by the University catalog;
- Remain in good academic, financial, and conduct standing with the University; and
- Maintain continuous enrollment unless otherwise approved by the University.

The grant will continue for the duration of the student's eligible program of study provided all eligibility requirements continue to be met. The University reserves the right to modify, suspend, or discontinue the grant at any time for future students or future enrollment periods.

The University may require additional documentation to verify eligibility for participation in this program.

Effective Date: The Mongolian Dreamer Grant is effective for students enrolling on or after June 1, 2026, and will be reviewed annually for continuation by the University.

Refer a Friend Grant

The Refer a Friend Grant provides current students with the opportunity to help others start their educational journeys, and in return, the referred student receives a $750 grant toward their first term. When a new student is referred by a current student and enrolls, the new student receives a $750 grant, applied directly to their first-term tuition balance.

The grant is non-renewable and non-cash (credited only to tuition). It cannot be combined with other institutional grants or scholarships. The referred student must remain enrolled through the final week of their first term to be eligible for the award. The grant helps grow the University community through the enthusiasm and outreach of our students. Encourage someone you know to take the next step by referring a friend today!

Grant Eligibility and Terms for the Referring Student

The referring student must be enrolled at the University during the term when the referred student begins enrollment.

Grant Eligibility and Terms for the Referred Student

The referred student must be a first-time applicant to the University and must list the referring student's name on their application or during admissions. The student must meet all University admissions requirements and must enroll at least half-time (minimum 8 credit hours) in the first term.

The student will receive a $750 grant applied to the first-term tuition balance. Only one grant is awarded per eligible student, regardless of multiple referrals.

Workforce Development Grant

The Workforce Development Grant assists eligible displaced or disadvantaged students who are working to enter, reenter, or transition within the workforce through education. Students may qualify if they are identified as dislocated or disadvantaged through participation in local, state, or federal job training programs (such as WIOA or TAA). Eligibility is also based on:

- The amount of remaining tuition and fees after all other aid is applied
- The availability of Workforce Development Grant funds

Students must first use all other available funding (e.g., Pell Grant, FSEOG, WIOA, TAA, and other institutional grants or scholarships) before being considered for this award.

Awards are made annually, up to a maximum of $7,500 per academic year or the amount of remaining tuition and fees (whichever is less). No more than $1,500 may be awarded to the student per term. Students may reapply each year if eligibility criteria continue to be met.

University Transfer Grant

The University Transfer Grant is designed to enhance collaboration between educational institutions and facilitate continued higher education for international students. It is offered to students from Universities and Colleges or English as a Second Language programs within the United States who transfer their I-20 to American National University or its affiliates. The grant is a lifetime maximum award of $1,000, credited to the students' account their first term of enrollment, and is non-renewable. The lifetime maximum award may be exceeded by an additional $1,000 in the event a student transfers to American National University or its affiliates due to the completion of a degree. This grant may not be combined with any other grant or scholarship program and is available to students who enroll before May 15, 2027.

Callista Nursing Grant

The Callista Grant was established to support Nursing students actively enrolled in the Nursing Program as of November 21, 2025 who had previously completed general education coursework in another program at ANU or at another institution that was not accepted for transfer credit under the transfer credit policy in effect prior to November 21, 2025, but that would be accepted for transfer credit under a revised transfer credit policy made effective contemporaneously with the establishment of the grant.

Nursing students who qualify for the Callista Grant may receive a grant of $375 per credit hour for courses completed in another program at ANU or in another institution that meets ANU's revised transfer requirements, as determined through the official evaluation process. The grant has no cash value and is only applicable toward direct education costs, such as tuition, books, course materials, supplies, and equipment, in future academic terms, as long as the student remains continuously enrolled in the nursing program.

Once eligibility is confirmed, the Financial Services Office will determine the appropriate application of the grant each term, based on the student's remaining tuition charges. The term award amount will be applied after all federal and external financial aid and only toward unpaid tuition, ensuring the student receives the full benefit of the grant. To maximize the benefit, the total grant amount may be distributed across several future terms, depending on remaining tuition charges and the student's academic plan.

The Callista Grant serves as a pathway to support student progression and program completion by lowering the financial burden associated with previously earned, transferable credits. Students must maintain continuous enrollment to remain eligible.

ANU Legacy Merit Scholarship (Domestic and Non-I-20 Students)

The University Legacy Merit Scholarship honors the academic achievements of American National University alumni who pursue a second or higher degree at the University or its affiliates. Applicants must have completed a prior degree at the University with the following minimum GPA and credit requirements:

- Diploma/Certificate – 36 credit hours with a GPA of 3.0 or higher
- Associate's Degree – 69 credit hours with a GPA of 3.0 or higher

- Bachelor's Degree – 135 credit hours with a GPA of 3.0 or higher
- Master's Degree – 42 credit hours with a GPA of 3.5 or higher

Students must enroll in a new program within one year of completing their previous degree and will receive a one-time, non-renewable scholarship of $1,000, applied to the first term of re-enrollment. An additional $1,000 may be awarded for students transferring to an affiliate institution following degree completion. This scholarship may not be combined with other institutional aid and is available for students enrolling before May 15, 2027.

ANU Legacy Merit Scholarship (International Students)

This scholarship recognizes international alumni on active I-20 status who return to pursue additional degrees at American National University or its affiliates. Applicants must have earned a prior degree at the University with the following minimum GPA and credit requirements:

- Associate's Degree – 69 credit hours with a GPA of 3.0 or higher
- Bachelor's Degree – 135 credit hours with a GPA of 3.0 or higher
- Master's Degree – 42 credit hours with a GPA of 3.5 or higher

A one-time, non-renewable scholarship of $1,000 is applied to the first term of re-enrollment. An additional $1,000 may be awarded for students transferring to an ANU affiliate following degree completion. This scholarship cannot be combined with other institutional scholarships and is available to students enrolling before May 15, 2027.

Summary of Institutional Grant and Scholarship Terms

All institutional grants and scholarships at American National University:

- Are subject to available funding and University policies.
- Cannot be redeemed for cash or combined with other institutional aid unless expressly stated.
- Are applied directly toward tuition and fees.
- Require satisfactory academic progress and adherence to University standards of conduct.

Third Party Assistance

In addition to federal, state, and institutional aid, students may be eligible for financial support from outside sources. These third-party options can help bridge the gap between the total cost of attendance and other available aid.

PRIVATE OR ALTERNATIVE EDUCATION LOANS

Not all students are eligible for federal student loans, and some may prefer to explore private or alternative loan options. The University partners with a variety of private lenders who provide education loans to qualified students. Terms, interest rates, loan limits, and eligibility criteria vary by lender. Students interested in exploring private or alternative loans are encouraged to:

- Compare loan terms carefully among different lenders.
- Discuss options with the Financial Services Office, which can help review available choices and provide guidance on responsible borrowing.

Private loans are made directly between the student and the lender, and borrowers are responsible for understanding all repayment terms and conditions.

EMPLOYER TUITION ASSISTANCE PROGRAMS

Many employers support their employees' professional growth by offering tuition reimbursement or direct tuition payment programs. Students are encouraged to contact their employer's Human Resources or Training department to determine whether such a program is available. The University actively partners with employers through its Business Partnership Grant program to help expand tuition assistance opportunities for employees. The University can provide employers with detailed information about degree programs, courses, and tuition benefits upon request.

ATTENDING ANU

Each student's journey to graduation is unique, so each student receives an individualized Academic Plan from the University. The Plan outlines the required courses to meet degree requirements and is reviewed and updated at least annually (more frequently when circumstances require adjustments).

To help students progress through the programs, the University's faculty are ready to assist through multiple, accessible channels of communication such as Global Learn™ (real-time class sessions), discussions in Canvas courses, email (preferred for individual questions), and telephone (as applicable). Faculty strive to respond to emails and phone calls within 24 hours, post feedback on major assignments (especially sequential doctoral work) within three (3) business days of submission, and post grades no later than 48 hours after the course's final assignment due date.

In addition to faculty, each student is assigned an Academic Advisor to support the student's progress throughout the program. Advisors help students interpret and update the student's Academic Plan; register for courses and understand degree requirements; navigate academic policies, course loads, and milestones; and access University resources for academic or personal success. Students are encouraged to meet with their advisors at least once per term and whenever academic or personal circumstances arise.

SUBMISSION OF COURSE WORK

All coursework must be submitted via Canvas by 11:59pm, Eastern Time on the last day of the course term. Students requesting an exception to this policy must follow the Incomplete Policy.

COURSE DELIVERY AND LEARNING MODES

The University courses use both synchronous (live) and asynchronous (on-demand) interactions. Courses are delivered online (delivered through Canvas with scheduled Global Learn™ sessions) and through hybrid instruction (combining online coursework with required in-person residencies).

Domestic students are not required to take a residential course but may take up to two residential courses per term. International Students (SEVP Participants) on F-1 visas must maintain compliance with SEVP requirements:

- Only one fully online (4-credit) course per term is permitted.
- Additional courses must be taken in a residential format.

GLOBAL LEARN™

Global Learn™ sessions are held within each online course to facilitate real-time interaction between faculty and students. These sessions are scheduled by the Registrar's Office and identified in the course syllabus. Attendance is required unless prior arrangements have been approved by the advisor and acknowledged by the instructor. Students participate through Zoom using the provided link in Canvas.

RESIDENCIES

Residency courses provide synchronous, instructor-led engagement designed to enhance applied learning. Activities may include lectures, projects, presentations, exams, or virtual labs. Each residency has the following expectations:

- Attend all scheduled sessions.
- Participate actively throughout each day; early departures are not permitted.
- Maintain professionalism in appearance, communication, and background.
- Submit all required work in Canvas by the end of each day.

Students who are studying in the US on F-1 status are required to attend residency sessions at the campus and may make up no more than one (1) residency class series within an academic year for any reason. An academic year at ANU consists of three (3) terms. A makeup session may be approved for a fee of $625 per session. Students with documentation of circumstances wholly outside their control, such as a natural disaster, may present documentation to request a waiver of the $625 fee. Make-up sessions will be offered only when the campus is open, typically on weekdays, based on the availability of campus personnel. In no case will a make-up session be held after the end of the term.

PARTICIPATION EXPECTATIONS

Active participation is essential for success. Students should log into Canvas at least three (3) times per week on different days, contribute meaningfully to threaded discussions and respond to peers, and attend all scheduled Global Learn™ sessions.

SITE SECURITY

In accordance with federal law, the University provides information about campus safety policies, procedures, and crime statistics to current and prospective students and employees. The Annual Security Report (ASR) includes statistics concerning the occurrence of certain crimes on or near University in-residence sites, as well as information about campus safety measures, emergency response procedures, and crime prevention programs. The most recent report is available on the University's website or by contacting the University's administrative office.

The ASR indicates that the incidence of reportable crimes at its individual locations has remained very low or nonexistent in recent years. Nonetheless, the safety and well-being of all members of the University community are of the highest importance. Students, faculty, and staff are strongly encouraged to report any crimes or suspected criminal activity to University leaders or to the appropriate local law enforcement agency.

ADVERSE WEATHER

The safety of students, faculty, and staff is the University's top priority during periods of inclement weather. While every effort will be made to maintain scheduled classes and operations, the University encourages everyone to use personal judgment when determining whether travel to a physical site is safe.

Announcements regarding campus delays, early dismissals, or cancellations will be communicated through text and email notifications. When appropriate, notices may also be shared via local television and radio stations serving the affected area. All students are automatically enrolled in the University's alert system upon admission. This system is used to deliver time-sensitive updates related to weather, campus closures,

and other emergencies. Students are responsible for ensuring that their contact information remains current with the University to receive notifications.

Communication Devices

Students may possess mobile phones or other communication devices while on University property; however, all such devices must remain in silent mode during class sessions. The use of mobile or communication devices during class is prohibited unless specifically authorized by the instructor for academic purposes. If a student uses a device in a manner that disrupts the learning environment, the instructor may confiscate the device and return it at the end of the class session.

Canvas Learning Platform

The Canvas Learning Management System is the central platform for all University courses. In Canvas, students can access syllabi, assignments, and course materials, participate in discussions and Global Learn™ sessions, submit assignments, view grades in the Gradebook, and communicate with instructors and peers. Students are responsible for maintaining access to Canvas and checking it regularly for course announcements, deadlines, and feedback.

Grading of Deliverables

Each graded component within a course is assigned a specific number of points, contributing to a total of possible points for the course. Faculty assess students' work using qualitative and quantitative criteria to ensure consistency, rigor, and fairness in grading.

DISCUSSION THREADS

Active participation in discussion threads is a critical element of online learning. Faculty assess both the quantity and quality of participation, with emphasis on engagement, critical thinking, and communication skills.

SUBMITTED ASSIGNMENTS

Written work is evaluated on both its content and the quality of writing, whereas performance assessments are evaluated on the full submission package. The University follows the most current Publication Manual of the American Psychological Association for in-text citations, references, and general formatting. Faculty assess written assignments according to the following dimensions:

Content and Organization

- Addresses all key elements of the assignment.
- Demonstrates comprehension of relevant theories and concepts.
- Supports conclusions with evidence and logical reasoning.
- Incorporates current, credible, and diverse sources (beyond the textbook).
- Organizes material logically, with clear introductions, transitions, and conclusions.

Content Development

- Demonstrates thoughtful analysis and interpretation, not mere description.
- Incorporates real-world examples where appropriate.
- Integrates perspectives from course materials and external research.

Style and Mechanics

- Adheres to APA 7th edition formatting and citation requirements.
- Demonstrates professional presentation with effective structure, headings, and layout.
- Uses correct grammar, punctuation, and spelling.
- Maintains clear, concise, and coherent writing throughout.
- Uses precise language and appropriate tone for the intended audience.

COURSE DESCRIPTIONS

All courses are arranged in alphabetical order by the subject area (after the initial pre-entrance and development courses). They are embedded into a table that showcases the subject area, course code, course title, number of credits, course description, and pre-requisites and co-requisites (if applicable) similar to the following table:

Subject	Code	Name
	Credits	Description
		Pre-Requisites

PRE-ENTRANCE REQUIREMENT COURSES

ENG	090	Basic English
	0	This course is designed to develop and enhance the students' basic English skills.
MAT	090	Basic Math
	0	This course is designed to develop and enhance the students' basic math skills.
SCI	090	Basic Science
	0	This course is designed to develop and enhance the students' basic science skills.

ACCOUNTING COURSES

ACC	101	Principles of Accounting I
	4	This is the first course in a three-course sequence on accounting principles. This course will introduce accounting principles and procedures for individual service and merchandising companies. Specific topics include the accounting cycle, accounts receivable, accounts payable, cash accounting and management procedures, and purchases and sales of merchandise.
ACC	102	Principles of Accounting II
	4	This is the second course in a three-course sequence on accounting principles. This course will continue coverage of accounting principles and procedures presented in the first course for individually owned service and merchandising entities. Specific topics covered in this course include payroll transactions, adjustments, year-end reporting and closing procedures, receivables, payables, inventory, and long-term assets. Pre-Req: ACC101
ACC	110	Payroll Accounting
	4	Payroll Accounting illustrates the methods of computing wages, deductions, and salaries; the methods of keeping records, and the preparation of government reports. Pre-Req: ACC101
ACC	115	Computerized Accounting
	4	Students will learn how to use the computer to apply the basic principles and procedures of accrual accounting. The focus of this course will include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs by using and familiarizing themselves with QuickBooks software. Pre-Reqs: ACC102, COM151
ACC	200	Principles of Accounting III
	4	This is the third in a three-course sequence on accounting principles. This course will cover accounting principles and procedures relating to more advanced forms of business ownership. Additionally, this course will introduce managerial accounting concepts and procedures. Specific topics covered include partnership accounting, corporate accounting, long-term liabilities, financial statement analysis, the statement of cash flows, cost accounting for manufacturing entities, and cost control procedures. Pre-Req: ACC102

ACC	201	Intermediate Accounting I
	4	This is the first in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of primary financial statements, revenues, receivables, inventory and the use of present/future value techniques. Pre-Req: ACC200
ACC	203	Cost Accounting I
	4	This course provides students with an introduction to major topics including job order costs; process costing; by-product and joint product costing; factory overhead planning and control; quantitative models for materials, and labor-related costs. Pre-Req: ACC200
ACC	210	Accounting for Non-Accounting Majors
	4	Designed for the non-accounting major, students examine the accounting cycle, fundamental accounting structures, account maintenance, and financial statement preparation.
ACC	216	Income Tax
	4	This course provides students with an introduction to tax preparation for individuals. Pre-Req: ACC101 or ACC210
ACC	299	Accounting Externship
	4	Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised accounting environment. Pre-Req: Advisor's approval and completion of 48 hours with a CGPA of 2.0
ACC	313	Managerial Accounting
	4	Students taking this course will learn accounting concepts used in managerial decision-making. Students will have the opportunity to apply these concepts to case studies. Course work focuses on the preparation of individual and corporate returns. Pre-Reqs: ACC200, BUS121
ACC	314	Auditing
	4	The focus of this course includes auditing theory and practice, working papers, financial statements, and professional ethics. Students will gain an in-depth understanding of auditing standards, statistical compliance testing, and substantive testing. Pre-Req: ACC320
ACC	317	Cost Accounting II
	4	This course provides students with a detailed study of cost accounting. Emphasis is placed on standard costs, flexible budgets, variance analysis, and differential cost analysis. Course work also includes direct costing, intracompany transfer pricing, product pricing, marketing, cost analysis, linear programming applications, and capital expenditures. Pre-Req: ACC203
ACC	320	Intermediate Accounting II
	4	This is the second in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain in-depth knowledge of long-term and tangible assets; acquiring and writing off non-current assets; investments in debt and equity securities, and debt and equity financing. Pre-Req: ACC201
ACC	416	Advanced Taxation
	4	Students taking this course will discuss capital gains, tax-deferred transaction, minimum tax, investment credit, and corporate taxation. Emphasis is placed on estate and gift taxation. Pre-Req: ACC216
ACC	418	Municipal and Institutional Accounting
	4	This advanced course provides students with a study of accounting as it applies to municipalities and non-profit organizations. Both general and various specialized funds will be discussed. Pre-Req: ACC320

ACC	420	Intermediate Accounting III
	4	This is the final in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. The focus of this advanced course includes: the more complex issues of leases; accounting for income taxes; pension accounting; earnings per share; correcting errors and analyzing financial statements. Pre-Req: ACC320
ACC	513	Financial Management
	4	This course introduces students to the fundamentals of valuation, financial forecasting, risk and return analysis, cost of capital, debt policy, and project evaluation.
ACC	522	Managerial Control
	4	Students taking this course will obtain an in-depth understanding of the analysis and design of control systems to facilitate short-term decisions to aid in focus on long-term strategic issues. Integrates the development, implementation, and evaluation of control systems in various business environments.
ACC	610	Financial Reporting
	4	Students taking this course will develop an understanding of the issues involved in the development of financial accounting information. Emphasis will be placed on current issues facing financial reporting and the potential impact of these issues on business entities.
ACC	640	Business Tax Strategies
	4	This course provides an evaluation of how taxation affects various business entities and managerial decision-making. Discussion topics include an evaluation of taxation and its influence on proprietorships, partnerships, and corporations and how taxation also influences decisions regarding acquisitions, dispositions, and exchanges.
ACC	650	International Accounting and Multinational Enterprises
	4	This course presents international accounting within the context of managing multinational enterprises, focusing on business strategies and how accounting applies to these strategies. Students will have the opportunity to learn about international accounting topics such as foreign currency transactions, analysis of foreign financial statements, foreign taxation and multinational systems of control. Students will examine the key factors that influence accounting standards and practices in different countries, and how those factors impact the convergence of standards worldwide. Emphasis is given to culture and its unique contribution to accounting standards and practices worldwide. The course focuses on the needs of users of financial and accounting information across borders with the aim of enhancing their understanding of how to use information and making more informed decisions in an increasingly complex and dynamic international business environment.

Biology Courses

BIO	101	Introduction to Biology
	4	Introduction to Biology is a general biology class for non-biology majors in which the following basic principles are explored: Characteristics of Life, Basic Biochemistry, Cell Structure and Function, Cell Metabolism and Reproduction, Genetics and Heredity, and Scientific Method. This class is intended for students who have never studied biology or who need to review basic biology.
BIO	105	Microbiology with Lab
	6	The characteristics of microorganisms and their relation to health and disease are studied. Pre-Req: BIO262
BIO	110	Anatomy and Physiology I with Lab
	4	This course is an introduction to the fundamental principles of human anatomy and physiology. Through a comprehensive exploration of the structure and functions of the human body systems, students will develop a foundational understanding of how organs work together to maintain homeostasis.

BIO	112	Anatomy and Physiology II with Lab
Th	4	This course continues the introduction to the fundamental principles of human anatomy and physiology, building upon the foundation established in Basic Anatomy and Physiology I. Through a comprehensive exploration of the structure and functions of the human body systems, students will develop a foundational understanding of how organs work together to maintain homeostasis.
BIO	201	Basic Anatomy and Physiology I
	4	A study of the anatomy, physiology and medical terminology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.
BIO	202	Basic Anatomy and Physiology II
	4	Students taking this course will study the anatomy, physiology and medical terminology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells. Pre-Req: BIO201
BIO	206	Diseases of the Human Body
	4	This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and the older adult.
BIO	261	Anatomy and Physiology I with Lab
	6	This course will present the interrelationship of structures and functions of the human body including the study of the integumentary, skeletal, muscular, endocrine, and nervous systems. The study of basic chemistry, cell structure, cell physiology, metabolism, and tissues will be included.
BIO	262	Anatomy and Physiology II with Lab
	6	This course will expand on the anatomy and function of the body systems. An exploration of how hormones, genetics, stress, acid-base balance, fluids and electrolytes affect each body system will be studied. Pre-Req: BIO261

Business Courses

BUS	101	Introduction to Business
	4	This course introduces students to the dynamic world of business. Students will be exposed to business terminology, concepts, and current business practices. The course will specifically focus on exploring management, business ownership, and organizational structures. Students will also be exposed to key functional areas within businesses such as marketing, operations, management, and finance. This course is designed to help prepare students for future business courses and assist students in deciding whether to choose a career in business.
BUS	110	Business Mathematics
	4	Students will learn basic business math concepts, including number systems, fractions, decimals, the metric system, and problem solving.
BUS	117	Supervision
	4	Students taking this course will learn how to be effective supervisors. Topics for discussion include how supervisors inspire, empower and develop people so that they become more effective in their working roles, the supervisory function for employee and workplace safety, and the supervisor's responsibilities for planning and decision-making.
BUS	120	Introduction to Finance
	4	This course is designed to provide students with an introductory awareness of financial concepts and financial statements. Pre-Reqs: ACC101, ACC102 (Accounting Programs); ACC210 (Business Programs)

BUS	121	Principles of Economics
	4	This course provides students with a study of how individuals attempt to satisfy their wants through consuming goods and services. Topics for discussion include: the U.S. economic system; government finance, and the consumption and distribution of the national wealth.
BUS	123	Practical Law
	4	Students taking this course will discuss the United States Constitution as it relates to the business community, commercial paper, negligence, criminal law, bankruptcy, and employment law.
BUS	125	Principles of Management
	4	This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.
BUS	130	Introduction to Business Information Systems
	4	The purpose of this course is to introduce information systems and their impact on organizational decision-making. Students examine how to use information systems for process improvement to achieve organizational goals.
BUS	210	Business Mathematics II
	4	Students will build on skills they acquired in Business Math I. Emphasis is placed on such topics as simple interest, the discounting process, compound interest, and present values. Pre-Req: BUS110
BUS	217	Organizational Behavior
	4	Students taking this course will learn how interpersonal relationships develop in an organization and how the organization deals with both formal and informal power structures. Topics for discussion include motivation, leadership, organizational environment, and communication.
BUS	218	Customer Service Management
	4	The focus of this course is Customer Relationship Management (CRM), a strategic methodology emphasizing the centrality of customers to an organization's existence. The course examines best practices in enhancing customer relationships over time, which enhances an organization's competitive position and increases its profitability. Through case studies, class discussion, projects and presentations, the student will gain a firm understanding of the key decision variables required to successfully adopt and use the CRM methodology in marketing environments. Strong customer relationships rely on personal selling and sales strategy, featured in the second part of this course. Pre-Req: BUS101
BUS	223	Sales and Contract Law
	4	This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.
BUS	224	Organizational Leadership
	4	Students taking this course will examine concepts of leadership and explore skills to become leaders. Students will learn how leaders set goals, resolve conflict, manage change and motivate the workforce.
BUS	225	Business Communications
	4	A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professional in today's digital, social, and mobile world.
BUS	227	Human Resource Management
	4	This course explores the principles and practices of human resource management, emphasizing how operating managers and HR specialists support organizational goals, ensure legal compliance, and enhance productivity. Topics include employee selection, job design, performance appraisal, compensation, training and development, workplace safety, health, and labor relations. Upon successful completion, students will be prepared to apply key HR concepts and sit for the Associate Professional in Human Resources (aPHR) certification exam offered by the Human Resources Certification Institute (HRCI).

BUS	228	Principles of Marketing
	4	This course focuses on the concepts and practices of the marketing function. Students taking this course will examine both macro- and micro-environmental variables as they influence the marketing function.
BUS	270	Introduction to Project Management
	4	This course introduces students to the foundational principles of project management. Students will explore key terminology, the role and responsibilities of the project manager, and the core phases of a project life cycle: initiation, planning, execution, monitoring and control, and closure.
BUS	299	Business Externship
	4	Students will gain practical skills and hands-on experience by spending at least 120 hours in a supervised business environment. Pre-Req: Advisor's approval and completion of 48 hours with a CGPA of 2.0
BUS	324	Financial Planning and Investment
	4	Students taking this course will study the fundamental principles underlying investment and the various types of investment securities. Course work also includes a study of security analysis. Pre-Reqs: ACC210 or ACC313, BUS125
BUS	350	Managing the Small Business
	4	This course examines the various aspects of starting, acquiring, and operating a small business enterprise. Students will discuss various problems encountered by small businesses. Pre-Reqs: BUS101, BUS228
BUS	386	Money, Banking, and the Financial Marketplace
	4	Students who take this course will learn the structures and effects of commercial banking and relationships, the Federal Reserve System, monetary theory, and the impact of regulatory agencies. Pre-Req: BUS121
BUS	390	Research and Report Writing
	4	This course helps students learn how to communicate extensive information to various audiences. Topics include preparation of text, analyzing data, developing graphics, logical organization, and effective presentation. Pre-Req: BUS125
BUS	391	Production and Operations Management
	4	This course provides a survey of production capacity planning, job design, and inventory management. Students will discuss topics such as standards and work measurements, scheduling, and quality control. Pre-Reqs: BUS110, BUS125
BUS	392	Purchasing and Materials Management
	4	Students taking this course will receive an in-depth analysis of the various purchasing techniques used in the public, private, and foreign sectors. Topics for discussion include forecasting, inventory control, price determination, and cost analysis. Pre-Reqs: ACC101 or ACC210, BUS110, BUS125
BUS	420	Project Management
	4	This course helps students create project plans, assemble and lead problem-solving teams, eliminate or manage potential stumbling blocks, and complete projects on time and within budget. Pre-Req: Can only be taken during the last two terms of a program.
BUS	490	Corporate Budgeting
	4	Students taking this course will study the application of financial principles and analysis in business situations. This course examines topics such as capital budgeting, capital structure, asset management, and various types of securities. Pre-Reqs: ACC200 or ACC210

BUS	495	Strategic Management
	4	This is a capstone course that covers strategic management concepts utilizing theory and case studies. This seminar course focuses on business strategy, the concept of competitive advantage, and the management of organizational structure and strategy. Pre-Req: Can only be taken during the last two terms of a program.
BUS	499	Business Externship
	4	Students will gain practical skills and hands-on experience by spending at least 30 hours in a supervised business environment. The course will culminate in a capstone project based on the business environment and prior professional experiences. Pre-Req: Should be taken during the final term of a program.
MB	505	Business and Society
	4	This course focuses on interrelationships among business, government, and society. Students taking this course will learn how to function in a complex and dynamic environment and how to apply frameworks for moral reasoning to complex business issues. Students will also gain an appreciation of the role of ethics and society in business decision-making.
MB	511	Management Communications
	4	This course is designed to help students to develop oral and written communication skills that can be used in a variety of organizational settings. Course work includes communications networks, oral presentations of technical material, and decision-making, problem-solving, and agenda-setting in small groups.
MB	517	Dynamics of Organizational Behavior
	4	This course in management involves theories and models aimed at helping students to develop the managerial competencies needed to analyze, predict, and guide individual, group and organizational behavior.
MB	518	Developing Human Resources
	4	Students taking this course will examine aspects of strategic management, workforce planning and employment, employee training and development, and risk management. Emphasis will be placed on the creation of practical development plans, and workforce need analysis.
MB	520	Organizational Sustainability
	4	Students will explore how organizations seek to implement strategies and commitment to providing economic and cultural sustainability. Students will analyze the concept of "360-organizational sustainability" through an examination of four critical areas: the organization itself, Human Resources both inside and outside the organization, the community/society, and the environment.
MB	523	Legal Environment of Business
	4	Students taking this course will examine the legal environment of business in view of statutory provisions and administrative regulations that affect various forms of business organizations. This course also includes an in-depth discussion of business ethics.
MB	524	21st Century Leadership
	4	Students taking this course will examine how leadership theories, individual and organizational factors, and ethical practices shape performance across business environments. Students will explore the distinct roles of leaders, managers, and followers; evaluate power, influence, and motivation; and learn to guide change and foster diversity. Through applied projects, students will design leadership development models and develop personal philosophies to lead effectively in diverse business environments.
MB	528	Marketing Management
	4	Students will examine and discuss the role of marketing from a micro and macro environmental perspective. Topics include the development and implementation of the marketing mix and the control and analysis of the total marketing effort. Behavioral, financial, and quantitative analysis are used to explore such topics as buyer behavior, market segmentation, brand strategy, distribution channels, pricing, and advertising. Case studies and group projects will focus on market strategies.

MB	554	Business Research
	4	Students taking this course will examine how leadership theories, individual and organizational factors, and ethical practices shape performance across business environments. Students will explore the distinct roles of leaders, managers, and followers; evaluate power, influence, and motivation; and learn to guide change and foster diversity. Through applied projects, students will design leadership development models and develop personal philosophies to lead effectively in diverse business environments.
MB	565	International Finance
	4	This course deals with monetary interactions between two or more countries, concerning itself with topics such as financial flow, currency exchange rates, international monetary systems, foreign direct investment, balance of payment considerations and issues of international financial management including political risk.
MB	570	Business Information Systems
	4	Students taking this course will learn how managers can apply Information Technology to integrate data in business activities to solve management problems, increase productivity, facilitate decision-making, and find new opportunities for their organizations.
MB	582	Managing Global Diversity
	4	This course examines benefits and challenges of managing diversity in the international workplace, as well as methods for using diversity to create a competitive advantage. Students will examine differences between countries, as well as the internal diversity of each country. The course will examine a country's customers, employers, employees and suppliers. Students will also focus attention on what constitutes a successful global diversity management program and successful global diverse teams.
MB	584	Managing International Human Relations
	4	This course is concerned with identifying and understanding how the Multinational organizations manage their geographically dispersed worked force to leverage their Human Resources for obtaining local, as well as global competitive advantage. Students will examine how the global Human Resources functions differ from those of domestic Human Resources. Emphasis is placed on staffing, compensation, training, performance management, labor relations, communication and regulatory compliance within the global business environment.
MB	588	Managing Quality
	4	In this course, students focus attention on how quality is created, implemented and maintained in both the manufacturing and services industries for both parent organizations and supplier relationships. Students gain an understanding of quality planning and assurance, as well as quality control and quality improvement. In the course, students examine many different theories and practices of quality management, including Six Sigma, The International Organization for Standardization (ISO), and Total Quality Management.
MB	611	Project Management
	4	Students taking this course will examine the practices, processes, and concepts of project management. Students will review the project life cycle areas including Initiating, Planning, Executing, Controlling, and Closing projects.
MB	621	Managerial Economics
	4	This course introduces students to the analytical skills used in the study of microeconomics. Topics include efficient resource allocation; demand and supply estimation; competitive industry adjustment; pricing techniques, and labor market dynamics.
MB	625	International Management
	4	Students taking this course will examine special aspects of operating in the global environment by using the cross functional approach. Topics covered include global issues in politics, ethics, finance, marketing, organizational behavior, law, and strategy.
MB	630	Operations Management
	4	This course teaches students how operations management contributes to the overall success of an organization. The emphasis will be on the operations management tools and concepts

developed within the operations functions, which assist in all other functional areas within an organization.

MB	690	Organizational Project Management
	4	Students taking this course will complete a personal, guided project requiring the student to address a past or current management issue affecting a medium sized business. Emphasis will be placed on researching the factors causing the problem, devising a practical solution that includes applicable methods and metrics of measurement, and describing the theoretical difficulties of implementing that solution. Pre-Req: Should be taken during the final term of a program.
MB	695	Business Leadership Policy and Strategy
	4	Students taking this course will examine and discuss business strategy using Michael Porter's classic five force model of strategic management. Comprehensive case studies will serve as a basis for strategic analysis. Pre-Req: Can only be taken during the last three terms of a program.
MB	699	Practitioner Projects in Business Administration
	4	In this course students will identify, analyze, evaluate, and document their practical experience using deliverables that may include short paper on work-related topic, brief analysis of specific system/ business processes, contextual workflow management description, unique learning experience report, narrative related to practitioner's methodologies, contextual decision-making process analysis, review of leadership style, and the analysis of skills inventory applicable to your field of study. Pre-Req: Should be taken during the final term of a program.

Career Exploration Courses

REX	4XX	Career Exploration
	4	This is an elective, credit-bearing course intended for undergraduate students seeking to demonstrate and articulate college-level learning acquired through professional practice. Credits are allocated to the elective credit areas of their programs. Students may be awarded up to twelve (12) semester credit hours per verified year of full-time employment, up to the maximum institutional limit.
REX	7XX	Career Exploration
	4	This is an advanced elective, credit-bearing course intended for graduate students to demonstrate and articulate high-level learning and professional expertise derived from full-time employment. The course requires students to provide and submit detailed verification of a minimum of one year of full-time professional employment. Credits earned are allocated to the elective credit areas of their programs. Students may be awarded up to three (3) semester credit hours per verified year of full-time employment, up to the maximum institutional limit.

Chemistry Course

CHM	101	General, Organic, and Biochemistry
	4	This course covers an introduction to general principles of chemistry providing an integrated approach to aspects of general, organic, and biochemistry. The course is designed to provide a background for students in nursing and other related allied health areas.

Computer Literacy Courses

COM	151	The Microsoft Office
	4	This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lectures and hands-on training.
COM	234	Desktop Applications
	4	Students taking this course will learn how to use Microsoft® Word and Microsoft® PowerPoint to prepare documents and presentations.

COM	235	Spreadsheet Applications
	4	Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.

Computer Science Courses

CS	105	Introduction to Relational Database Management Systems
	4	This course provides a vendor-neutral survey of Relational Database Management Systems Technology. Students will study relational model and relational design including E-R diagramming and normalization techniques. The course introduces the student to Query-By-Example (QBE) and Structured Query Language (SQL) and introduces the fundamentals of database administration and management, data integrity and data security.
CS	120	Introduction to Python
	4	Introduction to Python provides students with a foundation in programming concepts using the Python language. Students learn to write scripts, use data structures, control program flow, and handle input and output. The course emphasizes problem solving, debugging, and applying logical thinking to develop simple applications. Upon completion, students will be able to create functional Python programs to solve basic computational tasks.
CS	125	Introduction to Artificial Intelligence and Machine Learning
	4	Introduction to Artificial Intelligence and Machine Learning introduces students to foundational AI and machine learning concepts, methods, and applications. Students learn to preprocess data, build simple models, and evaluate performance using Python based tools. The course emphasizes ethical considerations, result interpretation, and the practical impact of AI across industries. Upon completion, students will be able to apply basic AI and machine learning techniques to solve real world problems.
CS	250	Systems Analysis and Design I
	4	Students taking this course are introduced to the analyses, methodology and tools used to translate business requirements into information systems that support the short- and long-term objectives of the enterprise. Students will learn about traditional structured analysis, object-oriented concepts and agile methods and the Systems Development Life Cycle (SDLC). They are also introduced to project management concepts and the software tools most used by systems analysts. Pre-Req: NET205

Cybersecurity and Information Assurance Courses

CBC	575	Business Continuity Planning
	4	In this course, students will explore how contingency planning is an important element of information security. This course will provide insight into an overall strategic plan for information security, including risk management processes to guide the appropriate managerial and technical controls.
CFE	565	Forensic Evaluation and Analysis
	4	This course uses the 9 domains of the CCFE as the foundation to educate students in the field of Computer Forensics and to provide the necessary skills for the student so they can be an effective Computer Forensics Investigator. The skills learned in the course will include practical skills for hands-on computer forensics investigations as well as preparation skills for legal examination and chain-of-custody delivery under the Federal Rules of Civil Procedure. Additionally, the student will learn detailed techniques for examining digital evidence from computer equipment to mobile phones and any device that deals with a microprocessor.
CHP	555	Ethical Hacking and Penetration Testing
	4	This course analyzes the principles and techniques associated with the cybersecurity practice known as penetration testing. The course covers planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting and prepares students for the Licensed Penetration Tester (LPT) and Certified Ethical Hacker (CEH) certifications.

		Pre-Req: MSC640
CIS	525	Legal and Ethical Practices in Information Security
	4	In this course, students will explore how laws, ethics, and technology interact within an organization. Students will develop an understanding and awareness of issues that arise from privacy, silence, access control, and policy development and enforcement, as well as other legal and ethical dilemmas that reside within organizations. Pre-Req: MSC650
CSM	535	Information Security Management
	4	The purpose of this course is to help prepare students for a successful career in public practice, industry or government by understanding how to manage, use and participate in the design of information systems. The course will also help students learn how to assess and consider the impact of IT governance, risk and compliance on accounting functions, focusing on how IT affects business processes and controls. This course serves as a preparation course for the Certified Information Systems Manager (CISM) exam certification. Pre-Req: MSC620
CSP	545	Secure Software Development
	4	In this course, students will be introduced to the eight domains of the $(ISC)^2$ Common Body of Knowledge (CBK) in secure software development. These domains will be used as a framework to critically analyze information security and assurance awareness issues in software development and to evaluate best practices in implementing security and assurance concepts systems in the Software Development Lifecycle.
CY	200	Security+
	4	This course provides students with the knowledge and skills necessary to understand the core concepts of computer and network security. This course explains key security concepts including understanding threats to a computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. This course is designed to help prepare students for the CompTIA Security+ Certification Examination. Pre-Reqs: IT110 and IT111
CY	300	Physical and Technical Security
	4	This course provides students with a detailed study of cyber-physical systems (CPSs) and an overview of the various technologies that support the security functions of today's enterprise.
CY	302	Mobile Security
	4	This course provides students with a foundation in securing Android, Windows, BlackBerry OS, and iOS mobile operating systems. Students completing this course will have an understanding of how to secure PAN networks, use SMS security, and enterprise security on mobile OS. Pre-Req: IT221
CY	310	Principles of Incident Response and Disaster Recovery
	4	This course provides students with a foundation in disaster recovery principles and planning and emphasizes the importance of incident response in minimizing prolonged downtime that can potentially lead to irreparable loss to the enterprise. Pre-Req: CY200
CY	320	Cybersecurity Law and Ethics
	4	Students taking this course will learn about laws concerning network and computer security, legal limits for accessing systems, data, and various other forms of regulations on digital information. Students in this course will also be introduced to Crimeware and how it relates to multiple areas of application architecture. Pre-Req: IT221
CY	325	Biometrics: Application, Technology, and Management
	4	This course presents the student with an introduction to biometrics as applied to computer security. The course emphasizes the biometric technologies employed in authentication, authorization, identification and access control to protect valuable computer and network

		resources and assets. The course examines how and why biometric systems emerge as an increasingly important aspect of cybersecurity. Pre-Req: CY200
CY	350	Information Security Fundamentals
	4	Students taking this course will learn the fundamental skills needed to evaluate and ultimately defend the networks and clients that they manage. This course introduces students to the core concepts of security, malicious attacks, threats, and vulnerabilities. Students in this course will understand cryptography, auditing, and security operations. Pre-Req: NET229
CY	375	Computer Forensics
	4	Students taking this course will gain a solid foundation of digital computer forensics. Those in this course will understand data acquisition, digital crime scenes, and live acquisitions. Students in this course will learn to effectively mitigate the effects of digital crimes, while properly identifying and processing all related evidence. Pre-Req: CY350
CY	410	Ethical Hacking and Network Defense
	4	This course introduces students to the tools and penetration testing methodologies used by ethical hackers and provides a thorough discussion on the role of ethical hackers and their importance in protecting corporate and government data from cyber-attacks. Students are provided with updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. The course includes a review of federal and state computer crime laws, as well as recent changes in penalties for illegal computer hacking. Pre-Req: CY375
CY	499	Cybersecurity Externship and Capstone
	4	Students will gain practical skills and hands-on experience by spending 30 clock hours in a supervised cybersecurity environment. The course will culminate in a fully functional capstone project related to cybersecurity body of knowledge and learning domains where practitioner's approach can be applied thru prior professional experiences in this domain. Pre-Req: Should be taken during the final term of a program.
CY	501	Information Assurance and Security Management
	4	This course provides the student with the basis and tools necessary to develop a business case for information assurance governance, and the development and implementation of a strategy to increasingly integrate assurance functions to improve security, lower costs, and ensure the preservation of the organization and its ability to operate.
MSC	510	Information Security Systems and Organizational Awareness
	4	In this course, students will be introduced to the eight domains of the $(ISC)^2$ Common Body of Knowledge (CBK) in information security. These domains will be used as a framework to analyze critically security awareness issues and to evaluate best practices in implementing security systems within the enterprise.
MSC	520	Intrusion Detection Attack and Countermeasures
	4	In this course, students examine common attack methods, technologies, and countermeasures. Students also gain skills needed to recognize various stages and methods of attack on the enterprise.
MSC	530	Information Security and Organizational Change
	4	In this course, students analyze the principles of change management as they apply to the requirements and regulations of information security. Students evaluate the factors that affect corporate decision-making when implementing security programs and the ability of the manager to translate corporate needs into information security projects.
MSC	540	Business and Security Risk Analysis
	4	This course provides students with an overview of risk management principles. Methods to identify, quantify, and qualify internal and external risks to the organization are examined. Students apply these principles and methods to the current business and risk environment.

MSC	550	Information Security Project Management
	4	In this course, students utilize PMI's Project Management Body of Knowledge (PMBOK) as a framework to apply project management concepts in the information security arena. Each student develops a project plan for a security assessment, which incorporates the technical and behavioral characteristics of high-performance teams.
MSC	560	Strategic Analysis in Information Security
	4	In this integrative course, students assess the information security risk associated with an identified management problem. Students then develop a risk mitigation strategy which integrates principles and techniques of risk analysis, project planning and change management.
MSC	610	Design, Development, and Evaluation of Security Controls
	4	In this course, students transform high-level policies and procedures into quantifiable and measurable controls and mechanisms that enforce data and process integrity, availability and confidentiality.
MSC	620	Security Policies, Standards, and Procedures
	4	In this course, students examine the role of security policies, standards, and procedures in addressing business and technical risks and develop a security governance report to evaluate compliance across the enterprise.
MSC	630	Information Security and Assurance Policy, Planning, and Analysis
	4	This course provides students with expertise and skills in development of information assurance policies and deployment plans as part of the comprehensive strategic plan and operational objectives of the enterprise.
MSC	640	Risk Management and Compliance
	4	In this course, students evaluate the procedures and results of risk analysis, as well as the compliance processes that address the regulatory requirements, which drive the need for risk analysis within the enterprise. Security-related regulations such as SOX, GLBA, FISMA, and HIPAA are examined.
MSC	650	Certification and Accreditation
	4	In this course, students analyze an enterprise-wide view of information systems and the establishment of appropriate, cost-effective information protection programs. Within this context, students examine a set of standard policies, procedures, activities and a management structure to certify and accredit information systems for the protection of data as well as the systems.

English Courses

ENG	101	Composition
	4	Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.
ENG	301	Oral Communication
	4	Students taking this course will develop the ability to express themselves effectively in public and private settings.

English as a Second Language Courses

ESL	1111	Beginning English-Reading, Writing, and Grammar
	0	In this class, students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.
ESL	1112	Foundations of English-Reading, Writing, and Grammar
	0	In this class, students will improve their ability to write organized paragraphs and identify basic types of sentences. Students will produce a variety of written paragraphs, read basic academic texts, and study foundational grammatical structures. Pre-Req: ESL1111

ESL	1113	Intermediate English I-Reading, Writing, and Grammar
	0	In this class, students will write a variety of paragraphs applying specific structure and patterns. Students will show an increasing command of simple, progressive, and perfect verb tenses. Students will read and analyze academic texts appropriate for the level. Pre-Req: ESL1112
ESL	1114	Intermediate English II-Reading, Writing, and Grammar
	0	In this class, students will write a variety of paragraphs and essays, applying specific structure and patterns. Students will study various clauses and passive voice. Students will read and analyze academic texts appropriate for the level. Pre-Req: ESL1113
ESL	1115	Introduction to Advanced English- Reading, Writing, and Grammar
	0	In this class, students will begin to direct their learning to the needs of the academic classroom. Students will read and analyze academic texts appropriate for the level. Students will write a variety of essays, applying specific structure and patterns. Students will review all verb tenses and modals and develop more advanced skills utilizing the passive voice and relative clauses. Pre-Req: ESL1114
ESL	1116	Advanced English-Reading, Writing, and Grammar
	0	Students will practice test-taking skills in preparation for standardized tests. Students will compose a variety of thesis driven essays in response to specific prompts. Responses to more complex reading passages should show insight, original thought, and inference. Students will develop mor advanced skills utilizing advanced structures with connectives, conditionals, and adverbial clauses. Pre-Req: ESL1115
ESL	2211	Beginning English-Listening, Speaking, and Vocabulary
	0	In this class, students will participate in simple discussions, form basic questions, respond to questions, and conduct and deliver basic oral presentations. This class employs retelling and other comprehension strategies to discuss course content presented in simple listening passages.
ESL	2212	Foundations of English-Listening, Speaking, and Vocabulary
	0	In this class, students will use clear vocabulary in conversations and discussions on topics presented in classroom listening passages. Students will use correct verb tenses and complete sentence structures with increasing accuracy while speaking. Students will construct and deliver organized oral presentations. Pre-Req: ESL2211
ESL	2213	Intermediate English I-Listening, Speaking, and Vocabulary
	0	In this class, students will demonstrate an increasing ability to follow native speakers in casual conversation, in question-and-answer discussions, and will improve their ability to understand and react to contemporary topics presented in authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures. Pre-Req: ESL2212
ESL	2214	Intermediate English II-Listening, Speaking, and Vocabulary
	0	In this class, students will demonstrate an increasing ability to follow native speakers in academic conversations, in question-and-answer discussions, and will improve their ability to understand, retain, and react to contemporary topics presented in a variety of authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures. Pre-Req: ESL2213

ESL	2215	Introduction to Advanced English-Listening, Speaking, and Vocabulary
	0	In this class, students will orient themselves to the demands of the academic classroom, specifically delivering longer and more detailed oral presentations on contemporary academic topics, leading and participating in classroom discussions and interviews on related topics, mastering complex note-taking skills, and comprehending and summarizing lengthy academic lectures and other authentic listening sources. Pre-Req: ESL2214
ESL	2216	Advanced English-Listening, Speaking, and Vocabulary
	0	In this class, students will continue to focus on the demands of the academic classroom and standardized international English language exams. Students will show an increasing ability to present original thought in college-level classroom discussions, question and answer sessions, and in longer and more detailed oral presentations on contemporary academic topics, Students will also master complex note-taking skills and comprehend and summarize lengthy academic lectures and other authentic listening sources. Pre-Req: ESL2215

Environmental Science Course

ENV	101	Environmental Science
	4	Environmental Science is a general course for non-biology majors in which students will explore environmental problems, such as risks associated with pollution, health of humans and ecosystems, deforestation and climate change, overpopulation, and environmental law and ethics.

Ethics Courses

ETH	201	Ethics
	4	Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.
ETH	206	Ethical and Legal Issues for Healthcare
	4	This course is designed to explore the ethical and legal concepts necessary for the provision of safe quality clinical practice. The content will focus on relevant ethical theories and principles, professional standards, compliance, morality, values, established laws and regulations, the responsibility and accountability of health care professionals, and many ethical and legal issues in health care organizations.

Government, History, and Political Science Courses

GEN	301	Cultural Appreciation
	4	The need for cultural awareness doesn't just apply to one's relationship with others; conflicting cultural perspectives often exist within the individual. Students will learn to appreciate their own heritage and understand how their heritage influences their perspectives while gaining an appreciation for the cultural heritage of those around them. Students will be challenged to think and discuss their beliefs and opinions considering cultural influence and understand how those values affect their work ethic and working relationships. Course content will incorporate experiences like those that will occur in the vocations students have chosen to study.
GOV	301	American Government
	4	Students taking this course will study constitutional principles, institutions, functions, and processes as they relate to government in the United States.
GOV	401	Parliamentary Procedures/Group Dynamics
	4	Students taking this course will study the rules that govern the proceedings of many businesses and civic organizations. Emphasis is placed on effective group interaction and communication skills to include group dynamics, group structure, and group roles.

HIS	301	American History 1945-Present
	4	This course documents the exciting political, social, and corporate events that forged the United States' industrial and technological power from 1945 to the present.
HIS	401	American Economic History
	4	Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.
POL	301	Political Science
	4	This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

Health Information Courses

EHR	100	Electronic Health Records
	4	This course introduces the basic concepts of medical charting which are applied to an Electronic Health Record (EHR). Topics include concepts of implementation, skill development for basic navigation of an electronic health record, components of the electronic record, technology that is used for input into the record, and privacy and security issues affecting access to the patient information. Other topics introduced are ethical and legal aspects of the patient's medical record in a hospital or clinic setting.
HIM	101	Introduction to Health Information Management
	4	This is an introductory course providing an overview of the various aspects of Health Care Information Management (HIM) and the technology used. The course introduces a student to the role of health information professional in the documentation process and managing the information flow within a health care organization. It introduces the content of health records, electronic medical records, as well as an overview of the clinical classification systems-taxonomies, vocabularies, and coding systems. It prepares the student to face the challenges in the health information management field in keeping up with the advancements in medicine and technology.
HIM	104	Legal and Ethical Practices in Health Information Management
	4	This course provides the students an understanding of the American legal system specially pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health information professional. Pre-Req: HIM101
HIM	150	Pharmacology for Health Information Management
	4	This course provides students of Health Information Management the fundamental knowledge of drugs, uses of common brand name and generic drugs, different formats and administration of drugs, therapeutic, preventive, and diagnostic uses of drugs. The emphasis is on the drugs that are used to treat conditions associated with the specific body systems. Students will apply the pharmacology knowledge to clinical documentation in health records via case studies to associate drugs to usage, diagnosis and treatment. Pre-Req: BIO206
HIM	160	Healthcare Delivery Systems
	4	This course introduces the different types of healthcare services provided in diverse settings throughout the patients' continuum of care. It familiarizes the students with the structure and content of data these systems produce, and the standards and requirements of the data

structures. It also covers regulatory issues, reimbursement and funding, information management, data flow, quality improvement, utilization management, and risk management issues associated with each system.
Pre-Req: HIM101

HIM	200	Health Informatics
	4	This course offers students an overview of the application of information technology in health care delivery and management. It provides students with hands-on experience with clinical information systems via virtual laboratory exercises and web services. Students are exposed to the health information standards for electronic health records. It also includes an introduction to database systems, security issues related to health care information management systems, and health information exchange.
HIM	201	Clinical Classification Systems I
	4	This course introduces students to the organization, principles and practices of ICD-10-CM, Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Students learn to assign ICD-10-CM codes to medical diagnoses using the current codebook following current coding guidelines. Pre-Reqs: BIO201, BIO202; Co-Req: BIO206
HIM	202	Clinical Classification Systems II
	4	In this course students learn the ICD-10-CM chapter specific guidelines continuing from the Clinical Classification Systems I. Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment. Pre-Req: HIM201
HIM	205	Procedural Coding
	4	This course provides introduction to assigning accurate medical codes to procedures and medical services performed in an outpatient setting using Healthcare Common Procedure Coding System Levels I and II. The students are trained to use the Current Procedural Terminology (CPT) to code procedures following coding conventions and current guidelines. The sections from CPT book that are covered in this course are Evaluation and Management, Anesthesia, and Surgery Subsection Integumentary, Musculoskeletal, and Respiratory Systems.
HIM	206	Procedural Coding II
	4	This course is a continuation of Current Procedural Terminology coding. The students will continue to learn to use terms and codes for reporting medical services, procedure supplies, and equipment using Healthcare Common Procedure Coding System Level I and Level II coding systems. Encoder will be utilized in assigning codes to procedures in coding complex case studies, and students will recognize the use of the encoder in determining the NCCI and other code editors built into the systems. Pre-Req: HIM205
HIM	208	Reimbursement Methodologies
	4	This course focuses on health care reimbursement systems, methodologies and payment process throughout the continuum of care. It provides an overview of government-sponsored, commercial, and managed care insurance plans. Students learn the methods and guidelines used to ensure accuracy of diagnostic and procedural groupings to support accurate billing through claims management and reconciliation process. The components of revenue cycle management and its importance in fiscal stability are reviewed. Pre-Reqs: HIM201, HIM205
HIM	210	Advanced Coding
	4	The purpose of this course is to provide students with an advanced knowledge of applying ICD-10 and CPT coding skills to accurately report diagnoses and procedures based on Uniform Hospital Discharge Data Set (UHDDS) guidelines of coding and reporting and the use of encoder software. Students will learn the role, principles, and applications of coding audits in the field of healthcare reimbursement for inpatient as well as outpatient services. As the final assessment in

		in HIM210, students must take and pass one of the following certification exams to successfully complete the course, which is a requirement of the Medical Billing and Coding and Health Information Management programs: Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC) with a passing score of 70%, Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) with a scaled score of 300, or Certified Coding Associate (CCA) through AHIMA with a scaled score of 300. This is the final course and culminating experience for the Medical Billing and Coding diploma program. Pre-Reqs: HIM202, HIM206; Co-Req: HIM150
HIM	249	Principles of Healthcare Management
	4	This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.
HIM	250	Quality Management in Healthcare and Healthcare Statistics
	4	The Quality Management course is designed for health information management students to be able to understand and implement the role of quality services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting. Pre-Reqs: HIM101, MAT201
HIM	298	RHIT Exam Success
	4	This course will prepare the students for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the six domains described in the RHIT content outline and knowledge statements published by AHIMA. The six domains include: Data Content, Structure and Information Governance, Access, Disclosure, Privacy and Security, Data Analytics and Use, Revenue Cycle Management, Compliance, and Leadership. As the final assessment in HIM298, students must take and pass the Registered Health Information Technologist (RHIT) certification exam through the American Health Information Management Association (AHIMA) to successfully complete HIM298 and graduate from the Health Information Management program. A scaled score of 300 is required to pass the RHIT exam. Students are required to register and take the RHIT certification exam before the final week of the course. Pre-Req: Should be taken during the final term of a program.
HIM	299	Professional Practice Experience
	4	Professional Practice Experience (PPE) is an externship course developed to enhance student education in the field of career development during their last term of the Health Information Management program. This course provides a means in which students can bridge the gap from the classroom to the work environment. The experience provides meaningful exposure to the HIM practice environment all the while providing support and instruction to the student. Students will accomplish externship through a combination of simulations and in-field experience. Externships may be in a variety of traditional or non-traditional (insurance companies, consultants, health IT software vendors, etc.) sites and students will work under the supervision of the facility's staff and/or the course faculty. Pre-Reqs: Should be taken during the final term of a program.

HEALTH COURSE

PER	301	Personal Health
	4	This course provides students with an introduction to contemporary health concerns and issues. Students will discuss mental health, prescription and over-the-counter drugs, physical fitness, nutrition, and disease.

Healthcare Courses

HSM	301	Introduction to Healthcare Management and Human Resources
	4	This course is intended to provide a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. Topics include organizational design as it relates to healthcare organizations, managing professionals, and diversity in the workplace. Topics include the essential role of human resources management within health care organizations with a comprehensive foundation for all aspects of human resources planning, development, and administration and are vital to human resources professional in the healthcare organization.
HSM	302	Accounting and Billing Procedures for HSM
	4	An overview of medical insurance, coding, documentation guidelines, and billing procedures for health care facilities. Students also learn methods for establishing sound accounts receivable and collection policies and maintaining compliance with HIPAA and privacy regulations.
HSM	315	Management in a Medical Practice Setting
	4	This course focuses upon the daily operations and management of medical practice settings, including, but not limited to physician practices, outpatient surgery centers, and urgent care centers. This course will also focus upon financial management and regulatory compliance with the reimbursement and operations regulations applicable to the different types of medical practice organizations. Pre-Reqs: HSM301
HSM	323	Advanced Healthcare Law and Bioethics
	4	This course expands upon health care law and broadens the scope of traditional bioethics by investigating the social, economic, public policy, and the legal issues affecting healthcare delivery. Students examine the rudimentary basics of the law as it pertains to healthcare management, healthcare laws, and bioethics.
HSM	324	Healthcare Economics
	4	This course provides a systematic study of economic issues pertaining to the health care field. Coursework focuses on basic economic tools, supply and demand, information and insurance markets, key players in the healthcare sector, social insurance, and distinct health care topics.
HSM	390	Quality Improvement in Healthcare
	4	This course is an introduction of the methods used to define, describe, recognize and apply total quality management in health care. The principles of the quality assessment process will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach.
HSM	400	Inter-Professional Healthcare Collaboration
	4	This course is designed for health science students in multiple disciplines. Students will learn principles of inter-professional collaboration by developing inter-professional competency skills. Inter-professional collaborative practice is essential to the provision of safe, high-quality patient-centered care. This course will introduce learners to the concept of inter-professional collaborative practice and the evidence base that supports its effectiveness. Topics will focus on the roles of various healthcare professionals, their scope of practice, and settings in which they work, communication strategies, tools for effective inter-professional collaborative practice, conflict management, negotiation, the concepts and strategies of leadership and membership to promote effective inter-professional teamwork.
HSM	410	Revenue Management and Compliance
	4	This course covers concepts of healthcare classification systems and terminologies, charge master management, revenue cycle and audit processes. Additional topics include utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement.
HSM	425	Healthcare Data Analytics
	4	This course addresses the analysis of data to make decisions, which includes healthcare statistics, data analysis, mining, and exploration. Collection, evaluation and interpretation of health care

data will be covered. Software to analyze data and information related to clinical systems in healthcare will be utilized.
Pre-Reqs: MAT401

HSM	430	Healthcare Policy
	4	This course is structured to provide students with an overview of healthcare policy, finance, and regulatory issues at the local, state, national, and global level. Concepts will be examined related to the regulatory agencies effect on patient care and scope of nursing; implications of policy and legislative processes on healthcare delivery and vulnerable populations; and the financial implications for healthcare services. Social, ethical, and political issues and policy decisions affecting healthcare and nursing practice will be analyzed. A letter grade of a "C" is required for successful completion of this course.
HSM	440	Healthcare Evidence-Based Practice and Research
	4	This course introduces students to the fundamentals and principles of the research process and how it applies to healthcare. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings is emphasized in this course. The utilization of research for evidence-based practice is a primary focus of this course. Pre-Reqs: MAT401
HSM	490	Leadership in Healthcare
	4	This capstone course focuses on leadership development in healthcare. Concepts of change management and leadership styles are included. Students will focus on leadership competencies and skills. Pre-Req: HSM301; Can only be taken during the last two terms of the program.
HM	501	Understanding the U.S. Healthcare System
	4	This course is designed to equip students with a comprehensive understanding of the complex U.S. healthcare system and the essential principles of healthcare management. This course explores the critical topics necessary for success in healthcare leadership roles, emphasizing policy, quality, economics, technology, ethics, and strategic leadership. The course prepares students to address real-world challenges in healthcare management through readings, discussions, case studies, and practical applications.
HM	502	Quality and Safety for the Healthcare Professional
	4	This course is designed to equip healthcare professionals and administrators with the knowledge and skills necessary to navigate the complex landscape of healthcare management, with a specific focus on ensuring and enhancing quality and safety within healthcare organizations. Specific focus will cover strategic intersection of management principles, quality improvement methodologies, and patient safety initiatives.
HM	503	Information Systems for Healthcare Management Professionals
	4	This course is designed to equip healthcare professionals with the knowledge and skills necessary to effectively manage and utilize information systems within the healthcare industry. This course focuses on the practical application of information technology to improve patient care, streamline healthcare operations, and enhance decision-making processes.

HVAC Courses

HVA	101	Professional Development and Careers
	4	This course introduces career planning and professional development in the HVAC industry. This course explores various career opportunities, the job outlook for HVAC professions, and the essential traits of successful employees. Students will learn how to research job openings, navigate the application and interview processes, and understand the value of trade associations and professional certifications. The course also covers licensing requirements and how they vary by geographic location, helping students prepare for a successful career in the HVAC field.

HVA	102	Refrigeration Fundamentals
	4	This course introduces students to the fundamental principles of refrigeration, focusing on the concepts of heat, energy, and pressure. Students will explore the relationship between heat and temperature, understand the differences between sensible and latent heat, and examine the states of matter. The course covers the measurement of pressure, Pascal's law, and the use of various laws to calculate pressure, temperature, and volume. Additionally, students will learn how pressure affects the change of state in substances, providing a solid foundation for further studies in refrigeration.
HVA	103	Refrigerant Service and Safe Handling
	4	This course focuses on the safe handling of refrigerants and the critical safety practices required for HVAC technicians. Students will explore OSHA regulations, various workplace hazards, and the components of a safety data sheet (SDS). The course emphasizes the use of personal protective equipment (PPE) and the importance of first aid training and OSHA safety certification. Additionally, students will learn about HVAC service categories, effective customer relations, service documentation, and standard troubleshooting procedures used to diagnose and solve technical problems in the field.
HVA	201	Basic Refrigeration
	4	This course provides an in-depth introduction to the basic principles and components of refrigeration systems. The course focuses on the compression refrigeration cycle, examining the function and placement of key components such as compressors, condensers, evaporators, and metering devices. Students will learn how these components operate within high and low-pressure sides of a system and how they contribute to the overall refrigeration process. Emphasis is placed on understanding the design, characteristics, and functions of these elements, equipping students with essential knowledge for working in refrigeration.
HVA	202	Basic Electricity
	4	This course covers the fundamental concepts of electricity as they apply to HVAC systems. The course explores electrical principles, the types of electricity and materials used in electrical systems, and the operation of transformers. Students will learn about electrical power, power circuits, circuit protection devices, and how to troubleshoot common electrical problems. Additional topics include the role of semiconductors and control devices in HVAC systems, the behavior of diodes, and the importance of control circuits and microprocessors in HVAC equipment.
HVA	203	Electrical Control Systems
	4	This course provides students with a comprehensive understanding of electrical control systems in HVAC applications. The course covers motor components, types, and functions, including induction motors and electronically commutated motors. Students will learn about motor control systems, thermostats, and motor protection devices, as well as the fundamentals of control systems and direct digital control (DDC) systems. The course also focuses on electrical test equipment, troubleshooting strategies, and servicing motors, including hermetic compressor motors, fan motors, and external motors.
HVA	210	HVAC and Commercial A/C Systems
	4	This course provides an in-depth examination of HVAC and commercial air conditioning systems, focusing on the principles of cooling and humidity control. The course covers various air conditioning units, including split systems, packaged terminal, and portable units. Students will learn about comfort cooling controls, central air conditioning systems, and their installation and servicing. Topics include ductless split systems, humidifiers, dehumidifiers, rooftop units, and variable refrigerant flow (VRF) systems. Additionally, the course introduces the basic functions and operations of chillers and cooling towers.
HVA	211	Furnace and Hydronic Systems
	4	This course explores the components, functions, and operations of furnace and hydronic heating systems. The course provides a detailed understanding of various types of hydronic systems, focusing on system controls, installation methods, and troubleshooting techniques. Students will learn how to identify and resolve issues with boilers and water circulation in hydronic systems,

as well as the importance of regular maintenance and servicing of boilers to ensure system efficiency and longevity.

HVA	212	NATE and OSHA 10
	4	This course provides students with essential knowledge in safety standards and certifications, focusing on EPA 608, OSHA 10 guidelines and NATE standards in the HVAC field. The course reviews safety hazards, the importance of personal protective equipment (PPE), and the role of safety data sheets (SDS). Students will also learn about first aid training, HVAC service categories, and the basic construction and electrical principles outlined by NATE. The course covers NATE safety standards, essential HVAC tools and equipment, achieving home comfort conditions, and methods for measuring temperature and humidity.

Information Literacy Course

AI	101	Introduction to Generative AI
	4	This course introduces students to the foundations, capabilities, and ethical implications of generative artificial intelligence. Through hands-on exploration of generative AI tools, students will learn how generative AI creates text, images, and other media, and how to critically evaluate and ethically apply AI-generated content. Emphasis is placed on responsible use, bias awareness, and the societal impact of emerging technologies.

Information Technology Courses

IT	100	Electronics and Systems
	4	Students taking this course will obtain a background in digital electronics, digital devices, digital circuits, safety, digital security, and will obtain an introduction to networking.
IT	101	Implementing and Troubleshooting Operating Systems Technology
	4	This course is designed to prepare students for the CompTIA A+ Certification software examination. Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Certification software examination.
IT	102	Computer Hardware Technology
	4	This course is designed to prepare students for the CompTIA A+ Practical Application Hardware Certification examination. Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Hardware examination.
IT	110	Network I
	4	Students taking this course will prepare for the CompTia Net+ certification. They will use their knowledge of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.
IT	111	Network II
	4	Students taking this course will obtain an understanding of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet. As well as preparing them for the CompTia NET+ certification. Pre-Req: IT110
IT	121	Introduction to Cloud Technology
	4	Introduction to Cloud Technology introduces students to the core concepts, services, and architectures that support cloud computing environments. Students learn to configure virtual machines, storage, and network resources while applying basic security and access controls. The course emphasizes monitoring and managing cloud resources to ensure performance, reliability, and cost efficiency. Upon completion, students will be able to apply foundational cloud technologies to support organizational operations.

IT	125	Introduction to Cloud Technology
	4	Introduction to Cloud Technology introduces students to the core concepts, services, and architectures that support cloud computing environments. Students learn to configure virtual machines, storage, and network resources while applying basic security and access controls. The course emphasizes monitoring and managing cloud resources to ensure performance, reliability, and cost efficiency. Upon completion, students will be able to apply foundational cloud technologies to support organizational operations. Pre-Req: CS120
IT	200	Technical Writing for Information Technology Professionals
	4	Students taking this course will develop the skills necessary to produce clear and effective technical documents and reports.
IT	215	Client Configuration I
	4	Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration. Pre-Req: IT102
IT	216	Client Configuration II
	4	Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration. Pre-Req: IT102
IT	220	CISCO I
	4	Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems. Pre-Req: IT111
IT	221	CISCO II
	4	Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems. Pre-Req: IT220
IT	230	Helpdesk Remote Services
	4	Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment. Pre-Req: IT111
IT	300	Linux Operations I
	4	Students taking this course will build the skills and knowledge necessary to effectively deploy, manage and administer servers and clients using the Linux operating system in the enterprise and to effectively integrate devices using Linux based operating systems into the enterprise network. Pre-Req: IT111
IT	310	IT Operations Management
	4	Students in this course will explore a unifying paradigm for understanding operations based on the design and management of business process. They will learn how managers can control process structure and process drivers to achieve desired business process performance and understand which level managers must control: cycle-time, capacity, inventory and quality. Pre-Req: NET229
IT	315	Application Development
	4	This course introduces students to multiple areas of application development while stressing Python style, best practices and good programming habits. The course covers application development for clients and servers, databases, interfacing with popular Microsoft Office applications, the World Wide Web, the cloud and social media.

Pre-Req: IT111

IT	330	Project Management for Information Technology Professionals
	4	Students taking this course will develop skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement and stakeholder management as well as planning, executing, monitoring, controlling and closing processes. This course emphasizes the principles distinctive to managing information technology projects that extend well beyond standard project management requirements. Pre-Req: NET205
IT	335	Principles of Cryptography
	4	This course provides a practical survey of both the principles and practice of cryptography in computer security. Students are introduced to the basic concepts of cryptography and their use in protecting data and resources from disclosure, to guarantee the authenticity of data and messages, and to protect systems from network-based attacks. Pre-Req: CY200
IT	400	Information Security Governance
	4	Students in this course will learn the basic strategies and tools used for developing a business case for information security/information assurance governance and will learn how to develop and implement a strategy to increasingly integrate assurance functions to improve security, lower costs and ensure the preservation of the enterprise and its ability to operate. Pre-Req: CY200
IT	425	Managing Innovation
	4	Managing innovation – a critical skill set in today's technical enterprise requires skills and knowledge that are significantly different than the traditional management toolkit and experience. Students in this course will learn a complete framework for thinking about innovation across technological, market and organizational perspectives, while integrating the latest developments in the field. Pre-Req: IT310
IT	523	Advanced Database Systems
	4	This course covers the advanced fundamentals of database application development using C++, C, or Java by accessing a transaction-oriented database server. A commercial database environment such as Oracle is used. Optional topics may include enabling access to databases via the web and administering large databases.
IT	531	Networking Advanced Management
	4	This course surveys the various levels of a packet-switched computer network, using the TCP/IP protocol suite as the primary model. Other network protocol stacks (e.g., Novell) may also be considered as time permits. At the Physical and Data Link Layers, various protocols are compared, and their implications for network topology are considered. At the Network Layer, a wide variety of routing protocols and name resolution protocols are studied. At the Transport Layer, students are introduced to the various methods for building end-to-end reliability on top of lower layers. Finally, at the Application Layer a variety of standard protocols such as telnet, ftp, and electronic mail are examined, together with the related issues of security and authentication. Some programming in the C language is required.
IT	540	Marketing Innovation and Technology Products and Services
	4	This course provides students with a strong understanding of the unique marketing challenges that surround innovation and high-tech products and services. Students will learn how traditional marketing strategies and programs must be modified and adapted for today's global high-tech environment and how to bring together marketing with other business disciplines such as research and development, legal and management and strategy to achieve effective cross-functional interactions.
IT	550	Network Security
	4	This course will involve a discussion of the methods and tactics used to keep attackers at bay as well as the mechanisms by which organizations can identify and potentially stop potential "bad guys." The course will involve the following topics as they all relate to the overall security posture:

		Encryption, authentication, firewalls, NAT/PAT, restricted access policies, intrusion detection and other security frameworks.
IT	572	Web Application Development-Mobile Applications
	4	Analysis of mobile history, architecture and applications. Students will examine design principles for creating usable and accessible mobile applications. Students will develop technical skills and apply industry standards.
IT	582	Systems Analysis
	4	Examination of the systems-approach to the design and development of information systems. Methods and tools for the analysis and modeling of system functionality (e.g., structured analysis) and data represented in the system (e.g., object-oriented analysis) are studied.
IT	590	Enterprise Architecture and IT Governance
	4	Students will learn to develop a complete, comprehensive methodology and framework for adopting and managing a successful service-oriented architecture environment and how to set up an SOA Architecture practice defining the policies, procedures and standards that apply to IT developers and the enterprise for business applications.
IT	610	Global IT Products and Services Outsourcing
	4	In this course, students will examine both historical and current perspectives on IT products and services outsourcing, the continuously evolving outsourcing marketplace, and the incentives and opportunities that drive management decisions on IT products and services outsourcing. Contributing factors to IT products and services outsourcing and offshoring market evolution such as globalization, technological advancement, politics, changing global economies, and changing vendor characteristics will be examined. Within this context, students will review different IT products and services outsourcing framework, models, vendor selection strategies, and outsourcing lifecycle from both client and vendor viewpoints.
IT	620	Decision Models for Technology Management
	4	This course is an introduction to the application of various statistical concepts and methods as decision support tools to support decision making in technology management. The emphasis is on business application rather than mathematical concepts or problem solving. Students will learn to use statistical tools and quantitative analysis for forecasting, process, and quality management.
IT	623	Pattern Discovery in Data Mining
	4	The goal of the course is to examine the current theories, practices, tools and techniques in data mining. Many topics and concepts in data mining are learned most efficiently through hands-on work with datasets; students will spend time with software analyzing and mining data.
IT	630	Data Warehousing-Cloud Based
	4	In the Data Warehousing course, students will examine how data warehouses are used to help managers successfully gather, analyze, understand and act on information stored in data warehouses. The components and design issues related to Cloud Based data warehouses and business intelligence techniques for extracting meaningful information from data warehouses are emphasized. Oracle tools will be used to demonstrate design, implementation, and utilization issues.
IT	660	Social Media and Society: Theoretical and Empirical
	4	Examines the evolution, implications and complications of social media in multiple spheres of life including sociality, community, politics, power and inequality, education, and information from theoretical and empirical perspectives.
IT	672	Advanced Web Development
	4	Study of design and implementation of dynamic Web pages and applications using both client and server-side configuration and programming. Example topics include PHP, Ruby on Rails, and JavaScript.
IT	699	Practitioner Projects in Information Technology
	4	In this course students will identify, analyze, evaluate, and document their practical experience using deliverables that may include short paper on work-related topic, brief analysis of specific system/ business processes, contextual workflow management description, unique learning

experience report, narrative related to practitioner's methodologies, contextual decision-making process analysis, review of leadership style, and the analysis of skills inventory applicable to your field of study.
Pre-Reqs: Should be taken during the final term of a program.

Logic Courses

LOG	301	Thinking Critically
	4	This course introduces students to the process of critical thinking and offers knowledge and experience that can be applied to academic, professional, and personal growth. Students will learn to examine and evaluate the information they are exposed to, confidently select appropriate evidence from conflicting data, and craft that evidence into viable answers, arguments or solutions.
LOG	401	Logic and Critical Thinking
	4	This practical course provides students with an introduction to the art of thinking based on examining and discussing different types of reasoning and the requirements of logical consistency.

Mathematics Courses

MAT	101	Understanding Mathematics
	4	Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions.
MAT	201	Algebra and Applied Data Analysis
	4	This course introduces algebra topics and basic elements of exploratory data analysis. This course will cover constructing, evaluating and analyzing mathematical models, specifically linear and exponential functions, to represent relationships in quantitative data.
MAT	301	Algebra
	4	Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.
MAT	401	Introduction to Statistics
	4	Students will be introduced to common statistical methods. The focus of the course is to increase each student's statistical literacy. Upon completion of the course students should be able to identify and perform appropriate statistical procedures and properly interpret the results. Pre-Req: MAT301

Medical Assisting Courses

AMA	298	Administrative Medical Assisting Exam Success Class
	4	This course is designed to prepare the student for success on the certification exam through a structured classroom review and testing to reinforce the student's recall and knowledge of materials presented throughout the program. Pre-Req: Should be taken in the final term; Student must have completed all MED courses.
MED	107	Medical Terminology
	4	Medical terminology is the language of medicine. Students will be taught using a systematic approach to word building and term comprehension based on the concepts of word roots, prefixes and suffixes. This course will provide the student with the primary skills to use terminology to accurately describe the body and associate components, conditions, processes, and procedures. Students will learn terms pertaining to all the body systems and terms pertaining to pharmaceutical treatment. A minimum letter grade of "C" is required for successful completion of this course.
MED	110	Dosage and Calculation of Medications
	4	The core of the course involves the basis for proper calculation for medication dosages. Topics include dosage calculation, how to properly interpret medication labels and identification of

equipment used for dosage measurement. A minimum letter grade of "C" is required for successful completion of this course.

MED	160	Healthcare Law and Ethics
	4	Introduction to law and ethics pertinent to medical careers. Topics include legal issues that are important to health care professionals, including the foundations of law and ethics as well as professional, social, and interpersonal health care issues.
MED	175	Pharmacology I for the Medical Assistant
	4	This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of "C" is required for successful completion of this course. Pre-Req: MED110
MED	200	Medical Office Management
	4	This course introduces a systems approach to medical office management and the vocabulary used in a medical office management setting. Topics include the importance of monthly planning meetings, the value of time management skills, emergency preparedness procedures for a medical office setting, and the difference between an office procedure manual and a personnel policy manual.
MED	202	Clinical Medical Assisting
	4	The focus of this course is to introduce the students to entry-level clinical skills including integrated clinical procedures, assisting with specialty examinations, and assisting with minor surgery. Information on patient education for health maintenance and disease prevention will be reinforced throughout the course. Blood borne pathogen and standard precaution training will be required in this course. A minimum letter grade of "C" is required for successful completion of this course and a score of 70% on all skill-based competencies. Pre-Reqs: BIO202 or BIO262
MED	208	Medical Office Procedures
	4	Course includes skills needed to handle administrative duties in a busy medical office including reception, telephone procedures, computer skills, and scheduling and office equipment usage. Topics include the electronic healthcare record, patient navigator, written and oral communications skills. A minimum letter grade of "C" is required for successful completion of this course and a score of 70% on all skill-based competencies.
MED	218	Communication for the Healthcare Professional
	4	Effective communication is a critical skill for healthcare professionals. This course provides the basic skills to communicate orally and in writing within an interdisciplinary, multicultural, and multigenerational healthcare environment. The essential of communication and the "soft skills" needed for entry level healthcare jobs and career success are taught. A minimum letter grade of "C" is required for successful completion of this course.
MED	225	Pharmacology II for the Medical Assistant
	4	This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of "C" is required for successful completion of this course. Pre-Req: MED175
MED	247	Health Insurance Billing and Coding
	4	This course provides information about major insurance programs and federal health care legislation. Topics included in this course are diagnosis and procedure coding systems, reimbursement methodologies, and the roles to accurately process medical insurance claims. Pre-Req: BIO202

MED	273	Invasive Clinical Procedures
	4	This course introduces the tools and skills used in the physician's office laboratory by the Medical Assistant. Examples of skills taught are blood specimen collections including venipuncture and capillary puncture; injection procedures; basic hematological procedures; clinical chemistry, and immunologic testing in the CLIA-waived laboratory. Instructions are given in medication administration and diagnostic testing. A minimum letter grade of "C" is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score a 70% on all skill-based competencies. Pre-Req: BIO201 or BIO261
MED	275	Non-Invasive Clinical Procedures
	4	Instruction will be provided regarding OSHA compliance with blood-borne (and airborne) pathogen; urinalysis procedures; basic microbiological principles and procedures; diagnostic imaging; nutrition for health and disease; spirometry testing, and electrocardiography. The basic elements of nutrition and dietary management will be reviewed. Principles of body mechanics and ergonomics will be taught and practiced. A minimum letter grade of "C" is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score a 70% on all skill-based competencies. Pre-Req: BIO202 or BIO262
MED	285	Medical Office Finances
	4	This specialized course is designed to teach basic medical office skills. Instruction will be provided in the preparation of various medical forms and reports, and medical office financial procedures such as recording payments, reconciling bank statements, and general bookkeeping procedures. This course also provides detailed instruction in processing insurance claims including ICD and CPT coding, completion of CMS1500 and other specialized insurance forms, and third-party billing and reimbursements. A minimum letter grade of "C" is required for successful completion of this course and a score of 70% on all skill-based competencies. Pre-Req: MED208
MED	295	Medical Assisting Exam Success Class and Fellowship
	8	This course is designed to prepare the student for success on the certification exam using a structured classroom review and testing to reinforce the student's recall and knowledge of materials presented throughout the program. This is a capstone course culminating with the student taking the certification exam as the final examination. This course will provide a on-site experience in an ambulatory care setting performing the skills and processes students have acquired during the core program courses. This externship consists of 160 clock hours of on-site practical experience. A minimum letter grade of "C" is required for successful completion of this course. Students must pass the certification exam to pass the course. Pre-Req: Should be taken during the final term of a program.

NETWORKING COURSES

NET	205	Windows Server Administration I
	4	This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment. Pre-Req: IT111
NET	227	Network Server Installation and Configuration
	4	Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using Windows Server 2016. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

Pre-Req: NET205

NET	228	Network Server Core Services
	4	Students taking this course will build the knowledge and skills necessary to implement a core Windows Server 2016 infrastructure in an enterprise environment. This course focuses on mastery of core services such as user and group management, network access, and data security. Pre-Req: NET205
NET	229	Network Server Advanced Services
	4	Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2016 Services in an enterprise environment. This textbook focuses on mastery of fault tolerance; load balancing, failover clustering, certificate services and identity federation. Pre-Req: NET205
NET	236	Introduction to Firewalls and Network Security
	4	Introduction to Firewalls and Network Security introduces students to the principles and practices used to protect networks from security threats. Students learn to configure firewall rules, access controls, and security policies while applying common network defense technologies. The course emphasizes monitoring network traffic, analyzing security logs, and responding to potential security incidents. Upon completion, students will be able to implement and maintain baseline network security measures using firewalls and related technologies. Pre-Req: IT111/IT126
NET	298	Network Administration Certification and Career Success
	4	This course is designed to prepare students for success on Microsoft Certification Examinations 70-740: Installation, Storage, and Compute with Windows Server 2016, 70-741: Networking with Windows Server 2016 and 70-742: Identity with Windows Server 2016 through structured classroom review and testing to assess the student's recall understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for these Microsoft certification examinations as part of the course final examination. Additionally, students taking this course will prepare to effectively create a technical resume, learn to conduct a job search, enhance job interview skills and prepare to secure a position in the IT industry. Pre-Req: Should be taken during the final term of a program.
NET	300	Designing and Implementing a Server Infrastructure
	4	This is first of two courses covering the planning, design and deployment of a physical and logical Windows Server 2016 Active Directory Domain Services infrastructure. Students taking this course will gain the knowledge and skills to perform name resolution, application integration, optimization and automatic remediation and maintenance of network services. This course maps to the Microsoft Certified Solutions Expert (MCSE) Cloud Platform and Infrastructure certification credential. Pre-Req: NET229
NET	310	Implementing Collaboration Services
	4	Students taking this course will obtain the knowledge and build the skills necessary to install, configure, and administer Microsoft SharePoint in the enterprise. The course also covers managing and monitoring sites and users. This course is designed to help students prepare for and pass Microsoft Certifications. Pre-Req: NET229
NET	315	VOIP and Unified Communications I
	4	This course provides students with an introduction to Voice over Internet Protocol (VoIP) and emerging Unified Communication technology. Students will learn the component technologies, how they work, how they work together and how to employ them profitably in the enterprise. Pre-Req: NET205
NET	400	Implementing an Advanced Server Infrastructure
	4	This course focuses on how to secure Windows Server 2016. Students will learn methods and technologies for hardening server environments and securing virtual machine infrastructures

using Shielded and encryption-supported virtual machines and Guarded Fabric. This course maps to the Microsoft Certified Solutions Expert (MCSE) Cloud Platform and Infrastructure credential.
Pre-Req: NET300

Nursing Courses

HCP	100	Healthcare Concepts
	4	This course introduces the basic concepts of nursing knowledge and skills to the practical nursing student in preparation for the subsequent courses in the PN curriculum. Topics include evolution of practical nursing to its present aspects. Other emphasis is placed on the complexity of the health care delivery system, various health occupations, professionalism, effective communication, ethics and legal responsibilities, wellness/illness concepts, diversity, cultural awareness, emergency responses, infection prevention, blood borne pathogens, critical thinking skills, leadership skills, and collaboration. The HIV/AIDs/Blood Borne Pathogens Education Certificate will be issued to the student upon completion of this course.
NUR	104	Critical Thinking in Nursing
	4	This course introduces the new student to the art and science aspects of the nursing profession. The principles of critical thinking necessary to make sound professional judgments to solve clinical problems are introduced. The topics that are studied include learning strategies, study skills, readiness for clinical practice, NCLEX exam, systems thinking, interprofessional practice, and nursing skills for the 21st century. The focus is also on the utilization of the nursing process as a framework to solve patient problems. Assessment in this course will focus on the evaluation of the student's ability to analyze, evaluate, make reasoned judgments, and apply information to solve patient problems. The types of assessments may include case studies, reflection papers, discussions, essay questions, and group projects.
NUR	105	Introduction to Pharmacology
	4	This course introduces the principles of pharmacology and medication therapy. The topics that are studied include generic versus trade names, drug classification, actions, contraindications, therapeutic use, adverse effects, the roles of the nurse, cultural, legal, and ethical considerations. The focus is also on the utilization of the nursing process as a framework to assure safe drug therapy for patients across the life span.
NUR	108	Drug Dosage Calculation
	4	This course is designed to provide students with a comprehensive understanding of the principles and techniques involved in calculating safe and accurate drug dosages. This course begins with an introduction to the basic concepts and units of measurement used in drug dosage calculations. Students will learn about different systems of measurement, including the metric system, as well as conversions between units. Emphasis will be placed on understanding the importance of accurate calculations in ensuring patient safety. Students will learn how to perform calculations for both oral and parenteral medications, as well as for different dosage forms, such as tablets, capsules, and liquid medications. They will also explore dosage adjustments for specific patient populations, such as pediatric and geriatric patients. They will also learn how to interpret medication orders written based on patient specific health care needs. Attention will also be given to common sources of medication errors and strategies for preventing them. Pre-Req: MAT301
NUR	112	Fundamentals of Nursing with Pharmacology
	9	Introduction to nursing and the nursing process are studied and integrated to reflect the hierarchy of basic human needs. Gordon's model of functional health patterns throughout the life span are introduced. Areas of study include foundation knowledge, development theory, nursing process, therapeutic nursing interventions, concepts, skills, and physical assessment including an emphasis on the communication process as it relates to health assessment, promotion, and therapeutic nursing interventions to promote and maintain optimum health. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological

concepts are introduced as they relate to health and illness management across the life cycle. The anti-infective and anti-inflammatory drugs, and drugs affecting the gastrointestinal system and nutrition will be studied. This course has a laboratory component where students learn fundamental nursing skills, and clinical and simulation opportunities for students to practice their learned nursing skills. Clinical rotations are scheduled in health care facilities.
Pre-Reqs: NUR105, NUR108; Co-Req: NUR104

NUR	206	Medical Surgical Nursing I with Pharmacology
	8	This course will provide an introduction of medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion, disease prevention and management, and care of the adult clients experiencing acute and chronic medical disorders. The emphasis is on the disease processes of the body systems, assessment, interventions, patient education, the nurse as provider and manager of care, therapeutic communication, the importance of patient-centered care, patient advocacy, interdisciplinary collaboration, as well as the use of evidence-based in clinical practice. Other topics include critical thinking, decision making, coordination of care, legal and ethical considerations in patient care delivery, and the cultural and psychosocial factors that can impact patient care. This course has a laboratory component where students learn medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pharmacological concepts are reinforced as they relate to health and illness management across the life cycle. The drugs that will be studied include the respiratory system, dermatologic, ophthalmic, otic drugs, chemotherapeutic drugs, biologic, and immune modifiers. Pre-Reqs: NUR104, NUR112
NUR	207	Medical Surgical Nursing II with Pharmacology
	8	This course is a continuation of the medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion, disease prevention and management, and care of the adult clients experiencing complex acute and chronic medical disorders. The emphasis is on the disease processes of the body systems, assessment, interventions, patient education, the nurse as provider and manager of care, therapeutic communication, the importance of patient-centered care, patient advocacy, interdisciplinary collaboration, as well as the use of evidence-based in clinical practice. Other topics include critical thinking, decision making, coordination of care, legal and ethical considerations in patient care delivery, and the cultural and psychosocial factors that can impact patient care. The drugs that will be studied as they relate to chronic and acute illnesses include the autonomic nervous system, cardiovascular and renal systems, endocrine system, central nervous system depressants and stimulants, muscle relaxants, antiepileptic, and antiparkinson. This course has a laboratory component where students learn medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Req: NUR206
NUR	212	Mental Health Nursing with Pharmacology
	5	This course will cover mental health and care of the adult client experiencing difficulties meeting basic human needs. The emphasis is on empowering the nurse to provide therapeutic interventions to promote optimal mental health by utilizing Gordon's functional health patterns (i.e., Roles/Relationships, Values and Beliefs, Cognitive/Perceptual, Coping/Stress, Activity/Exercise, Sleep/Rest and Nutrition). The clinical component will focus on therapeutic communication and safety interventions. Pharmacological concepts will be discussed as they relate to psychiatric conditions. The content will also include application of the nursing process as it relates to the client and community relationships. Emphasis will be on facilitating and empowering the client to seek and utilize community resources. The impact of culture, ethnicity, and spirituality on health seeking behaviors will be incorporated. Classroom theory and clinical practice integrate all 11 of Gordon's Functional Health Patterns. This course has a clinical component in a mental health care facility where students will strengthen knowledge acquired in didactic about the provision of holistic psychiatric nursing care to individuals and families.

		Psychotherapeutic drugs, substance use disorder, and men's health drugs will be studied in this course. Pre-Reqs: NUR100, NUR101, NUR208, NUR209
NUR	214	Maternal Child Nursing Care with Pharmacology
	8	This course is designed to provide nursing students with the knowledge and skills necessary for the provision of competent, compassionate, and culturally appropriate nursing care to women during pregnancy, childbirth, and the postpartum period. The course focuses on the nursing care of both low-risk and high-risk pregnant women and their newborns. The nursing process and critical thinking skills are applied in the delivery of care. Medications may be used during pregnancy, labor and delivery, and the postpartum period to manage various conditions, treat symptoms, prevent complications, and promote maternal and fetal well-being. Here are some common medications used in maternity nursing that this course will cover: analgesics, general and local anesthetics, prenatal vitamins, tocolytics, oxytocics, corticosteroids, antiemetics, antihypertensives, and nonsteroidal anti-inflammatory drugs. This course has a laboratory component where students maternal/newborn nursing skills, and clinical and simulation opportunities for students to practice their learned nursing skills. Clinical rotations are scheduled in health care facilities. Pre-Reqs: NUR105, NUR108, NUR207
NUR	215	Pediatric Nursing with Pharmacology
	7	This is a specialized nursing course that focuses on the healthcare needs of children from infancy to adolescence. The course is designed to provide students with the knowledge and skills necessary to assess, diagnose, plan, implement, and evaluate nursing care for children with acute and chronic illnesses. The course typically covers topics such as growth and development, pediatric pharmacology, common pediatric illnesses, pediatric emergencies, family-centered care, and ethical considerations in pediatric nursing. Students will also learn how to work collaboratively with other healthcare professionals, communicate effectively with children and their families, and provide culturally sensitive care for appropriate health care promotion and disease management. This course includes a lab component which provides students with the opportunities to learn their nursing skills, clinical experiences in various pediatric settings, and virtual simulations that mimic clinical settings. Pre-Reqs: NUR105, NUR108, NUR207
NUR	217	Comprehensive Review
	8	This course is designed to help students evaluate and remediate as needed knowledge of the content that they acquire from liberal arts and nursing courses. In addition to a comprehensive review of the core nursing courses, such as fundamentals, medical/surgical, maternity/newborn, pediatric, geriatric, mental health, dosage calculation, and pharmacology, the students will explore the licensure process and the NCLEX-RN test plan. Pre-Reqs: All general education and nursing core courses.
NUR	227	Nursing Leadership and Management
	4	This course is designed to assist the nursing student in transitioning from the role of student nurse to a professional nurse. The course covers material to help students delegate and prioritize nursing care. Professional considerations in leadership, working within an organization, dealing with professional issues such as stress in the workplace, and the code of ethics for nurses are topics covered in this course. A thirty-hour preceptorship practicum is required to be completed in a health care facility. Pre-Reqs: Can only be taken during the last two terms of a program.; Co-Req: NUR217
NUR	301	Pharmacology
	4	This course introduces students to the concepts and principles of pharmacology and safe medication therapy. The topics that are studied include generic versus trade names, drug classification, actions, contraindications, therapeutic use, adverse effects, the roles of the nurse, cultural, legal, and ethical considerations. The focus is also on the utilization of the nursing process as a framework to assure safe drug therapy for patients across the life span. A letter grade of "C" is required for successful completion of this course.

NUR	302	Drug Dosage Calculation and Administration
	4	This course prepares the student to use critical thinking skills necessary for safe and accurate drug dosage calculation. Content includes reviewing basic arithmetic concepts involved in calculating drug dosage. The student will also learn common abbreviations and symbols, different routes for medication administration, common measurements and their equivalences, medication labels, medication reconstitution, the different types of syringes and their measurements, and the formula method using basic arithmetic and critical thinking skills to calculate safe dosages to administer to patients. Safe practices of drug dosage calculation and administration are emphasized throughout the course. Pre-Req: MAT301
NUR	303	Foundations of Nursing
	8	Introduction to nursing and the nursing process are studied and integrated to reflect the hierarchy of basic human needs. Gordon's functional health patterns throughout the life span are introduced. Areas of study include foundation knowledge, development theory, nursing process, therapeutic nursing interventions, concepts, skills, and physical assessment including an emphasis on the communication process as it relates to health assessment, promotion, and therapeutic nursing interventions to promote and maintain optimum health. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are introduced as they relate to healthy individuals across the life cycle. This course has a laboratory component where students learn fundamental nursing skills, and a clinical component in a health care facility where students practice their learned nursing skills. Pre-Reqs: NUR301, NUR302
NUR	304	Nursing and the Adult System I
	9	This course will provide an introduction of medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion, disease prevention and management, and care of the adult clients experiencing acute and chronic medical disorders. The emphasis is on the disease processes of the body systems, assessment, interventions, patient education, the nurse as provider and manager of care, therapeutic communication, the importance of patient-centered care, patient advocacy, interdisciplinary collaboration, as well as the use of evidence-based in clinical practice. Other topics include critical thinking, decision making, coordination of care, legal and ethical considerations in patient care delivery, and the cultural and psychosocial factors that can impact patient care. This course has a laboratory component, a clinical component in medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Reqs: NUR303, NUR308
NUR	305	Nursing and the Adult System II
	9	This course is a continuation of the medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion, disease prevention and management, and care of the adult clients experiencing complex acute and chronic medical disorders. The emphasis is on the disease processes of the body systems, assessment, interventions, patient education, the nurse as provider and manager of care, therapeutic communication, the importance of patient-centered care, patient advocacy, interdisciplinary collaboration, as well as the use of evidence-based in clinical practice. Other topics include critical thinking, decision making, coordination of care, legal and ethical considerations in patient care delivery, and the cultural and psychosocial factors that can impact patient care. This course has a laboratory component where students learn medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Req: NUR304
NUR	307	Psychiatric and Mental Health Nursing
	5	This course will cover mental health and care of the adult client experiencing difficulties meeting basic human needs. The emphasis is on empowering the nurse to provide therapeutic interventions to promote optimal mental health by utilizing Gordon's functional health patterns (i.e., Roles/Relationships, Values and Beliefs, Cognitive/Perceptual, Coping/Stress,

		Activity/Exercise, Sleep/Rest and Nutrition). The clinical component will focus on therapeutic communication and safety interventions. Pharmacological concepts will be discussed as they relate to psychiatric conditions. The content will also include application of the nursing process as it relates to the client and community relationships. Emphasis will be on facilitating and empowering the client to seek and utilize community resources. The impact of culture, ethnicity, and spirituality on health seeking behaviors will be incorporated. Classroom theory and clinical practice integrate all 11 of Gordon's Functional Health Patterns. This course has a clinical component in a mental health care facility where students will strengthen knowledge acquired in didactic about the provision of holistic psychiatric nursing care to individuals and families. Pre-Req: NUR305 (Can be taken concurrently with NUR304 and NUR305)
NUR	308	Pathophysiology
	4	This course provides fundamental knowledge of the structural and functional changes in cells, tissues, and organs altered by disease and/or injury. The etiology and pathogenesis of disease, clinical manifestations, diagnosis of disease, treatment plan, prevention, and evaluation are also discussed.
NUR	330	Community and Public Health Nursing
	5	Emphasis is on employing the nursing process utilizing modeling and role-modeling and the appropriate level of prevention in the community focusing on individuals, families, groups and communities. The Community and Public Health Nursing course is designed to facilitate the conceptualization of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high-level wellness to individuals, families, and groups of all ages throughout the health continuum. This course has a thirty-hour preceptorship practicum and a clinical project to be completed in a community-based health care facility. A letter grade of a "C" is required for successful completion of this course.
NUR	400	Nursing Informatics
	4	This course is structured to provide students with an overview of nursing informatics; concepts of computers and the internet; principles and practices related to the evaluation of health care software applications; and a review of healthcare information systems. In addition, attention will be given to the ethical issues related to the use of technology in health care; trends in health care technology; and the role of nurse informatics in developing and evaluating health care applications and systems. A letter grade of a "C" is required for successful completion of this course.
NUR	401A	Pediatric Nursing Care
	8	This course focuses on the application of the nursing process to provide holistic nursing care to pediatric clients with acute and chronic disorders and diseases affecting the different systems of the body in acute pediatric care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. Further emphasis is on maintaining the dignity of the child and promoting healthy growth and development. Students will also examine the role and the importance of the family to the care of the pediatric patient. This course has a laboratory component where students learn pediatric nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Reqs: NUR305 (Can be taken concurrently with NUR405)
NUR	402	Nursing Situations with Older Adults
	4	This course focuses on the application of the nursing process in caring for geriatric clients with chronic or acute disorders and diseases affecting the different systems of the body in acute and long-term care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The concepts of restorative and rehabilitative care focusing on the geriatric patient will also be discussed.

Pre-Reqs: NUR305 (Can be taken concurrently with NUR304 and NUR305)

NUR	404	Nursing in Global Health
	4	This course introduces students to the concepts of global health systems and their effects on the various aspects of health care delivery advancement in a global environment. Essential topics will be on global burden of disease, societal determinants of health, health disparities in the United States and worldwide, the impacts of politics and economics on global health, facets of the global health care delivery system, the ethical, cultural, and human right concerns in global health, and the many different stakeholders involved in improving the overall health of individuals and populations. In addition, the role of nurses in health promotion, disease prevention, and management will be discussed.
NUR	405A	Maternal and Newborn Nursing Care
	8	This course focuses on the provision of nursing care to the childbearing family, the newborn, high-risk pregnancy, and the high-risk newborn. The course content will focus on the utilization of the nursing process and sound clinical reasoning to develop plan of care specific to the needs of the patient during the trimesters of pregnancy, and the neonatal period. The emphasis will also be on the cultural, psychosocial, political, financial, and legal/ethical aspects of pregnancy and newborn care. This course has a laboratory component where students learn maternity nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Reqs: NUR305 (Can be taken concurrently with NUR401)
NUR	410	Nursing Research and Evidence Based Practice
	4	This course introduces nursing students to the fundamentals and principles of the research process and how it applies to professional nursing. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings related to the practice of nursing is emphasized in this course. This course has a thirty-hour preceptorship practicum and an evidence-based project that must be completed in a health care facility. A letter grade of a “C” is required for successful completion of this course. Pre-Req: MAT401
NUR	415	Epidemiology for Nursing Practice
	4	This course is structured to provide students with an overview of epidemiology for nursing from a local to global perspective. Concepts of culture, ethics, legal, genetics, and the environment are included. Nursing in pandemics and emergency preparedness is examined. Epidemiology of chronic diseases and emerging infections will be addressed. Students are presented with epidemiologic models and study designs to assess the health of populations to prevent or control health problems. Pre-Req: NUR303
NUR	423	Nursing Theories and Concepts
	4	This course explores the theoretical and conceptual aspects of the science of nursing. The content will include the historical perspectives, contributions of nursing theorists, and current concepts associated with nursing. The nursing theories will be analyzed and evaluated for their contributions and applicability to the art and science of nursing. In addition, the background of the nursing theorists will be looked at, and as well as how their life experiences, beliefs, and education influenced the resulting theories. Discussion will also be on how nurses can use the guidance of nursing theories to provide holistic nursing care.
NUR	425	Health Assessment and Promotion
	6	The health assessment course is intended to help students develop essential knowledge and skills they need to conduct complete physical assessments of patients throughout the lifespan. Emphasis is placed on effective communication strategies, cultural awareness, the nursing process, and health promotion and disease management. The laboratory component of this course provides students opportunities to practice the steps involved in performing a comprehensive physical assessment, taking a health history, reviewing normal and abnormal findings, client teaching, and developing plan of care. Pre-Reqs: NUR303, NUR308

NUR	430	Healthcare Policy
	4	This course is structured to provide students with an overview of health care policy, finance, and regulatory issues at the local, state, national, and global level. Concepts will be examined related to the regulatory agencies effect on patient care and scope of nursing; implications of policy and legislative processes on health care delivery and vulnerable populations; and the financial implications for health care services. Social, ethical, and political issues and policy decisions affecting health care and nursing practice will be analyzed. Pre-Req: NUR410
NUR	440	Nursing Leadership and Management
	4	This senior-level nursing course focuses on leadership development and professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, professional communication and teamwork, conflict resolution, effective supervision, employee motivation, quality improvement, and change processes. This course also educates students on self-care techniques such as creating an effective work-life balance, resource assistance available from employers, and promoting a healthy work environment. A letter grade of a "C" is required for successful completion of this course. Pre-Reqs: All NUR courses except NUR445CL and NUR450
NUR	445CL	Nursing Practicum/Specialty Immersion Clinical
	4	This course is designed to give the student the opportunity to experience the role of the professional nurse in the clinical setting. This course is a synthesis of the knowledge and skills acquired throughout the program. The student will have the opportunity to integrate learning experiences acquired in the arts and sciences, skills laboratory, simulation, and clinical practice. The student will be assigned to a preceptor who will facilitate the transition to clinical practice. Students must complete 120 hours in an acute care facility. Pre-Reqs: All NUR courses except NUR450; Can be taken concurrently with one other NUR course
NUR	450A	Comprehensive Review
	8	This course is designed to help students evaluate and remediate as needed knowledge of the content that they acquire from liberal arts and nursing courses. In addition to a comprehensive review of the core nursing courses, such as fundamentals, medical/surgical, maternity/newborn, pediatric, geriatric, mental health, dosage calculation, and pharmacology, the students will explore the licensure process and the NCLEX-RN test plan. Pre-Reqs: Must be the last NUR course taken; Can be taken concurrently with one other NUR course
PN	100	Drug Dosage Calculation
	4	This course is designed to provide students with a comprehensive understanding of the principles and techniques involved in calculating safe and accurate drug dosages. This course begins with an introduction to the basic concepts and units of measurement used in drug dosage calculations. Students will learn about different systems of measurement, including the metric system, as well as conversions between units. Emphasis will be placed on understanding the importance of accurate calculations in ensuring patient safety. Students will learn how to perform calculations for both oral and parenteral medications, as well as for different dosage forms, such as tablets, capsules, and liquid medications. They will also explore dosage adjustments for specific patient populations, such as pediatric and geriatric patients. They will also learn how to interpret medication orders written based on patient specific health care needs. Attention will also be given to common sources of medication errors and strategies for preventing them.
PN	101	Nursing Fundamentals
	8	This course introduces the many different facets of nursing care and the evolving roles of nurses throughout nursing history. Students are introduced to fundamental nursing knowledge and skills that are crucial for safe, quality nursing care. Topics include solving patient problems through a systematic approach called the nursing process, which provides an effective step by step format for assessing, planning, implementing, evaluating, and documenting patient care. Emphasis is placed on the concepts of standards of care, health, wellness/illness, legal and ethical

responsibilities, advocacy, therapeutic communication, professionalism, collaboration, confidentiality, and accountability. This course has a laboratory component where students learn fundamental nursing skills, and a clinical component in a health care facility where students practice their learned nursing skills.
Pre-Reqs: BIO110, BIO112, PN102

PN	102	Principles of Pharmacology
	4	This course provides practical nursing students with a strong foundation in basic pharmacology with a focus on the essential skills and knowledge needed for safe and effective medication administration. The utilization of the nursing process in medication administration is emphasized within the concepts of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. Students learn common drug classifications, generic versus brand name, actions, side effects versus adverse effects, and nursing implications.
PN	103	Gerontology Care with Pharmacology
	4	This course focuses on the application of the nursing process in caring for geriatric clients with chronic or acute disorders and diseases affecting the different systems of the body in acute and long-term care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The role of the practical nurse in patient assessment, patient plan of care, and patient education will be clarified. The concepts of restorative and rehabilitative care focusing on the geriatric patient will also be discussed. Pre-Reqs: PN101, PSY102
PN	104	Medical/Surgical I with Pharmacology
	8	This course focuses on the application of the nursing process in caring for geriatric clients with chronic or acute disorders and diseases affecting the different systems of the body in acute and long-term care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The role of the practical nurse in patient assessment, patient plan of care, and patient education will be clarified. The concepts of restorative and rehabilitative care focusing on the geriatric patient will also be discussed. Pre-Reqs: PN100, PN101
PN	105	Medical/Surgical II with Pharmacology
	7	This course, as a continuation of PN104, focuses also on the application of the nursing process in caring for clients with disorders and diseases affecting the different systems of the body in acute care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The role of the practical nurse in patient assessment, patient plan of care, and patient education will be clarified. This course has a laboratory component where students learn medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Req: PN104
PN	106	Maternity and Newborn Nursing Care with Pharmacology
	6	This course focuses on the application of the nursing process in caring for childbearing families and neonates. The emphasis will be on providing patient-centered care for individuals within the context of family and community during the childbearing period. Topics include the processes of conception, embryonic and fetal development, antepartum, intrapartum, postpartum, high-risk pregnancy, fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. The role of the practical nurse in patient assessment, patient plan of care, promoting, maintaining, restoring health, family impact, and patient education will be clarified. The course includes a laboratory component where students learn maternal and

neonate care kills, and a clinical component in an acute health care facility where students practice their learned nursing skills.
Pre-Req: PN105

PN	107	Pediatric Nursing with Pharmacology
	6	This course focuses on the application of the nursing process in caring for pediatric clients with acute and chronic disorders and diseases affecting the different systems of the body in acute pediatric care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. Further emphasis is on maintaining the dignity of the child and promoting healthy growth and development. The role of the practical nurse in patient assessment, patient plan of care, and patient education will be clarified. Students will also examine the role and the importance of the family to the care of the pediatric patient. This course has a laboratory component where students learn pediatric nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills. Pre-Reqs: PN105, PSY102
PN	108	Mental Health Nursing
	5	This course focuses on the application of the nursing process in caring for clients with mental health disorders. Mental health concepts emphasized are the psychosocial adaptation to dysfunctional health patterns that include, but are not limited to, alterations in self-concept, interpersonal and intrapersonal roles, coping-mechanisms, value belief, and cognitive-perceptual health patterns. The learner will develop the ability to identify the psychosocial, cultural, and spiritual forces that can influence client and family behaviors. Attention is given to therapeutic communication skills, the nurse's self-concept, and awareness of his or her own behavior and its potential impact on the nurse-client relationship. The emphasis will also be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The course provides students the opportunity to care for patients with mental health disorders in clinical settings. The role of the practical nurse in patient assessment, patient plan of care, and patient education will be clarified. Pre-Req: PN105
PN	109	Leadership/Management Concepts and Transition to Practical Nursing
	4	This course provides a clear approach to identifying the role of the practical nurse in the health care system. The course elaborates on accountability in nursing practice, professionalism, legal and ethical issues, the various facets of the health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informatic. This course is designed to provide concepts to be discussed in relation to the transition from student to licensed practical nurse (LPN). The course will prepare the student to independently assume the role of the LPN in professional practice. The student will be evaluated for readiness to pass the PN NCLEX exam for licensure purposes. Pre-Reqs: PN106, PN107, PN108
PN	110	Practicum Comprehensive Review
	8	This course is designed to help students evaluate and remediate as needed knowledge of the content that they acquire from liberal arts and nursing courses. In addition to a comprehensive review of the core nursing courses, such as fundamentals, medical/surgical, maternity/newborn, pediatric, geriatric, mental health, dosage calculation, and pharmacology, the students will explore the licensure process and the NCLEX-PN test plan. Pre-Req: Must be the last PN course taken.

Nutrition Course

HNU	103	Principles of Nutrition

4 This course is designed to focus on the basic characteristics of human nutrition for energy, growth, and maintenance. Students will learn the functions of water, and the various micronutrients, such as carbohydrates, protein, fat, vitamins, and minerals. Emphasis is placed on the types of foods that contain these micronutrients, their physiological functions, metabolism, and storage. Discussion will also be on the effects of nutrition on health promotion and disease management. Students will develop an understanding of the concepts of the Body Mass Index (BMI) in relation to weight management, techniques for measuring BMI, and the role of nutrition in growth and development.

Paralegal Courses

PLG 102 Introduction to Paralegal Studies

4 Introduction to paralegal careers, including ethical and professional standards. Overview of research, citations, legal documents, substantive areas of practice, legal analysis and investigation, and law office administration.

PLG 207 Legal Research and Writing

4 This course is designed to provide an introduction into the basic principles in the study and practice of legal research and writing. Students will learn the methods and tools necessary to conduct legal research and analysis and how to write legal documents. Students can earn their Lexis+ Paralegal Certificate as part of this course.
Pre-Req: ENG101 (may be taken concurrently)

PLG 214 Family Law

4 This course introduces the students to the fundamental concepts of family law as they pertain to marriage and divorce. Topics covered in the course include ethics, adoption, divorce, marriage, child support and custody, and the agreements encountered in family law.
Pre-Reqs: PLG102, PLG207

PLG 215 Torts and Personal Injury

4 Tort Law is one of the most important bodies of U.S. law, because it governs basic everyday human interaction. Tort Law is one of the most important fields of paralegal employment as well. This course will provide our students with a general understanding of the laws dealing with civil wrongs and the remedies for those wrongs, including intentional torts, negligence, liability of principals for the actions of their agents, strict liability, products liability, nuisance, defamation, invasion of privacy, and various factors that affect the right of a plaintiff to bring suit against a defendant. The course will also focus attention on the nature of personal injury litigation, its documentation and practices, assessing and evaluating claims of damages, losses, and the formalities of adjudication and/or settlement.
Pre-Reqs: PLG102, PLG207

PLG 216 Estate Administration and Elder Law

4 This course is divided into two parts. In the first 5 weeks, the students learn will, trust, and estate administration. During this time, students learn the responsibilities and duties that a paralegal performs under the supervision of an attorney when drafting a will, trust, or assisting with the administration of a decedent's estate. Students also learn the terminology and general principles of law that are the bases for drafting wills and trusts or planning and administering an estate. This course includes material on inheritance rights for same-sex couples, estate tax changes, and the disposition of assets.
In the last 5 weeks of the course, students learn the terminology and legal framework of Elder Law. Topics discussed in the course include advanced directives, guardianships/ conservatorships, social security, Medicare, Medicaid, estate planning, housing, discrimination, end-of life issues, and ethics.
Pre-Reqs: PLG102, PLG207

PLG 218 Intellectual Property

4 This course will provide students with a basic understanding of the legal protections afforded in intellectual property. Students will learn the four traditional regimes of intellectual property law

– patents, copyrights, trademarks, and trade secrets – along with the more recently recognized right of publicity and the neighboring doctrines of hot news misappropriation and idea protection. Students will explore the international and trade aspects of intellectual property.
Pre-Reqs: PLG102, PLG207

PLG	219	Labor Law and Employment
	4	This course examines employment law and its impact on the employer-employee relationship This course provides guidance as to the federal and state laws regarding employment law and will examine workers' compensation and unemployment compensation. Pre-Reqs: PLG102, PLG207
PLG	220	Immigration and Citizenship
	4	The course explores the underlying policies and basics of immigration law. Students will learn from real-life examples and will walk the student through the entire background, process, and tools needed to master immigration law. Pre-Reqs: PLG102, PLG207
PLG	229	Legal Office Procedures
	4	This course is designed to furnish the student with relevant experience relating to the career of a legal office assistant. This course presents basic legal concepts in law and outlines the various documents used in these fields.
PLG	232	Bankruptcy and Collections Procedures
	4	This course provides the student with the fundamentals of bankruptcy law. Students will learn the substantive law of bankruptcy, the rules of procedure that control how the substantive law of bankruptcy is implemented, and ethics. Pre-Reqs: PLG102, PLG207
PLG	250	Pretrial Discovery and Trial Preparation
	4	This course combines the theories and principles of law with the practical paralegal skills, ethics, and the goals and needs of the paralegal profession. Students will learn about client counseling and investigative techniques and processes, draft pleadings and motions, explore the discovery process, and learn about what the paralegal's role is in assisting at trial. This course also examines how technology relates to the civil litigation arena. Pre-Reqs: PLG102, PLG207
PLG	262	Criminal Law and Procedure
	4	A theoretical and practical survey of the statutory law of crimes, evidence, and criminal procedure including an examination of sample pleadings and motions. Topics include the elements of specific crimes, formal procedures from pre-trial to post-trial, actual courtroom strategies, and the practical concerns involved in both the prosecution and defense of criminal cases. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment, and appeal are also studied. Pre-Reqs: PLG102, PLG207
PLG	299	Paralegal Externship
	4	This course offers paralegal students the opportunity to obtain practical experience and apply paralegal theory in practical settings by working 120 hours in a business or organization under supervision of experienced legal/paralegal professionals. Pre-Reqs: PLG207, PLG229, PLG250; Can only be taken during the last two terms of a program.

Pharmacy Technician Courses

PTA	110	Pharmacy Calculations for Technicians
	4	This course provides entry-level and advanced-level mathematical concepts and calculation skills that pharmacy technicians need to prepare for the externship experience and certification exam and to achieve success in a career position at a community or an institutional pharmacy. The courseware program provides students with an understanding of measurement systems and conversions, an explanation of the elements of prescriptions and medication orders, and proficiency in using ratio proportion and dimensional analysis calculation methods.

PTA	165	Pharmacy Law and Ethics
	4	This course is designed to provide an overview of law and ethics affecting the pharmacy technician's role. Federal and state laws and regulations are reviewed. Special attention is given to the pharmacy technician's professional standards, and compliance with relevant legal, regulatory, formulary, contractual, and safety requirements.
PTA	176	Community Pharmacy Operation and Laboratory
	4	This course is an introduction to the operation of the community pharmacy with content areas devoted to the origins of the pharmacy, various drugs, dosage forms, delivery systems, and pharmacy billing and reimbursement. The evolving role regarding major trends, issues, goals, and initiatives taken within the pharmacy profession will be studied. Instruction regarding the roles and responsibilities of the pharmacy technician with emergent situations will be given.
PTA	205	Pharmacology I for the Pharmacy Technician
	4	This is the first in the series of pharmacology courses for the pharmacy technician. This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, indications and uses, drug actions and clinical effects, adverse actions, side effects, and interactions. Pharmacy law topics include Federal laws such as the Controlled Substance Act, and the Federal Food, Drug, and Cosmetic Act and its amendments. Drug topics include dietary supplements, skin medications, drugs of the autonomic nervous system, and antineoplastic drugs. Classification of drugs by both body system and drug function will be examined.
PTA	207	Pharmacology II for the Pharmacy Technician
	4	This is the second course in the series for pharmacy technicians that examines the major drug classes in relation to the treatment of diseases and disorders, including the clinical effects of selected medications. Topics include an analysis of drug action, indications and uses, side-effects, adverse actions, and interactions for body systems including cardiovascular, renal, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, central nervous system and ophthalmology. Classification of drugs by both body system and drug function will be examined. Pre-Req: PTA205
PTA	250	Pharmacy Software Applications
	4	This course is an introduction to the operation of pharmacy software. Content areas include patient, provider, insurance and medication data entry, adjudication of new prescriptions/medication orders and refills, including rejected claims and prior authorizations, inventory control and documentation.
PTA	276	Institutional Pharmacy Operation and Laboratory
	4	This course focuses on the pharmacy technician's role within an institutional pharmacy setting. Instruction in routes of administration for various medications, selection of appropriate supplies and equipment, and proper calculation of dosages of medications will be provided. The basics of aseptic technique, infection control, and proper handling of hazardous materials will be taught. Pre-Req: PTA176
PTA	279	Community Pharmacy Technician Externship
	4	The student will be provided with real life experience in a community pharmacy setting to reinforce the skills and processes they have acquired through their studies. This externship consists of 130 clock hours of on-site practical experience. Pre-Req: Should be taken during the next-to-final term of a program.
PTA	288	Pharmacy Technician Exam Success Class
	4	This course is designed to prepare the student for success on the Pharmacy Technician Certification Exam (PTCE) through a structured classroom review and testing to assess the student's recall of materials presented throughout the program. Pre-Req: Must be taken in the final term of a program. Co-Req: PTA289
PTA	289	Pharmacy Technician Externship II
	4	The student will be provided with real-life experience in a pharmacy setting including, but not limited to, retail or institutional pharmacies to reinforce the skills and processes they have

acquired through their studies. This externship consists of 120 clock hours of on-site practical experience.
Pre-Req: Must be taken in the final term of a program. Co-Req: PTA288

PTA	290	Compounded Sterile Preparation Laboratory

This course will focus on the role of the pharmacy technician as a sterile compounder technician. The course's main objective is to help students earn a Compound Sterile Product Technician Certification through the Pharmacy Technician Certification Board. This course will provide a technician focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. Students who successfully complete PTA290 and meet all PTCB criteria may be eligible to sit for the Certified Compounded Sterile Preparation Technician (CSPT) exam through PTCB. CSPT is an advanced PTCB credential for certified pharmacy technicians that verifies competency in sterile compounding and aseptic practice.
Pre-Reqs: PTA110, PTA207, PTA276

Phlebotomy Courses

PEC	198	Phlebotomy and ECG Review

4

This course is designed to prepare the student for success with the AMCA or NHA certification examinations. Instruction will be provided through a structured classroom review and testing to assess and support the students' recall of materials presented throughout the program. This is a capstone course that culminates with the student passing the AMCA or NHA Phlebotomy certification exams.
Pre-Req: Must be taken in the final term of a program. Co-Req: PEC199

PEC	199	Phlebotomy and ECG Externship

4

This course provides students with an opportunity to receive hands-on experience in phlebotomy and electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility's staff, Externship Coordinator, and/or Academic Department Chair of Health Science (ADCHS).
Pre-Reqs or Co-Reqs: MED273, MED275

Psychology Courses

PSY	101	Psychology

4

This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

PSY	102	Growth and Development

4

This course is tailored to provide essential knowledge and skills necessary for understanding and caring for individuals across the lifespan. The fundamental principles related to growth and development from infancy to old age will be explored.

PSY	201	Human Growth and Development

This course is designed to study human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems. Professional consideration is given to understanding changes that occur at different stages of development, and how care and interaction with individuals needs to be appropriate for their stage of development.

Religion Course

REL	401	World Religion

4 A concise examination of the historical and philosophical foundations of the major living religions of the world. Students taking this course will also explore the lives and teachings of the founders of these major religions and the cultural factors that produced them.

Sociology Courses

SOC 201 General Sociology

4 This course is a combination of applied sociology, communications and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

SOC 401 Social Problems

4 This course explores a variety of contemporary social problems utilizing a sociological framework and a variety of theoretical perspectives. Both structural and cultural aspects of social problems will be examined and analyzed with specific focus on their origin, development, and proposed solutions. Students will evaluate current data and research and will have an opportunity to propose solutions to various social problems.

FACULTY

The University provides high quality, practitioner-oriented online and blended programs utilizing expert faculty who are senior practitioners in their respective fields. These professionals help students remain current with accelerating trends and ensure that they may rapidly apply what they learn on the job.

Abbas, Faisal (Information Technology)		
MBA	Finance and MIS	Louisiana State University
BS	Computer Engineering	Sir Syed University of Engineering & Technology
Abdalla, Samira (Business Administration)		
DBA	Finance	Liberty University
MBA	Accounting	Excelsior University
BS	Business Finance	Excelsior University
Aboagye, Derrick (Pharmacy Technology Dean)		
PhD	Pharmacy	Hampton University
MA	Human Services: Health and Wellness	Liberty University
BS	Health Promotion: Clinical	Liberty University
Abraham, Marie (Nursing)		
MSN	Nursing	Southeastern University
BS	Accounting	Inaghei State University
AS	Nursing	Miami Dade College
Akers, Paula (Health Sciences)		
MS	Exercise Physiology	West Virginia University
BS	Exercise Physiology	West Virginia University
Alexander, Shanna (Pharmacy Technology)		
BA	Complementary and Alternative Health	University of Arizona
AS	Medical Assistant	Virginia College
CPhT	Certified Pharmacy Technician	
Amole, Kimberly (Externship Coordinator)		
BS	Allied Healthcare Management	Miller-Motte College
AOS	Healthcare Technology	Miller-Motte College
Ashy, Elizabeth (General Education Program Chair)		
MEd	Leadership	American InterContinental University
BA	Sociology	Warren Wilson College
Avella, Edward (Business Administration)		
EdD	Organizational Leadership	Grand Canyon University
MS	Technology Management	University of Maryland University College
MBA	General	University of Maryland University College
BS	Management Studies, Computing	University of Maryland University College
Ayala, Linda (Health Sciences)		
BS	Healthcare Administration	Ashworth College
AS	Healthcare Administration	Ashworth College
CCMA	Certified Clinical Medical Assistant	
CPT	Certified Phlebotomy Technician	
Ayed, Ahmed (“Ben”) (Information Technology)		
DCS	Computer Science	Colorado Technical University
MS	Cybersecurity and Information Assurance	National University
BS	Computer Information Systems Business	Bellevue University
Ayyubov, Khalid (Information Technology)		
MIS	Information Systems	University of Phoenix

MAEd	Adult Education/Training	University of Phoenix
BS	Information Technology	DeVry University
Baer, Gina (Pharmacy Technology)		
BS	Biology	University of Cincinnati
CPhT	Certified Pharmacy Technician	
Bennett, Jayme (Health Sciences)		
MS	Leadership	Trine University
BAM	Applied Management	Trine University
AAS	Medical Assisting	Ivy Tech Community College
Best, Racquel (Business Administration)		
DBA	Finance	Walden University
MBA	General	Nova Southeastern University
BA	Business Administration	Saint Leo University
AA	Liberal Arts	Saint Leo University
Blackburn, Jon (HVAC-R)		
BS	Construction Management	Florida Technical College
AS	Computer Electronics Engineering Technology	ITT Technical Institute
OS	OSHA10 Certification	
NCCER	Master Trainer, Proctor and HVACR SME	
Blackmon, Tonya (Business Administration)		
DBA	International Business	Argosy University
MBA	General	National University
BS	Educational Development	Southeastern Illinois University
AA	Social Science	College of Alameda
Blocker, Angela (Health Sciences)		
MA	Counseling	Liberty University
BS	Counseling	Liberty University
AS	Medical Assisting	Daymar College
Bolton, Robin (Health Sciences)		
MBA	Healthcare Management	American InterContinental University
BS	Management	Indiana Wesleyan University
AA	Business Science	
CST	Certified Surgical Technician	
Borges, Carmen (Nursing)		
MSN	Nursing – Education	Aspen University
BSN	Nursing	Liberty University
RN	Registered Nurse Certification	
Borschow, Phillip (Paralegal Studies)		
MLS	Legal Studies	Washington University School of Law
BA	International Relations	St. Mary's University
Bowling, Phyllis (Nursing)		
BSN	Nursing	Morehead State University
ASN	Nursing	Pikeville College
Brewer, Rhonda (Health Sciences)		
MBA	Health Services Administration	Strayer University
BBA	Health Services Administration	Strayer University
AS	Medical Assisting	South College
RMA	Registered Medical Assistant	
Bright, Dan (Nursing)		
MSN	Nursing Education	University of Arkansas Gratham

AAS	Nursing	Columbia State Community College
RN	Registered Nurse	
Broman, Noel (Information Technology)		
PhD	Information Technology Management	Capella University
MS	Management Information Systems	Nova Southeastern University
BSIT	Network and Telecommunications	University of Phoenix
Cabi, Patri (General Education		
JD	Law	University of Mississippi
BA	Political Science	Western North Carolina University
Carter, Keegan (Health Information Management)		
BS	Public Affairs & Political Science	Central Michigan University
AAS	Health Information Technology	Ferris State University
RHIA	Registered Health Information Administrator	
Chelstowski, Abigail (Health Sciences)		
MBA	Healthcare Management	Herzing University
BS	Healthcare Administration	Mercy College
AA	Human Services	Washtenaw Community College
Cert	Medical Assisting	Ross Medical Education Center
Chisum, Misty (General Education)		
EdD	Educational Leadership	University of Missouri
MA	English	Southeast Missouri State University
BS	English	Drury University
Churley, Wayne (Paralegal)		
JD	Law	University of Akron
BS	Public Administration, Political Science	Point Park University
Cert	Paralegal Studies	American National University
Clark, Johanna (Health Science)		
BS	Health Sciences	University of West Florida
AS	General Studies	Piedmont Virginia Community College
Cert	Medical Assistant	Pima Medical Institute
RMA	Registered Medical Assistant	
Clark, Kelly (General Education)		
MS	Biological Sciences	Eastern Illinois University
BS	Biological Sciences	Eastern Illinois University
Clark, Sheri (Paralegal)		
JD	Law	Indiana University
MA	Secondary Education	Ball State University
BS	Political Science	Ball State University
Clay, Yolanda (Business Administration)		
DHA	Healthcare Administration	University of Phoenix
MBA	General	Brenau University
BA	Biology, Chemistry	Alabama State University
Cochran, Brad (Accounting)		
MS	Accounting	Strayer University
BS	Accounting	Virginia Commonwealth University
Cole, Sandra (Business Administration)		
PhD	Organizational Leadership	Columbia International University
MBA	General	National University
BA	Speech and Theater	Lehman College
Collins, Loice (Nursing)		

DNP	Nurse Practitioner	Walden University
MSN	Nursing	Walden University
BSN	Nursing	Old Dominion University
ADN	Nursing	Northeastern Oklahoma A&M College
Conrick, Cristi (Paralegal)		
MS	Secondary Education	Ball State University
BS	Elementary Education	Ball State University
Cook, Carma (General Education)		
PhD	Chemistry	Auburn University
BS	Chemical Engineering	Auburn University
Cooney, Hieu (Pharmacy Technology)		
MAEd	Curriculum and Instruction	University of Phoenix
BS	Biological Sciences	University of the Pacific
RPhT	Registered Pharmacy Technician	
CPhT	Certified Pharmacy Technician	
Cooper-Sweat, Rodney (Business Administration)		
PhD	Leadership and Business	University of the Cumberlands
MBA	Project Management	Keller Graduate School of Management
BS	Science Education	Florida Institute of Technology
DaSilva, Carlos (General Education)		
PhD	Applied Science (Neuroscience)	William and Mary University
MS	Physiological Science	Federal University of San Carlos
BS	Biological Science	Sao Paulo State University
Davis, Brandie (General Education)		
MA	English	Eastern Kentucky University
BA	Philosophy	Eastern Kentucky University
Davis, Phyllis (Health Information Management)		
MBA	Healthcare Administration	Western Governors University
BS	Health Information Management	Charter Oak State College
BS	Liberal Studies	Clarion University of Pennsylvania
Davis, Sherry (Health Information Management Program Chair)		
MBA	Healthcare Administration	Ashford University
BA	Healthcare Administration & Human Resources	Ashford University
Certs	CPC, CPC-I, CPC-O, CPMA	
Dekle, Merrie (General Education)		
MA	Communications	Austin Peay State University
MS	Psychology	Capella University
BS	Mass Communication	Middle Tennessee State University
BS	Psychology	Middle Tennessee State University
Denton, Stephanie (Health Sciences)		
DC	Chiropractic	Logan University
MS	Nutrition and Human Performance	Logan University
BS	Human Biology	Logan University
AAS	Mortuary Science and Funeral Service	Southern Illinois University
Diaz, Steven (General Education)		
MS	Mathematics Education	University of Phoenix
BS	Mathematics	University of Puerto Rico
Dibia, Nkem (Business Administration)		
DM	Organizational Development and Change	Colorado Technical University
MBA	Strategic International Business	University of Houston, Victoria

MILD	International Law and Diplomacy	University of Lagos
MAEd	English Literature	University of Benin
Diggle, Laura (Health Sciences Program Chair)		
MS	Instructional Design, Learning Techniques	Franklin University
BS	Allied Healthcare Management	Franklin University
AAS	Medical Assisting	Ivy Tech Community College
Dingle, Traci (General Education)		
PhD	Criminal Justice	Capella University
JD	Law	Charleston School of Law
MS	International Administration	Central Michigan University
BA	Political Science	Columbia College
Dolloff, Patricia (Nursing)		
DNP	Nursing Practice	Rasmussen University
MSN	Nursing	Grand Canyon University
BSN	Nursing (RN to BSN)	Grand Canyon University
RN	Registered Nurse Certification	
El Gbouri, Abdessamad (Information Technology)		
DIA	Information Assurance	University of Fairfax
MS	Cybersecurity	Excelsior University
BBA	Computer Information Management	Northwood University
AA	Management Information Systems	Northwood University
Erickson, Ashley (Health Sciences)		
MS	Nursing Education	Indiana Wesleyan University
BSN	Nursing	Indiana Wesleyan University
AAS	Nursing	Cincinnati State Technical & Community College
Evans, Rhonda (Nursing)		
MSN	Nursing	Western Governor's University
BSN	Nursing	Western Governor's University
AS	Nursing	Chattanooga State Community College
Falsey, Dominika (Business Administration)		
DM	Management	Colorado Technical University
MBA	Executive	Colorado Technical University
BS	Marketing, International Business	St. Mary's University
Foley, Patricia (Information Technology)		
DIA	Information Assurance	University of Fairfax
MPS	Human Relations	New York Institute of Technology
BEng	Engineering	Stevens Institute of Technology
Fox, April (Nursing)		
DNP	Nurse Practice-emphasis in Educational Leadership	Grand Canyon University
MSNed	Nursing Education	University of Phoenix
BSN	Nursing	University of Phoenix
ADN	Nursing	The University of New York
Frenzel, Ervin (Information Technology)		
PhD	Cyberpsychology Leadership	Capitol Technology University
MS	Cybersecurity/Information Assurance	Western Governor's University
MIS	Information Systems Management	University of Phoenix
BA	Liberal Arts	Excelsior University
AAS	Networking/Cybersecurity	Amirilo College
Gancea, Uliana (General Education)		
PhD	French Language and Literature	University of Paris

MBA	General	Miami Regional University
MEd	Educational Administration	Miami Regional University
BA	English and French Literature	University of Paris
Garcia, Paola (General Education)		
PhD	Clinical Psychology	Ponce Health Science University
MS	Psychology	Ponce Health Science University
BS	General Education	University of Puerto Rico
Gay, Keegan (Health Information Management)		
BS	Political Science, Public Affairs	Central Michigan University
AAS	Health Information Technology	Ferris State University
Gilbaugh, Terry (Nursing)		
MSN	Nursing	Drexel University
BS	English Education	Bob Jones University
Dip	Nursing	Brandywine Hospital School of Nursing
Ginn, Michelle (General Education)		
MA	Sociology	University of Alabama at Birmingham
MS	Psychology	University of Phoenix
BS	Computer Information Systems	Saint Leo University
AA	General Studies	North Florida College
Gleeden, Keenan (Information Technology)		
MA	Information Technology Management	Webster University
MS	Engineering Technology	University of Memphis
GC	Applied Lean Management	University of Memphis
BS	Management	Park University
Godlove, Timothy (Information Technology)		
DIA	Information Assurance	University of Fairfax
MS	Information Resource Management	Central Michigan University
BA	Social Science	Chapman University
AS	Liberal Arts	Northern Virginia Community College
Gordon, Karen (Information Technology)		
MBA	General	Sullivan University
BS	Accounting	Sullivan University
AS	Accounting	American National University
Gutierrez, Johanna (Health Sciences)		
BS	Health Science	Southern New Hampshire University
Dip	Medical Assistant	Lincoln Technical Institute
Halbeisen, Jean (Health Information Management)		
BS	Elementary Education	Eastern Mennonite University
Dip	Medical Office Specialist	
CPC	Certified Professional Coder	
Halgas, Pauline (Accounting/Business Administration)		
MBA	Accounting and Finance	University of Illinois at Chicago
BS	Computer Science	Northeastern University
Halverson, Andrew (General Education)		
JD	Law	Louisiana State University
MS	Mathematics	University of Louisiana
BCL	Civil Law	Louisiana State University
BS	Mathematics	University of Louisiana
Hampton, Whitney (Nursing)		
MSN	Nursing	University of South Alabama

MS	Nurse Educator	Western Governor's University
BSN	Nursing	Western Governor's University
AAS	Nursing	Tennessee State University
AS	General Studies	Jackson State University
Hebert, Marlies (Nursing)		
PhD	Nursing Education	Liberty University
MSN	Nursing Education	Chamberlain University
BSN	Nursing	Chamberlain University
AD	Health Science (Nursing)	Central Carolina Technical College
RN	Registered Nurse Certification	
Henderson, Melissa (Paralegal Studies)		
JD	Law	North Carolina Central University
BA	English	University of Noth Carolina at Chapel Hill
Henriksen, David (General Education)		
MA	Military History	Austin Peay State University
BA	History	Austin Peay State University
BS	Business Management	University of Maryland
AAS	Criminal Justice	Colorado Technical University
Hess, James (Health Science)		
BA	Secondary Education (Social Studies)	Alice Lloyd College
EMT_P	Nationally Recognized EMT-Paramedic	
CCMA	Certified Clinical Medical Assistant	
Hopkins, Terrie (Health Sciences)		
BHS	Health Science and Public Health	South University
Cert	Medical Assistant	EHOVE Career Center
Hossler, Chuck (Nursing Assistant Dean)		
PhD	Nursing Research/Science	Medical University of South Carolina
MSN	Family Nurse Practitioner/Psychiatric-Mental Health	Medical University of South Carolina
BSN	Nursing	Medical University of South Carolina
Jasso, Emilia (Health Science)		
MEd	Education	American Intercontinental University
BHM	Healthcare Management	American Intercontinental University
Certs	NRCMA, CPT	
Jenkins, Courtney (General Education)		
DBA	General	South University
MFA	Creative Writing	Chatham University
MA	English Education	Virginia State University
BS	English, Mass Communications	Virginia State University
Johnson, Darryl (General Education)		
MA	Sociology	Prairie View A&M University
BA	Political Science	American Public University
Jones, Kaylah (Business Administration)		
MBA	General	South University
BA	English and Political Science	Pennsylvania State University
Jones, Tiffany (Pharmacy Technology)		
BS	Kinesiology	Temple University
RPhT	Registered Pharmacy Technician	
CPhT	Certified Pharmacy Technician	
Joshi, Smriti (Information Technology)		

MBA	Information Technology	American National University
MS	Information Technology	American National University
MS	English	Doaba College
MS	Journalism and Mass Communication	Doaba College
Kavlie, Lucas (Provost)		
EdD	Higher Education	University of North Texas
MBA	General	Western Governors University
MS	Marketing Analytics	Western Governors University
MS	HR Management	Western Governors University
MA	Christian Education	Dallas Theological Seminary
BA	History and Bible	University of Northwestern-St. Paul
Keevers, Douglas (General Education Assistant Dean)		
EdD	eLearning & Instructional Technology	Northcentral University
MS	Information Technology Management	Webster University
BS	Cognitive & Behavioral Psychology	Slippery Rock University
Khan, Adiba (Business Administration)		
MBA	Healthcare Management	Loyola University
BS	Biology	University of North Carolina at Charlotte
King, Lisa (Health Science)		
BS	Healthcare Management	American National University
AS	Medical Assisting	American National University
RMA	Registered Medical Assistant	
Lazare, Marie-Bernard (Nursing Dean)		
PhD	Nursing	Barry University
MSN	Nursing	University of South Florida
MS	Foreign Language Education	Florida International University
BSN	Nursing	Florida International University
ASN	Nursing	Rockland Community College
Lee, Tamara (Paralegal Studies)		
JD	Law	Charleston School of Law
BA	Psychology	University of South Carolina
Libell, James (Business Administration)		
MS	Management	Colorado Technical University
BSBA	Accounting	Robert Morris University
AA	Business Administration	Robert Morris University
Lightcap, Richard (Information Technology Dean)		
PhD	Cybersecurity Leadership	Capitol Technology University
EdD	Leadership	American College of Education
MS	Computer Science	University of the Potomac
MS	Cybersecurity and Information Assurance	Western Governors University
MS	Computer Information Systems	University of Phoenix
BS	Information Technology	University of Phoenix
Looper, Victoria (Nursing)		
DNP	Nursing Practice	Grand Canyon University
MSN	Nursing/Healthcare Education	University of Phoenix
BSN	Nursing	University of Phoenix
RN	Registered Nurse Certification	
Marino, Mark (General Education)		
MEd	Mathematics	University of Buffalo, The State University of NY
BA	Mathematics	University of Buffalo, The State University of NY

Marino, Tiffany (Pharmacy Technology)		
BS	Biomedical Sciences	University of South Florida
RPhT	Registered Pharmacy Technician	State of Florida
CPhT	Certified Pharmacy Technician	Pharmacy Technician Certification Board
Martinez, Jennifer (Nursing)		
MSN	Nursing	University of Phoenix
MHA	Health Administration	University of Phoenix
BS	Nursing	ECPI University
Mason, Ebony (Business Administration)		
DBA	General	Walden University
MS	Interdisciplinary Studies	Texas A&M University
MS	Instructional Design and Technology	Texas A&M University
BBA	General	Texas A&M University
Matcha, Ramesh (General Education)		
MPH	Public Health	Westcoast University
MS	Biology	Grand Canyon University
Mathew, David (Business Administration)		
JD	Law	Appalachian School of Law
MS	Business Administration	Strayer University
BS	Accounting	William Paterson University
BA	Biology	New Jersey City University
Matson, Susanna (Business Administration)		
MS	Accounting	Southern New Hampshire University
MBA	Accounting	Lakeland College
BA	Accounting	Lakeland College
McCormick, Matthew (Information Technology)		
PhD	Cybersecurity Leadership	Capitol Technology University
MS	Telecommunication Systems	DePaul University
MBA	General	Lake Forest Graduate School of Management
BS	Systems Engineering	University of Virginia
McGowan Mako, Donna (Health Sciences)		
BS	Liberal Science	Neumann University
NRCMA	Nationally Registered Certified Medical Assistant	
Mendiola, Tisha (General Education)		
MS	Chemistry	University of Colorado, Colorado Springs
MA	Teaching	Colorado College
BA	Chemistry and Biology	University of Colorado, Colorado Springs
Merritt, Jennifer (Information Technology)		
PhD	Computing Technology in Education	Nova Southeastern University
MEd	Adult Education	Park University
MS	Computer Information Systems	University of Phoenix
BS	Business Information Systems	University of Phoenix
Miller, Carol-Ann (Health Science)		
MA	Organizational Leadership	Malone University
BGS	General Studies	Youngstown State University
AAS	General Studies	Youngstown State University
Mwathi, Ernest (Nursing)		
DNP	Nurse Practitioner	Walden University
MS	Family Nurse Practitioner	Georgetown University
MBA	Healthcare Administration	Excelsior College

BSN	Nursing	South University
Nazarko, Eralda (Information Technology)		
PhD	Computer Science and Informatics	Oakland University
MBA	General	Regent University
Njoku, Sopuru (Information Technology)		
MS	Cybersecurity	Southern New Hampshire University
BBA	Human Resources Management	University of Ghana
AS	Biology	Northeast Lakeview College
Notz, Wendy (Paralegal Dean)		
JD	Law	Western State University College of Law
BS	Psychology	University of Central Missouri
Cert	Paralegal	Metropolitan Community College
Obringer, Lyndsey (Business and Accounting Dean)		
DSL	Strategic Leadership	Liberty University
MA	Leadership and Organizational Transformation	Chatham University
BBA	General	Wilkes University
Oliva, Estephania (Health Sciences)		
BA	Spanish	Arkansas Tech University
AAS	Medical Assistant	Arkansas Tech University
Cert	Medical Coding and Billing	Purdue University Global
O'Reilly, Kathleen (General Education)		
MA	Sociology	University of Connecticut
BA	General Studies	University of Connecticut
Ostrowski, David (Information Technology)		
PhD	Computer Science	Wayne State University
MS	Computer Science	Wayne State University
BBA	Management Information Systems	University of Michigan
Ousley, Tina (General Education)		
MS	Biology	Morehead State University
BS	Biology	Morehead State University
Painter, Billy (Pharmacy Technology)		
BS	Pharmacy	University of Tennessee
Pandya, Shardul (Information Technology)		
PhD	Engineering Management	Old Dominion University
MS	Mechanical Engineering	Colorado State University
BEng	Industrial and Production Engineering	BMS College of Engineering
Patrick, Robert (General Education)		
PhD	Global Leadership and Change	Tiffin University
MS	Political Science	Jackson State University
BA	Political Science	Alcorn State University
Person, Candice (General Education)		
MFA	Creative Writing Fiction	Spalding University
MS	Elementary Education	Mercy College
BA	English	Howard University
Phoenix, Courtney (General Education)		
MA	Christian Studies	Grand Canyon University
BS	Entrepreneurial Studies	Grand Canyon University
Rao, Jessie (General Education)		
MS	Psychology	Grand Canyon University
MS	English Language & Literature	Goa University

MS	Divinity in Professional Chaplaincy	Liberty University
BS	English Language & Literature, Psychology	Goa University
Reyes-Fournier, Paul (Business Administration)		
PhD	Industrial and Organizational Psychology	Keiser University
MBA	Finance	DeVry University
BS	Physics	California State University, Northridge
AA	Engineering	El Camino College
Ridley, Zenia (Pharmacy Technology)		
BS	Health Services Management	DeVry University
CPhT	Certified Pharmacy Technician	
Rios, Angel (Business Administration)		
DBA	Public Administration	Northcentral University
MBA	General	American InterContinental University
BBA	Accounting	University of the Sacred Heart
Rock, Tiana (General Education)		
Ed.D.	Educational Leadership	Trident University
DPA	Public Administration	Valdosta State University
MS	Public Administration	Murray State University
BS	Social Work	University of Tennessee
Rodriguez, Carrie (Health Sciences)		
MS	Organizational Leadership	Brenau University
BS	Organizational Leadership	Valdosta State University
AAS	Medical Assistant	North Georgia Technical College
Rosas, Alejandra (General Education)		
MD	Medical Doctor	University of Los Andes
MS	Sociology, Psychology	Bowling Green University
Sabo, Gail (General Education)		
MA	Psychology	National Louis University
BA	Sociology, Psychology	Bowling Green State University
Salmon, Loni (Nursing)		
MSN	Nurse Practitioner	Chamberlain College of Nursing
BSN	Nursing	Florida International University
Sawyerr, Cherry (General Education)		
PhD	Clinical Psychology	Argosy University
MA	Clinical Psychology	Argosy University
BS	Biology, Psychology	Houston Baptist University
Scott, Carolyn (Chief Academic Officer)		
DBA	International Business	Argosy University
MBA	International Business	South University
BS	International Business	Argosy University
AA	Business	Western International University
Sedlack, Derek (Information Technology)		
PhD	Information Systems	Nova Southeastern University
MS	Management Information Systems	Nova Southeastern University
Sendar, Lisa (Health Sciences)		
MHA	Healthcare Administration Education	University of Phoenix
MBA	Human Resources	Strayer University
BS	Liberal Studies	North Carolina A&T State University
AAS	Medical Assistant	University of Alaska
Sharma, Swati (Information Technology)		

DIA	Information Assurance	University of Fairfax
MBA	General	American National University
MBA	Information Technology	American National University
BEd	Education	University of Jammu
Shaver, Don (General Education)		
MA	Political Science, Public Administration	Bowling Green State University
BA	Political Science	Otterbein College
Shin, Keith (Information Technology)		
PhD	Electrical Engineering	University of Tennessee
MS	Electrical Engineering	University of Tennessee
BEng	Mechanical Engineering	Handong Global University
Shinabery, Brittainy (Health Science)		
MHA	Health Administration	Ohio University
BS	Health Services Administration	Ohio University
AAS	Medical Assisting	Ohio University
CPhT	Certified Pharmacy Technician	
CMA	Certified Medical Assistant	
Sloan-Rose, Kenetha (Nursing)		
MSN	Nursing	Indiana Wesleyan University
BSN	Nursing	Indiana Wesleyan University
AS	Nursing	Pikeville College
Smith, Amy (Health Sciences)		
MSN	Nursing	University of Phoenix
BSN	Nursing	East Carolina University
Smith, Elizabeth (Nursing)		
MPH	Public Health – Nursing	University of Science, Art and Technology
BS	Nursing	Kaplan University
AS	Nursing	College of the Bahamas
Sovak, Lisa (Business Administration)		
DBA	Marketing	Argosy University
MS	Communication and Information Systems	Robert Morris University
BA	Communication—Advertising	Robert Morris University
Spector, Allen (Information Technology)		
DSc	Information Technology	Middle Georgia State University
MS	Computer Information Systems	University of Phoenix
BA	Psychology	University of Kansas
Stoddard, Steven (Business Administration)		
DSL	Strategic Leadership	Liberty University
MS	Criminal Justice	Troy University
AAS	Applied Technology	Central Texas College
Sullivan, Nathan (Information Technology)		
DIA	Information Assurance	University of Fairfax
MS	Cybersecurity and Information Assurance	Western Governors University
BA	Criminal Justice	Grantham University
AAS	Computer Information Systems	JF Drake State Community and Technical College
Sullivan-Kitchen, Kristina (Nursing)		
MSN	Nursing	Liberty University
BSN	Nursing	Liberty University
AAS	Nursing	J Sergeant Reynolds Community College
Thacker, Laverne (Nursing)		

MSN	Nursing Education	Galen College of Nursing
BSN	Nursing	Galen College of Nursing
ASN	Nursing	University of Pikeville
Torres, Bertha (Health Sciences)		
MHA	Health Administration	University of the Incarnate Word
BS	Community Health	Texas A&M University
AS	General Education	Lone Star College
Ukpere, Oscar (Information Technology)		
PhD	Information Technology	Capella University
MS	Computer, Information, & Net Security	DePaul University
Vazquez, Jennifer (Pharmacy Technology)		
MEd	Education and Human Resource Studies	Colorado State University
BS	General Studies	Columbia College
AA	General	Daytona State College
CPhT	Certified Pharmacy Technician	
Villanueva, Noah (Business Administration)		
PhD	Organization and Management	Capella University
MA	Strategic Leadership	St. Bonaventure University
MBA	General	American Public University
BS	Biology	Campbell University
Walker, Misty (Business Administration)		
MBA	General	Colorado Technical University
BS	Accounting	Colorado Technical University
Ward-Thomas, Telicia (Pharmacy Technology)		
MS	Health Law	Nova Southeastern University
BS	Public Health	University of South Florida
Waymack, Matthew (General Education)		
PhD	Educational Leadership	University of Georgia
MEd	Mathematics Education	University of Georgia
BS	Mathematics	University of Georgia
Webb, Angela (Nursing)		
MSN	Nursing	Walden University
BSN	Nursing	Chamberlain University
AS	Nursing	University of Pikeville
Webb, James (Information Technology)		
PhD	Information Technology	Capella University
MS	Computer Information Systems	Boston University
BS	Information Systems Management	University of Maryland
Weinberg, Anthony (Business Administration)		
MBA	General	South University
BS	Business Management	Robert Morris University
Weinrich, Stephanie (Health Sciences)		
BS	Health Administration	Herzing University
RMA	Registered Medical Assistant	
William, Molea (Health Sciences)		
MBA	General	Northcentral University
BA	Applied Mathematics	Southern New Hampshire University
Cert	Medical Assistant	Sanford Brown Institute
Williams, Curtis (Business Administration)		
DBA	Marketing	Walden University

MBA	Aviation	Embry-Riddle Aeronautical University
BS	Aviation Management	Southern Illinois University
Williams, Teatrice (Health Science)		
MBA	General	Bethel University
BS	Organizational Leadership	Bethel University
Ziegler, Ashley (Health Science)		
MS	Nursing Education	Indiana Wesleyan University
BS	Nursing	Indiana Wesleyan University
AAS	Nursing	Cincinnati State Technical and Community College

ADVISORY BOARD MEMBERS

Advisory Boards provide guidance and feedback to the University from community members and employers to ensure that the programs continue to reflect industry trends. The Boards meet a minimum of two times a year to review outcomes assessment, discuss curriculum and relevance to the current career field, and review the field's job outlook.

BUSINESS MANAGEMENT AND ACCOUNTING ADVISORY BOARD

Name	Title (Present Occupation)	Company
Lyndsey Obringer	Dean of Business and Accounting	American National University
Ashley Hart	Operations Manager	Member One FCU
Gregory Shields	Director of Operations	Hobart Institute of Welding Technology
Jennifer Torres	Director of Customer Success Ops	Provar
Craig Eisenbrown	Supervisor	United Airlines
Dawna Clephas	Process/Analytics Lead	Carilion Clinic

HEALTH INFORMATION MANAGEMENT ADVISORY BOARD

Name	Title (Present Occupation)	Company
Sherry Davis	HIM Program Chair	American National University
Jennifer Kingsley	Coding Compliance Manager	Mercy Health
Carolyn Neace	Advanced Medical Support	Dept. of Veteran Affairs
Kristie Cochran	Revenue Cycle Manager	RCM
Beth Brown	HIM Technician	Sharon Regional Hospital
Denise VanVerth	Medical Coder Lead – Retired	Primary Health Network
Jeremy Focht	Dedicated Client Service Manager	United Healthcare
Tawana Robinson	Dental Utilization Review Specialist	Primary Health Network

HEALTH SCIENCE ADVISORY BOARD

Name	Title (Present Occupation)	Company
Laura Diggle	Allied Health Program Chair	American National University
Dr. Paula Boley	Online Adjunct Faculty	Nashville State Community College
Katie Glenn	PA-C	Newburgh Dermatology Associates
Carol Nassef	Registered Medical Assistant	Community Access Network
Angela Pickral	Certified Medical Assistant	Family Services of the Piedmont
Starrae Holloman	Practice Manager	Univ. of Louisville
Jennifer Torres	Education Manager	Provar
Jessica Woods	Student	American National University
Elizabeth Snay	Customer Service – Public Member	Penske Honda

INFORMATION TECHNOLOGY BOARD

Name	Title (Present Occupation)	Company
Richard Lightcap	Dean of Information Technology	American National University
Alicia Kirk	Publishing Sales Representative	Flatworld
Jamila Salankey	Social Engineering/OSINT Trainee	AntiguaRecon
Kelly Hughes	Computer Scientist	US Dept. of Defense
Michael Thibodeaux	Sr. OT Security Operations Expert	European Energy Jobs
Robert Rodriguez	Director of Commercial CRM Strategy & Execution	PCNA (Polyconcept North America)

Nursing Advisory Board

Name	Title (Present Occupation)	Company
Marie Bernard-Lazare	Dean of Nursing	American National University
Jaime L. Carroll	Chief Nursing Officer	Sentara Norfolk General Hospital
Cheri Love	Nurse Manager	Turning Point Pregnancy Clinic
Dale Morton	ER Manager	Pikeville Medical Center
Tracy Rhodes	Human Resources Manager	Vistar Eye Center
Denise Hamrick	Director of Education	Southern TN Regional Health System
Tracey Harrell	Division Clinical Ed Ops Supervisor	HCA Capital Division
Mary Kate Bowser	Public Health Nurse Manager	Roanoke City & Alleghany Health
Shawnda Jeter	Clinical Workforce Liaison	Medical Facilities of America

Paralegal Advisory Board

Name	Title (Present Occupation)	Company
Wendy Notz	Dean of Paralegal	American National University
Anne Todd	Senior Financial Analyst	AFL Telecommunications, LLC
Sheri Clark	Faculty	American National University
Mandy Chapman	Registered Paralegal	Wolff & Wolff Trial Lawyers
Stephanie Linquist	Paralegal	Elite Process and Legal Services
Poetry McMillian	Paralegal Specialist	US Dept. of Justice Office of Immigration Litigation
Pascha Shepard	Paralegal Manager	Lawrence & Bundy LLC
Tiffany Clapper	Graduate Student	American National University

Pharmacy Technology Advisory Board

Name	Title (Present Occupation)	Company
Derrick Aboagye	Dean of Pharmacy Tech	American National University
Billy Painter	Pharmacist/Faculty	American National University
Kevin Chakos	Pharmacist	CVS Pharmacy
Telicia Ward-Thomas	Pharmacy Technician/Faculty	American National University
Charles Wilson	Pharmacist	Retired
Ebenezer Addo	Pharmacist/Manager	Walmart Pharmacy
Nicole Pryor	Pharmacist/Manager	CVS Pharmacy
Heather Biggs	Current Student	American National University
Yolanda Montoya	Graduate/CPhT	Walgreens Pharmacy

UNIVERSITY DETAILS

American National University is owned and controlled by American National University, Inc., a Virginia Corporation, which is owned and controlled by National University Services, Inc., a Virginia Corporation. Each of these corporations is family-owned and operated by President Longaker.

Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern Time.

CORPORATE OFFICERS

The Officers of American National University, Inc. are:

- Frank E. Longaker, PhD, Chairman, Treasurer, Director
- Steven Cotton, JD, Director
- Joel Musgrove, DBA, Director
- Ms. Stephanie Damanti, Secretary

BOARD OF DIRECTORS

Board members for the University are:

- Dr. Tami Erickson, Chair
- Dr. David Braswell
- Tammy M. Riley
- Phillip F. Sparks
- Bruce Wilkerson
- Steve Cotton, JD
- Joel Musgrove, DBA
- Frank E. Longaker, PhD (Ex Officio)

ADMINISTRATION CONTACTS

Students may utilize the following departmental contacts for assistance:
Academic Affairs: academicaffairs@an.edu
Admissions: admissions1@an.edu
Registrar: registrar@an.edu
Student Services: studentservices@an.edu
Help Desk: helpdesk@an.edu or 833-741-0035

TEAM MEMBERS (ALPHABETICAL BY FIRST NAME)

Andrea DiTonno	Vice President of Marketing
April Howard	Chief Financial Officer
Beth Overbey	Vice President of Financial Services
Brittany Morgan	International Academic Advisor/DSO
Carl Robertson	Comptroller
Carolyn Scott	Chief Academic Officer
Crystal Hanley	Learning Management System Manager
David Yeaman	Director of Compliance and Accreditation
Elisa Landgraf	Director of Customer Relationship Management System
Felix Baez	Director of Information Technology
Fitnet Zeqiri Osmani	International Student Advisor/DSO
Flora O'Neil	Learning Management System Technical Specialist
Frank E. Longaker	President
Jessica Williams	Vice President of Student Services

Joel Musgrove	Senior Executive Vice President of Operations
Karen Williams	Re-Entry Coordinator
Kim Walsh	Executive Director of Compliance and Accreditation
Laurel Jones	International Academic Advisor/DSO
Lucas Kavlie	Provost
Mohammad Khan	Cloud Systems Administrator
Rebecca Harris	Director of Admissions
Rebekah Custer	Director of International Student Affairs/PDSO
Ryan Farrell	Managing Associate of International Student Affairs/DSO
Shawn Hershey	Vice President of Academic Affairs
Steven Cotton	Executive Vice President of Legal and Regulatory Affairs
Trent Ramey	Director of Admissions
Tuul Spencer	International Director of Admissions
Wendolyn Larkins	Director of Career Services

Academic Department Leaders (Alphabetical by First Name)

Dr. Derrick Abnoagye	Dean of Pharmacy Technology
Dr. Charles Hossler	Assistant Dean of Nursing
Dr. Douglas Keevers	Assistant Dean of General Education
Elizabeth Ashy	Program Chair of English as a Second Language
Elizabeth Ashy	Program Chair of General Education
Laura Diggle	Program Chair of Health Sciences
Dr. Lyndsey Obringer	Dean of Business and Accounting
Dr. Marie-Bernard Lazare	Dean of Nursing
Dr. Richard Lightcap	Dean of Information Technology
Sherry Davis	Program Chair of Health Information Management
Dr. Wendy Notz	Dean of Paralegal

Locations

American National University is located at 1813 East Main Street in Salem, Virginia, and shares the space with the University of Fairfax. The University maintains an additional teaching site at 2451 Atrium Way; Nashville, TN 37214. Each space is equipped with Wi-Fi and classrooms in addition to administrative space used for residencies.

American National University's Roanoke Valley Campus in Salem was the original campus of National College, founded in 1886. As the main campus of American National University since 2013, it continues the tradition of excellence established more than 125 years ago and offers an increasing variety of postsecondary programs. The Roanoke Valley Campus resides in a thriving area of economic growth, enabling our graduates to explore career opportunities in the fields of healthcare, business, and computer technology. Located close to I-81, the 48,180-square-foot facility houses 14 interactive learning classrooms, an auditorium, cafeteria, and library.

Holidays

University offices are closed in observance of the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving	Christmas Day

ACADEMIC CALENDARS

2026

Term	Class Start	Drop/Add	Class End	Incomplete Due
260	Feb 22	Mar 2	May 2	May 12
260 Mid	Mar 29	Apr 1	May 2	May 12
262	May 10	May 18	Jul 18	Jul 28
262 Mid	Jun 14	Jun 17	Jul 18	Jul 28
264	Jul 26	Aug 3	Oct 3	Oct 13
264 Mid	Aug 30	Sep 2	Oct 3	Oct 13
266	Oct 11	Oct 19	Dec 19	Dec 29
266 Mid	Nov 15	Nov 18	Dec 19	Dec 29

2027

Term	Class Start	Drop/Add	Class End	Incomplete Due
270	Jan 3	Jan 11	Mar 13	Mar 23
270 Mid	Feb 7	Feb 11	Mar 13	Mar 23
272	Mar 21	Mar 29	May 29	Jun 8
272 Mid	Apr 25	Apr 29	May 29	Jun 8
274	Jun 6	Jun 14	Aug 14	Aug 24
274 Mid	Jul 11	Jul 15	Aug 14	Aug 24
276	Aug 22	Aug 30	Oct 30	Nov 9
276 Mid	Sep 26	Sep 30	Oct 30	Nov 9
278	Nov 7	Nov 15	Jan 15, 2028	Jan 25, 2028
278 Mid	Dec 12	Dec 16	Jan 15, 2028	Jan 25, 2028

2028

Term	Class Start	Drop/Add	Class End	Incomplete Due
280	Jan 23	Jan 31	Apr 1	Apr 11
280 Mid	Feb 27	Mar 2	Apr 1	Apr 11
282	Apr 9	Apr 17	June 17	June 27
282 Mid	May 14	May 18	June 17	June 27
284	June 25	July 3	Sept 2	Sept 12
284 Mid	July 30	Aug 3	Sept 2	Sept 12
286	Sept 10	Sept 18	Nov 18	Nov 28
286 Mid	Oct 15	Oct 19	Nov 18	Nov 28
288	Nov 26	Dec 4	Feb 3, 2029	Nov 13
288 Mid	Dec 31	Jan 4, 2029	Feb 3, 2029	Nov 13

2029

Term	Class Start	Drop/Add	Class End	Incomplete Due
290	Feb 11	Feb 19	Apr 21	May 1
290 Mid	Mar 18	Mar 22	Apr 21	May 1
292	Apr 29	May 7	July 7	July 17
292 Mid	June 3	June 7	July 7	July 17
294	July 15	July 23	Sept 22	Oct 2
294 Mid	Aug 19	Aug 23	Sept 22	Oct 2
296	Sept 30	Oct 8	Dec 8	Dec 18
296 Mid	Nov 4	Nov 8	Dec 8	Dec 18
298	Dec 16	Dec 26	Feb 23, 2030	Mar 5, 2030
298 Mid	Jan 20, 2030	Jan 24, 2030	Feb 23, 2030	Mar 5, 2030

2030

Term	Class Start	Drop/Add	Class End	Incomplete Due
300	Mar 3	Mar 11	May 11	May 21
300 Mid	Apr 7	Apr 11	May 11	May 21
302	May 19	May 27	July 27	Aug 6
302 Mid	June 23	June 27	July 27	Aug 6
304	Aug 4	Aug 12	Oct 12	Oct 22
304 Mid	Sept 8	Sept 12	Oct 12	Oct 22
306	Oct 20	Oct 28	Dec 28	Jan. 7, 2031
306 Mid	Nov 24	Nov 29	Dec 28	Jan 7, 2031