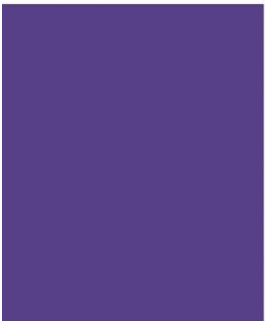
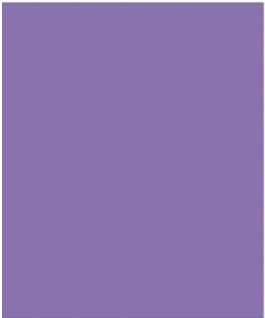
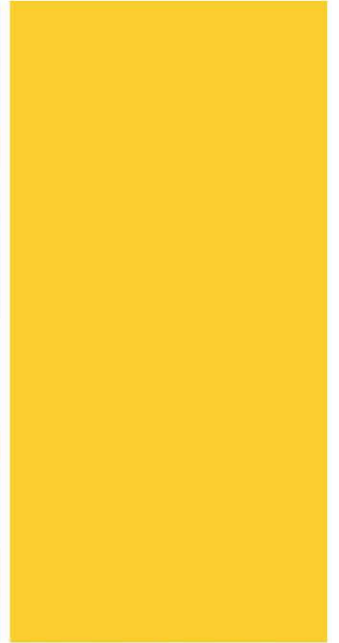
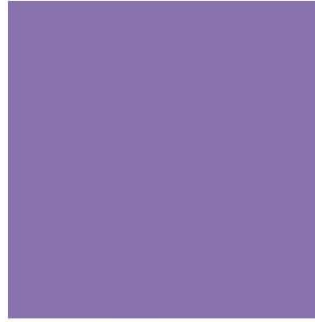
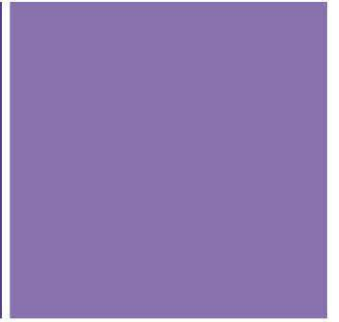
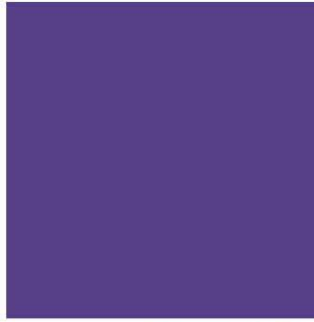
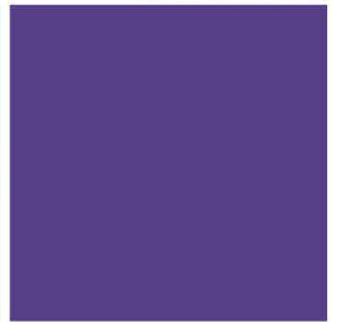




STUDENT HANDBOOK & CATALOG

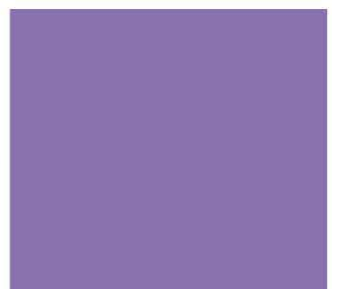


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Last Revised: March 1, 2026



10509 Timberwood Circle, Ste 200
Louisville, KY 40223

130 South Mayo Trail, Ste 101
Pikeville, KY 41501



WELCOME

Thank you for taking a closer look at American National University. We understand that choosing a university is one of the most important decisions you'll ever make. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you will find American National University is the key to opening up the door to success for you—just as it has for thousands of students since 1886.

Throughout this catalog, you will learn about the many advantages American National University has to offer in terms of programs, courses, and support services. What you can't find in this catalog, and what most distinguishes American National University from other colleges and universities, is the personal attention you get here.

So we invite you to check us out in person. Read through the catalog and find out what you're interested in. Then come in and meet with one of our admissions representatives one-on-one. They'll be glad to answer any questions you may have and get you started on the path to a better future.

I look forward to the opportunity to work with you as you pursue your career goals.

Sincerely,



Dr. Frank Longaker
President

*A copy of this student catalog and handbook is available on the www.an.edu website and is able to be accessed by current and prospective students without having to provide any personal contact information for access or download.

WELCOME	i
STATEMENT OF MISSION AND GOALS	5
FOREWORD.....	5
MISSION STATEMENT.....	5
INSTITUTIONAL GOALS.....	5
INSTITUTIONAL OBJECTIVES.....	5
ACCREDITATION AND APPROVALS	6
DISTANCE EDUCATION.....	6
THE UNIVERSITY	7
EVOLUTION 2086 VISION.....	7
ACADEMICS.....	8
STRUCTURE AND DESIGN OF PROGRAMS.....	8
RESOURCES FOR RESEARCH.....	9
CAREER SERVICES.....	9
PROFESSIONAL/OCCUPATIONAL LICENSURE AND CERTIFICATIONS.....	9
NOTICE OF NON-DISCRIMINATION.....	10
ACCOMODATION POLICY.....	11
VETERAN'S BENEFITS & TRANSITION ACT OF 2018 POLICY.....	11
STUDENT HEALTH SERVICES.....	11
CONSUMER INFORMATION.....	11
UNIVERSITY EMAIL ACCOUNT.....	12
IDENTIFICATION CARDS.....	12
ORIENTATION.....	12
ACADEMIC ADVISING.....	12
STUDENT IDENTITY VERIFICATION.....	13
ADMISSIONS	14
UNDERGRADUATE ADMISSION REQUIREMENTS.....	14
APPLYING FOR UNDERGRADUATE ADMISSION.....	15
TECHNOLOGY REQUIREMENTS.....	15
GRADUATE ADMISSION REQUIREMENTS.....	15
APPLYING FOR GRADUATE ADMISSION.....	16
PREREQUISITE REQUIREMENTS – GRADUATE PROGRAMS.....	16
TECHNOLOGY REQUIREMENTS.....	16
RESIDENCY REQUIREMENTS.....	17
ADMISSION OF INTERNATIONAL STUDENTS.....	17
APPLYING FOR INTERNATIONAL ADMISSION.....	18
PROGRAMMATIC ADMISSION REQUIREMENTS.....	19
REQUESTING AN EXCEPTION TO ADMISSIONS REQUIREMENTS.....	26
ACADEMIC POLICIES	27
ACADEMIC TERMS.....	27
ACADEMIC YEAR.....	27
GRADE REPORTS.....	27
GRADE APPEAL POLICY.....	27
TRANSCRIPTS.....	28
STUDENTS.....	28
CREDIT DESIGNATIONS.....	28
CREDIT HOUR POLICY.....	28
STANDARD COURSE LOAD AND PROGRAM LENGTH.....	29
MATRICULATION.....	29
ARTICULATION AGREEMENTS.....	29
EXPERIENTIAL LEARNING CREDIT, PRIOR LEARNING CREDIT OR LIFE WORK EXPERIENCE CREDIT.....	30
CREATING A PRIOR LEARNING ASSESSMENT PORTFOLIO.....	30

NON-TRADITIONAL CREDIT ALLOWANCE	30
CREDIT GRANTED FOR WORK EXPERIENCE.....	30
UNIVERSITY PLACEMENT EVALUATIONS.....	31
CHALLENGE EXAMS.....	32
CREDIT BY EXAMINATION	33
STUDENTS TRANSFERRING TO AMERICAN NATIONAL UNIVERSITY	33
STUDENTS TRANSFERRING FROM AMERICAN NATIONAL UNIVERSITY	35
PROGRAM COURSE CONCENTRATION AND GENERAL EDUCATION	35
NUMBERING OF COURSES.....	37
EXTERNSHIPS	37
GRADUATE PRACTICUM REQUIREMENT.....	38
PROGRAM REVISIONS AND COURSE SUBSTITUTIONS.....	39
OUTSIDE OF CLASS WORK	40
CODE OF ACADEMIC INTEGRITY POLICY	40
DROP/ADD PERIOD	41
WITHDRAWALS	41
REPETITIONS	41
COURSE INCOMPLETES	42
TRANSFER OF CREDITS	42
ACADEMIC HONORS.....	42
CUMULATIVE GRADE POINT AVERAGE	43
GRADING SCALES	43
GRADING AND QUALITY POINT SYSTEM.....	43
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS	45
SAP CALCULATION.....	45
MAXIMUM TIME FRAME.....	45
RATE OF COMPLETION	47
PRACTICUM COMPLETION	48
FINANCIAL AID WARNING AS A REGULAR STUDENT	48
DISMISSED AS A REGULAR STUDENT (FINANCIAL AID DENIAL)	48
INSTITUTIONAL DISMISSAL APPEAL PROCEDURES.....	48
REINSTATEMENT FOLLOWING INSTITUTIONAL DISMISSAL.....	49
LEAVE OF ABSENCE	49
WITHDRAWALS	49
COURSE INCOMPLETES	49
NON-DEGREE CREDIT COURSES (PRE-ENTRANCE REQUIREMENT COURSES).....	50
CHANGE PROGRAMS AND ADDITIONAL DEGREES	50
APPLICATION OF STANDARDS	50
GRADUATION	50
TRANSFER OF CREDIT	51
ADMINISTRATIVE POLICIES	52
CONDUCT/DISMISSAL POLICY	52
CODE OF COMPUTING CONDUCT AND ZOOM USE POLICY	53
ZOOM ACCEPTABLE USE POLICY	56
CONFLICT OF INTEREST POLICY	58
GRIEVANCE POLICY	59
NON-RETALIATION POLICY.....	66
SEXUAL MISCONDUCT POLICY.....	66
SEXUAL MISCONDUCT GRIEVANCE PROCEDURES.....	68
UNIVERSITY SECURITY	72
INCLEMENT WEATHER POLICY	72
PARKING POLICY	72

DRESS POLICY	73
CHILDREN ON SITE.....	73
MOBILE PHONES AND OTHER COMMUNICATION DEVICES	73
TOBACCO POLICY	73
SUBSTANCE ABUSE PREVENTION PROGRAM	74
ATTENDANCE POLICY	74
LEAVE OF ABSENCE POLICY (AND INTERNATIONAL STUDENT TERM BREAK*).....	77
LATE ASSIGNMENT POLICY.....	79
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	79
REFRESHER PRIVILEGES.....	81
CHANGING PROGRAMS.....	81
RIGHT TO CHANGE ASPECTS OF THE EDUCATIONAL PROGAM	81
CANCELLATION POLICY	81
WITHDRAWAL	82
REFUNDS AND ADJUSTMENTS	82
REFUND CALCULATIONS PROCEDURES	82
REFUND POLICY.....	83
PROGRAM TERMINATION	85
COST AND FINANCIAL PLANNING.....	85
TUITION, FEES AND CHARGES	87
UNDERGRADUATE TUITION – PIKEVILLE, KY	87
UNDERGRADUATE TUITION – LOUISVILLE, KY.....	87
GRADUATE TUITION – LOUISVILLE, KY	87
FEES – ALL STUDENTS.....	87
ADDITIONAL PROGRAMMATIC CHARGES	88
COST OF ATTENDANCE – AMERICAN NATIONAL UNIVERSITY	89
CALIFORNIA RESIDENTS	89
FINANCIAL ASSISTANCE ELIGIBILITY	90
VERIFICATION POLICY	91
RIGHTS AND RESPONSIBILITIES OF FINANCIAL ASSISTANCE RECIPIENTS	92
INTERNATIONAL STUDENTS	93
FINAL FINANCIAL AND ACADEMIC TRANSACTIONS.....	93
TO APPLY FOR FINANCIAL ASSISTANCE	94
TYPES OF FINANCIAL ASSISTANCE	95
FEDERALLY FUNDED GRANTS.....	95
INSTITUTIONAL GRANTS AND SCHOLARSHIPS	96
STATE FUNDED GRANTS AND SCHOLARSHIPS.....	100
FEDERAL STUDENT LOANS	101
THIRD PARTY PROGRAMS	103
WORKSTUDY PROGRAMS	104
ACADEMIC CALENDARS.....	105
2025 TERM CALENDAR.....	105
2026 TERM CALENDAR.....	106
DISTANCE EDUCATION COURSES	108
TECHNOLOGY REQUIREMENTS	108
MINIMUM RECOMMEDED SPECIFICATIONS	109
STUDENT PORTAL.....	111
CANVAS LOGIN INFORMATION	111
TECHNICAL SUPPORT	112
CANVAS.....	112
ANU PHONE APP	112
STUDENT EMAIL OR PORTAL ACCOUNT	112

QUESTIONS ABOUT COURSE CONTENT	112
THIRD PARTY VENDORS.....	112
OTHER ISSUES???	113
CAREER PROGRAMS.....	114
GRADUATE PROGRAMS	115
MASTER OF BUSINESS ADMINISTRATION (MBA)	116
MASTER OF SCIENCE IN CYBERSECURITY (MSC)	120
MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MS-IT).....	122
MASTER OF SCIENCE IN SOFTWARE DEVELOPMENT (MSD)	124
MASTER OF SCIENCE IN COMPUTER SCIENCE AND ENGINEERING (MCSE).....	126
UNDERGRADUATE PROGRAMS.....	128
MEDICAL AND HEALTH SERVICES MANAGEMENT (MHSM) – BACHELOR’S DEGREE.....	129
MEDICAL ASSISTING (MAA) – ASSOCIATE OF SCIENCE DEGREE.....	131
NURSING (ADN) ASSOCIATE OF SCIENCE DEGREE (132 CREDIT HOUR PROGRAM)	135
NURSING (ASN) ASSOCIATE OF SCIENCE DEGREE (119 CREDIT HOUR PROGRAM)	137
MEDICAL LABORATORY TECHNOLOGY (MLT) – ASSOCIATE IN SCIENCE DEGREE	142
RADIOLOGIC TECHNOLOGY (RTA) – ASSOCIATE OF SCIENCE DEGREE	145
UNDERGRADUATE COURSE DESCRIPTIONS	148
PRE-ENTRANCE REQUIREMENT COURSES.....	148
ACCOUNTING COURSES	148
BUSINESS COURSES.....	148
COMPUTER COURSES.....	149
GENERAL EDUCATION COURSES	149
HEALTH INFORMATION MANAGEMENT COURSES	153
HEALTH SERVICES MANAGEMENT COURSES	153
MEDICAL COURSES.....	155
MEDICAL LABORATORY TECHNOLOGY COURSES.....	158
NURSING COURSES	160
RADIOLOGIC TECHNOLOGY COURSES.....	165
GRADUATE COURSE DESCRIPTIONS	168
ACCOUNTING COURSES	168
BUSINESS COURSES.....	169
HEALTHCARE MANAGEMENT SPECIALIZATION COURSES.....	172
HOSPITALITY SPECIALIZATION COURSES	174
INFORMATION TECHNOLOGY/CYBERSECURITY COURSES	175
ADMINISTRATION AND ORGANIZATION	184
ADVISORY BOARD MEMBERS	184
UNIVERSITY ADMINISTRATIVE STAFF	184
LOCATIONS AND CONTACT INFORMATION	185
OFFICE HOURS.....	185
WHOM TO CONTACT.....	185
CAMPUS DESCRIPTIONS.....	186
AMERICAN NATIONAL UNIVERSITY – LOUISVILLE, KY (MAIN CAMPUS)	186
AMERICAN NATIONAL UNIVERSITY – PIKEVILLE, KY (NON-MAIN CAMPUS)	187

STATEMENT OF MISSION AND GOALS

FOREWORD

This catalog contains policies and procedures for the information of students attending American National University in Louisville, KY and Pikeville, KY.

MISSION STATEMENT

American National University provides opportunities for individuals who are seeking to achieve their career goals by offering credential and degree programs through distance education and blended learning. American National University is dedicated to assuring adult students have access to quality programs in career focused disciplines that provide the skills needed to be competitive in today's changing marketplace.

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.

INSTITUTIONAL OBJECTIVES

1. Enhance students' educational experience in credential and degree programs to meet current marketplace needs in business, information technology, health science, and business fields through efficient and effective access to quality curricula, learning resources, equipment, and facilities.
2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in professional settings while encouraging students to express their own ideas and respect the ideas of others.
3. Engage students through the development of relevant curricula that allows students to achieve the stated program outcomes.
4. Support students from their enrollment to beyond graduation by providing individualized and interactive career services.
5. Employ appropriately qualified faculty to deliver practical and theoretical knowledge, skills, and abilities that motivate students to learn and achieve their educational goals.
6. Develop a collaborative culture of continuous improvement that puts students first and allows the University to consistently strive for educational and operational excellence.

ACCREDITATION AND APPROVALS

Campuses in Kentucky are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award master's degrees, bachelor's degrees, associate's degrees, and diplomas. The Kentucky campuses are licensed by the Kentucky Council on Postsecondary Education, located at 100 Airport Road, 3rd Floor, Frankfort, KY 40601, and can be reached at (502) 573-1555.

The Accrediting Bureau of Health Education Schools (ABHES) is nationally recognized by the U.S. Secretary of Education as a private, non-profit, independent accrediting agency. ABHES is located at 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852, website www.abhes.org and can be reached at phone number (301) 291-7550.

The American National University Associate Degree in Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037 and can be reached at phone number 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

Many programs offered at American National University are approved so that eligible veterans and their dependents may receive their benefits. To inquire about specific programs, contact your local campus. The university makes available to students a copy of the documentation describing the school's accreditation. Contact the Site Supervisor at your local campus.

DISTANCE EDUCATION

American National University is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and is therefore authorized to deliver distance education in its home state of Kentucky as well as all other states which participate in NC-SARA. The University is also registered with the California Bureau for Private Postsecondary Education (BPPE) and is authorized to offer distance education to California residents. A student's physical location at the time of enrollment is determined by the state designated in their physical address on the Admissions Application. Students must notify their Student Services Representative if they have a change in physical residence and may do so through email communication or the student portal. A student's physical location is determined by the intent to remain in a location indefinitely and may be evidenced by a government issued identification, signed student attestation, or other documentation of physical location. A change in student's physical location from the state in which they resided upon initial enrollment may impact the student's ability to complete their program of study or gain employment in the field, including eligibility for credentialing requirements for employment.

THE UNIVERSITY

EVOLUTION 2086 VISION

In 1886, a group of visionary educators and businesspeople saw a need for focused, career-based training. Initially drawing students from the southeastern United States, American National University, originally known then as National Business College, was born to fulfill the need for trained business, banking, accounting, administrative, and other professionals.

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.

ACADEMICS

Career opportunities in health science and technology are ever-expanding for those who are well trained. The curricula are specific and concentrate on essential professional skills that will lead toward employment in a specific field. Academic programs are planned to offer the most efficient methods in organization and management, consistently meeting industry demands for skilled workers.

STRUCTURE AND DESIGN OF PROGRAMS

The programs of study at American National University are career oriented. Students in the associate degree programs take a number of program-specific courses that would normally be offered only as upper-level classes at other institutions. These classes ensure that associate degree graduates are well prepared to meet the demands of the work environment. The baccalaureate programs build on the associate degree programs through additional program-specific courses. This provides an in-depth, well-rounded, and rigorous educational experience, enabling our graduates to compete in today's ever-changing global economy.

The master's programs prepare bachelor's degree holders to undertake and gain graduate-level training and expertise in numerous areas. The master's programs utilize a cross-functional approach to provide the foundational knowledge necessary for managerial efficiency and leadership in both private and public job markets.

Students enrolled in a diploma or certificate program take a number of entry-level courses that prepare them to begin a career in their field of study.

Students enrolled in a program are considered concurrently enrolled in any lesser included programs. Upon completion of the requirements of such program, they are entitled to the appropriate certificate, diploma or degree.

RESOURCES FOR RESEARCH

The ANU Library delivers exceptional online resources and services to a diverse student population in certificate, degree, and graduate programs. Librarians are available via chat, email, and telephone, and have created a number of recorded tutorials, subject guides, a writing and research center, and a frequently asked questions database to aid students in their research.

CAREER SERVICES

Career Services at American National University is your most important connection to successfully develop the skills needed to secure the job you want in your chosen career. The University is committed to training individuals to meet the expectations of the workplace and will help you acquire the skills necessary to transition into a new career or advance in your current profession.

Our Career Services team is here to assist with career planning and career preparation. Career placement specialists provide valuable advice and feedback to help you effectively communicate your knowledge, skills and abilities to employers both on the resume and during the interviews to land the job. Career Services will help you navigate through the career search process, keeping you informed of current trends and employer expectations.

We also offer students and alumni a unique opportunity to access an online comprehensive platform of quality career tools and resources that are effective, efficient, and customizable. Our 24/7 career services portal, ANU CareerConnect, was established to meet the growing needs of our students and alumni, including those currently employed, online students, individuals with limited daytime availability, and/or those who prefer to manage their own career path. Students and alumni can access ANU CareerConnect for career advice videos, resume writing, virtual mock interviews, and employment postings – anytime, anywhere, from any computer connected to the internet.

The University strives to give the education, training, and guidance each student needs to be successful in his or her career. While career counseling and placement assistance are available, you are primarily responsible for seeking and obtaining your employment. The university cannot and does not promise or guarantee a job. Criminal convictions, traffic violations, or DUI before or during the program may hinder or prevent employment. So, whether you're a student, graduate, or alumnus, connect with Career Services. Our goal is to prepare you to find success in the workplace.

PROFESSIONAL/OCCUPATIONAL LICENSURE AND CERTIFICATIONS

Occupational and professional licensing and certification are largely functions of state government and/or private organizations or associations offering accreditation or certification. There are literally hundreds of occupations and professions that are regulated in one form or another, but licensing or

certification requirements for the same occupation or profession often vary from state to state, or even from employer to employer.

The Associate of Science in Nursing program is designed to meet the educational requirements for licensure in all fifty states of the United States including the District of Columbia. Graduates of this program are eligible to sit for the NCLEX exam.

The Associate of Science in Medical Laboratory Technician is designed to meet the educational requirements for licensure, where required, in forty-four states and the District of Columbia. This program does not meet the educational requirements for licensure in California, Louisiana, New York, North Dakota, Tennessee, or West Virginia.

The Associate of Science in Radiologic Technology is designed to meet the educational requirements for licensure in forty-two states and the District of Columbia. This program does not meet the educational requirements for licensure in Arizona, California, Connecticut, Hawaii, New Jersey, New Mexico, Tennessee or Washington.

<https://an.edu/about-us/consumer-disclosure/>

NOTICE OF NON-DISCRIMINATION

American National University admits students of any race, color, national or ethnic origin, religion, creed, sex, handicap, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate 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 in administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs. Title IX of the Education Amendments of 1972 requires that the university not discriminate on the basis of sex in its education programs or activities. No qualified handicapped person shall, on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any University-related program or activity.

Students enrolling in the Medical Assisting program will acknowledge that he or she has no known physical or personal limitations that will prevent him or her from successfully completing the program.

American National University is an equal opportunity employer. We are committed to the concept of equal opportunity in our hiring, employment, and personnel practices and policies. All personnel activities are conducted without regard to 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.

The University's Vice President of Academic Affairs is the University's Title IX Coordinator and is responsible for coordinating compliance with its non-discrimination policies. S/he may be contacted by mail at 1813 East Main St., Salem VA 24153, by email at TitleIXCoordinator@an.edu, or by telephone at (540) 808-4776. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

ACCOMODATION POLICY

American National University recognizes its responsibilities 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 by prohibiting discrimination on the basis of disability. To ensure equality of access the University provides reasonable accommodations to students who require them and inform the University by completing the “Student Disability Accommodation Request” form which can be obtained by contacting your Academic Advisor.

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

*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>.)

** 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

STUDENT HEALTH SERVICES

American National University is a commuter university without dormitories. Because of this, no health services are provided to our students. Should a medical emergency arise, the student may contact any member of the faculty or staff for assistance or direction.

CONSUMER INFORMATION

It is important that students and other interested parties have access to timely and accurate information about the institution and the educational opportunities offered at each campus. Therefore, consumer information is made available in this catalog, on the University website

(www.an.edu), and at each main campus location. Students requesting additional information, or who wish to receive paper copies of information disclosed electronically, may obtain such information from the above sources.

Kentucky Campuses: To comply with the Michael Minger Act, each Kentucky campus of American National University maintains a campus crime log. The crime log records certain crimes (as listed in the Minger Act) that occurred on campus and were reported to campus security authorities or local law enforcement agencies. The crime log is available in the Site Supervisor/Campus Director's office and on the University's website, www.an.edu/about-us/consumer-disclosure/.

UNIVERSITY EMAIL ACCOUNT

It is important for students to communicate with one another and work with instructors to improve the learning process. In order to help students' communicate and form a strong learning community, the institution has made email available to all faculty and students. Students should keep in touch with instructors and classmates if they need help with an assignment, have questions about coursework, or are unable to attend a scheduled class.

Students can go to www.an.edu and click on "Student Portal" at the top of the page, login, and then click on "Webmail/Office 365 Login" to access their email. Students' usernames will be last name, first initial, middle initial, and sometimes will include a number, followed by the email domain name (@students.an.edu) For example: johnsonkt88@students.an.edu. The first-time students log into the Student Portal or 365, they will be prompted to change their password and register a phone number for MFA (Multi Factor Authentication). Please remember that use of ANU Webmail is a privilege and subject to American National University acceptable use policies.

IDENTIFICATION CARDS

Students may go to their site supervisor/campus director to have an ID created for them. Students may also send an appropriate picture to Student Services and an ID will be made for them and sent to them.

ORIENTATION

All new students are required to attend an orientation session. The objectives of the Orientation are:

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

ACADEMIC ADVISING

American National University provides students with an Academic Department Chair or Dean in each area of study and an Academic Advisor. Students are encouraged to seek advice from both their

Academic Department Chair or Dean and their Academic Advisor. The Academic Department Chairs or Deans are available to advise students on academic matters such as registration, scheduling, program sequencing and progression. Academic Advisors are also available to advise students on general academic matters. They may also assist students with general concerns that the student may encounter while at American National University and on the interpretation of the University's policies, rules, regulations, and their implementation.

STUDENT IDENTITY VERIFICATION

American National University initiates the student identity verification process during the admissions process using ID-Pal. This verification process uses student data and verifies against data from major mobile network operators, cross referenced to data from utility companies, credit bureaus, telephone data, voter data, government sources, and consumer databases.

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

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

ADMISSIONS

The first step to getting started in your new career is your personal interview with our Admissions staff. Applicants and their parents or spouse are invited to visit their local American National University campus to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. High school students may request that the Admissions Department contact their guidance counselor to arrange for an interview at their school. Refer to page 185 for the address and telephone number of the Admissions Office nearest you.

All programs are delivered in whole or in part through distance education using the Canvas learning management system. Students must complete the student orientation course with a grade of 80% or higher, demonstrating proficiency in using distance learning tools prior to receiving a course schedule and beginning coursework. Students who do not complete the Student Orientation course do not complete the admissions process.

UNDERGRADUATE ADMISSION REQUIREMENTS

Graduation from high school is a minimum requirement for admission to American National University for those students enrolling in the certificate, diploma, associates, or bachelor's programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission. A high school, GED or state equivalency transcript is required for students enrolling into undergraduate degree programs.

An official transcript from an accredited college or university which evidences (a) the awarding of an associate's degree, (b) successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at an institution; or (c) enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program, will be recognized as the equivalent of a high school diploma for basis of acceptance. For colleges and universities outside of the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).

Students will sign an attestation on the enrollment application as to which of these credentials they have received.

Policy for Military Students

The University requires that all official transcripts be received by the end of the first term for military students. This policy applies to all programs that are certified on a term-by-term basis for the courses taken. Matriculation occurs when a student has been formally admitted to the University as a degree-seeking student. Continuous certifications, past the first term, occur if the student is making satisfactory progress according to the university's policy. Educational benefits will be discontinued once the student ceases to adhere to the satisfactory academic policy.

Exceptions:

1. Unavailable Transcript: If a transcript is unavailable due to circumstances beyond the student's control (e.g., debt to a previous school, transcript ordered but not received), the unavailability must be documented. In such cases, certifications may proceed.
2. VRRAP Program: For students participating in the VRRAP program, the University is required to certify the full program cost, including start and graduation dates, within 30 days of the term start. Because of this, all official transcripts must be received before the program begins, and the University cannot wait until the end of the first term to evaluate transfer credits.

Additional Guidelines for Military Students:

- Military students cannot receive educational benefits for courses where they have already earned credit.
- Military students are not permitted to repeat courses in which they have received a passing grade, unless a higher grade is required for their course of study.
- Certifying enrollment before evaluating prior credits may result in VA overpayment to both the school and the student.
- Military students must complete the Prior Credit Evaluation Form to begin the credit evaluation.

APPLYING FOR UNDERGRADUATE ADMISSION

To apply for admission, complete an Application for Admission and deliver in person or mail it to the university campus you wish to attend or fill out an application online at www.an.edu. The address of each campus location is on Page 185 of this catalog. The Application for Admission is considered complete when the application, enrollment agreement, and the Transferability of Credit Disclosure are received.

Your application will be reviewed promptly, and a determination will be made as soon as possible. Applying early is to the student's advantage in obtaining financial assistance for those who qualify, scholarships, part-time employment, and desired class schedules. The university will inform applicants of their acceptance or denial in writing by email.

TECHNOLOGY REQUIREMENTS

Information about technology requirements and technical support can be found on page 112 of this catalog. All students enrolled at American National University are required to complete Canvas Online Orientation. Students may also contact their Student Services Representative if they have any questions regarding technical support.

GRADUATE ADMISSION REQUIREMENTS

American National University seeks prospective master's degree students from a wide range of academic fields and professional experiences who demonstrate strong leadership skills and have clear professional goals. We select those candidates who we believe will succeed at American National University and throughout their chosen careers. We welcome applications from graduates of accredited colleges and universities or an appropriately certified international institution. The Admissions Committee considers the following aspects of a candidate's profile when evaluating each application:

1. Baccalaureate degree from an accredited institution.
2. Official transcripts from all accredited colleges or universities attended. For colleges and universities outside of the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).
3. Students may be officially admitted to a master's program with a cumulative GPA (CGPA) of 2.5 (on a 4.0 scale) or higher over the course of all undergraduate studies toward a baccalaureate degree. For students who achieved below a 2.5 CGPA in their undergraduate studies, the Graduate Admissions Committee will condition continued enrollment beyond the first term on the achievement of a 2.75 GPA or higher in the first term, and strongly recommend that such students take a maximum of eight credits during the first term.
4. Students who have successfully completed a master's degree at an institution accredited by a U.S. Department of Education recognized accrediting body may be accepted into a subsequent master's degree at American National University without regard to their undergraduate grade point average. Additionally, these transcripts may serve as proof of having earned a baccalaureate degree, providing that information is included on the master's degree transcript.

APPLYING FOR GRADUATE ADMISSION

Applicants send to American National University their application and resume or curriculum vitae. International baccalaureate holders must provide additional documentation as described above. American National University's Admission Department assembles a file for each applicant with these materials. Once the file is complete, the file is forwarded to the Graduate Admissions Committee.

After an evaluation by the Graduate Admissions Committee of the admission documents, determination is made whether to offer the applicant entrance into a master's program. The applicant will be notified in writing of the Graduate Admissions Committee's determination. An applicant who is refused admission may re-apply in another term. All applicants who decide to commit to a master's program will need to reply to the Graduate Admissions Committee with their intent concerning acceptance within 30 days of the receipt of the acceptance letter.

Computers are integral tools in a master's program classroom; therefore, students are required to own or have access to a computer and the internet. For students taking online courses, please refer to the Technology Requirements below.

PREREQUISITE REQUIREMENTS – GRADUATE PROGRAMS

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work may be required before certain higher-level courses may be taken.

TECHNOLOGY REQUIREMENTS

Information about technology requirements and technical support can be found on Page 112 of this catalog. All students enrolled at American National University are required to complete Canvas Online Orientation. Students may also contact their Student Services Representative if they have any questions regarding technical support.

RESIDENCY REQUIREMENTS

Residency sessions are mandatory. As an example, if a student is scheduled for a three-day weekend residency session, the student must attend all three (3) days of the session. Missed sessions will result in a failing grade and may result in loss of visa status for international students studying in the US on F-1 status.

Residency courses will be scheduled at least one term in advance so students can arrange to attend the full residency. These sessions may occur on variable weeks during the term, based on classroom availability.

ON CAMPUS RESIDENCY MAKE- UP SESSIONS

Students who are studying in the US on F-1 status are required to attend residency sessions at the campus. They may make up no more than one (1) 24 or 27-hour residency class series within an academic year for any reason. An academic year is three (3) terms at ANU. A make-up session may be approved with payment of \$625 per session. Students with documentation of circumstances that were wholly outside of their control, such as a natural disaster, may present documentation to request a waiver of the \$625 fee.

Make-up sessions will only be offered 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.

ADMISSION OF INTERNATIONAL STUDENTS

In addition to the general requirements of the University, *effective May 15, 2017*, prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. **Undergraduate Degree:** A minimum score of **57** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **61** on the Internet Based Test (iBT), **6.0** on the International English Language Test (IELTS), **44** on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE). A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
2. **Master's Degree:** A minimum score of **60** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **71** on the Internet Based Test (iBT), **6.5** on the International English Language Test (IELTS), **50** on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
3. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
 - a. ESL Language Use: Score of 85
 - b. ESL Listening: Score of 80

- c. ESL Reading: Score of 85
 - c. ESL Sentence Meaning: Score of 90
 - d. ESL Writeplacer: Score of 4 Comprehensive Score for all exams of 350
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
 5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
 6. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Current policies of the U.S. Immigration and Customs Department state that international students must prove that financial responsibility will be met. 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.

APPLYING FOR INTERNATIONAL ADMISSION

To apply for International Admission, complete an Application for Admission online at www.an.edu.

Additionally, the following information is required:

- Copy of passport
- Copy of High School transcripts in English
- Copy of College transcripts in English for students applying for a bachelor’s program
- Proof of English proficiency as outlined in the Admission of International Students section of this catalog.

The application will be reviewed promptly, and a determination will be made as soon as possible.

After acceptance, in order 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

Please see Tuition and Fees section of this catalog on Page 87 for details on the fees required.

PROGRAMMATIC ADMISSION REQUIREMENTS

MEDICAL ASSISTING ASSOCIATE OF SCIENCE DEGREE ADMISSION REQUIREMENTS

Students enrolling in the Medical Assisting program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program; can lift at least 50 pounds; has reasonable vision and hearing; and has no communicable diseases known to the student.

Students enrolling in the Medical Assisting program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or tuberculosis screening as required by the individual externship sites. The immunizations may include: varicella (chickenpox), measles, mumps, and rubella, hepatitis B, diphtheria, tetanus and pertussis, influenza and COVID vaccines. Students will also be required to take a Basic Life Support CPR course and show the corresponding CPR Certification Card as part of MED202 Clinical Medical Assisting.

Because certain clinical facilities require proof of personal health insurance as a condition for participation in clinical training, students are responsible for obtaining and maintaining such insurance coverage at their own expense. It is the student's responsibility to provide documentation of insurance coverage when required by the clinical facility and to ensure that coverage remains active throughout the duration of the clinical experience.

Depending on the location of assigned clinical facilities, students may be required to travel and, in some cases, stay overnight at their own expense. The university does not provide or arrange housing or transportation for clinical experiences. Students are responsible for making their own travel and lodging arrangements, as well as complying with any site-specific requirements or schedules established by the clinical facility.

Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of insurance, immunizations, screening, and CPR certification is the responsibility of the student.

RADIOLOGIC TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Students enrolling in the Radiologic Technology program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program; can lift at least 50 pounds; has reasonable vision and hearing; and has no communicable diseases known to the student.

Students enrolling in the Radiologic Technology program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or tuberculosis screening as required by the individual externship sites. The immunizations may include: varicella (chickenpox), measles, mumps, and rubella, hepatitis B, diphtheria, tetanus and pertussis, influenza and COVID vaccines. Students will also be required to take a Basic Life Support CPR course and show the corresponding CPR Certification Card upon request.

Because certain clinical facilities require proof of personal health insurance as a condition for participation in clinical training, students are responsible for obtaining and maintaining such insurance coverage at their own expense. It is the student's responsibility to provide documentation of insurance coverage when required by the clinical facility and to ensure that coverage remains active throughout the duration of the clinical experience.

Depending on the location of assigned clinical facilities, students may be required to travel and, in some cases, stay overnight at their own expense. The university does not provide or arrange housing or transportation for clinical experiences. Students are responsible for making their own travel and lodging arrangements, as well as complying with any site-specific requirements or schedules established by the clinical facility.

Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of insurance, immunizations, screening, and CPR certification is the responsibility of the student.

Student Location:

Students who reside in Kentucky and Southwest Virginia will be expected to travel to Pikeville, KY to complete the RTA299 Radiology Externship course.

Students who reside in other states and areas where the program meets educational requirements for licensure in the state (see state licensure disclosure) will work with the Radiologic Technology program director to secure an externship site prior to being admitted to the program.

Students who reside in Alabama, Alaska, Arkansas, Colorado, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Wisconsin, and Wyoming must work with the program director to secure an externship site prior to enrollment. Students must affirm in writing that if an externship location is not secured in their desired geographic location, the student will travel to a location selected by the institution which may be beyond a customary and usual commuting distance from their home.

Students who reside in Arizona, California, Connecticut, Hawaii, Louisiana, Massachusetts, New Jersey, New York, New Mexico, Tennessee, Washington and Washington, DC are ineligible for enrollment into the program.

ADMISSION CRITERIA FOR THE ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY

All applicants must meet the following minimum admission requirements to be considered:

1. Academic Records

Applicants must submit the following:

- Official high school transcript or proof of GED completion.
- Official transcripts from all post-secondary institutions attended.
- International transcripts must be accompanied by a certified English translation and, if required, an evaluation by a recognized credential evaluation service.

2. Minimum GPA Requirement

- Applicants without prior college coursework must demonstrate a minimum cumulative GPA of 2.5 in high school or an equivalent GED score.
- Applicants with prior college coursework must have a cumulative postsecondary GPA of 2.5 or higher.

3. Proof of Citizenship (International Applicants Only)

International applicants must submit a copy of a valid passport from their country of citizenship. Additional documentation may be required to verify eligibility to study in the United States.

Clinical Externship Requirements

Prior to participation in the clinical externship, students must meet the following requirements.

Additional documentation may be required by individual clinical sites:

1. Criminal Background Check

A clear background check meeting program and site-specific criteria.

2. Drug Screening

A negative drug screen conducted by a program-approved provider.

3. CPR Certification

Completion of American Heart Association Basic Life Support (BLS) for Healthcare Providers, which includes CPR for adults, children, and infants, and instruction on the Heimlich maneuver.

- Certification must remain current throughout all clinical activities.

4. Immunizations or Documented Immunity

Students must provide proof of immunization or immunity for the following:

- Rubella
- Mumps
- Varicella (chickenpox)
- Tuberculosis (TB)
- Hepatitis B
- Influenza (seasonal)
- COVID-19 (per clinical site policy)

MEDICAL LABORATORY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Students enrolling in the Medical Laboratory Technology program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program; can lift at least 25 pounds; has reasonable vision and hearing; and has no communicable diseases known to the student.

Students enrolling in the Medical Laboratory Technology program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or tuberculosis screening as required by the individual externship sites. The immunizations may include: varicella (chickenpox), measles, mumps, and rubella, hepatitis B, diphtheria, tetanus and pertussis, influenza and COVID vaccines. Students will also be required to take a Basic Life Support CPR course and show the corresponding CPR Certification Card upon request. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations, screening, and CPR certification is the responsibility of the student.

Because certain clinical facilities require proof of personal health insurance as a condition for participation in clinical training, students are responsible for obtaining and maintaining such insurance coverage at their own expense. It is the student's responsibility to provide documentation of insurance coverage when required by the clinical facility and to ensure that coverage remains active throughout the duration of the clinical experience.

Depending on the location of assigned clinical facilities, students may be required to travel and, in some cases, stay overnight at their own expense. The university does not provide or arrange housing or transportation for clinical experiences. Students are responsible for making their own travel and lodging arrangements, as well as complying with any site-specific requirements or schedules established by the clinical facility.

Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of insurance, immunizations, screening, and CPR certification is the responsibility of the student.

Student Location:

Students who reside in Kentucky and Southwest Virginia will be expected to travel to Pikeville, KY to complete the MLT297 – Externship I and MLT299 – Externship II courses.

Students who reside in other states and areas where the program meets educational requirements for licensure in the state (see state licensure disclosure) will work with the Medical Laboratory Technology program director to secure an externship site prior to being admitted to the program. Students must affirm in writing that if an externship location is not secured in their desired geographic location, the student will travel to a location selected by the institution which may be beyond a customary and usual commuting distance from their home.

Students who reside in California, Louisiana, New York, North Dakota, Tennessee, or West Virginia are ineligible for enrollment into the program.

COMPETITIVE ADMISSION CRITERIA FOR THE ASSOCIATE DEGREE IN NURSING (ASN)

ASN applicants who wish to be considered for the program must submit the following information:

1. Applicants must submit all college and high school/GED transcripts for academic review. Preference will be given to applicants with a GPA of 3.5 or higher; however, a MINIMUM GPA of 2.5 is required by the nursing admissions committee.
 - a. Students with transfer credit into the program may be considered on their entering ASN program GPA versus cumulative GPA
 - b. Incoming transfer credit will be evaluated on a course-by-course basis. Due to the unique nature of nursing programs, it may not be appropriate to transfer nursing core classes.
 - c. Students with prior college experience, but no incoming transfer credit, will be evaluated on a cumulative GPA.
 - d. Students with no prior college experience will be evaluated on their cumulative high school GPA or GED score of 500 or higher.
2. Must submit updated resume (Preference points may be given to applicants, who supply proof of 1 year experience in the medical field within the last 3 years or holds an active medical licensure.)
3. Complete the NEX Entrance Exam. *
4. Other criteria that may be considered:
 - ACT/SAT scores
 - Industry certification in a medical field.

Courses will be considered for transfer if they meet the University's criteria for transfer credit. For biology courses to be considered for transfer, they must have had a lab component.

The University will notify the nursing candidate via email of the final admission decision to the nursing program. All notifications of acceptance to the program are conditional, pending submission of required documents and successful completion of any current courses. The nursing candidate must notify the University by the designated deadline of his/her intent to attend. Failure to notify the University by the deadline will result in forfeiture of the candidate's place in the class start to which he/she applied. The candidate may use his/her existing admissions materials to reapply for a future class start within one year.

Please see the Tuition and Fees section of the ANU catalog for information about required fees.

Candidates will be selected for the nursing program based on the overall outcomes of the Competitive Admissions Criteria.

The following are required for the Associate of Science degree in Nursing program:

- Kentucky (and state of residence) criminal background check as directed by the University (student is responsible for the cost of the background check)
- Initial drug screening at the facility as directed by the University
- Recent (within 6 months of admission) medical record that includes a medical history, medical examination, and evidence of current immunizations
- The following must be performed within six months prior to admission and the cost of any exam or immunization is the responsibility of the student:
 - * Immunity to rubella—an immunization is required (MMR#1) or verification by rubella titer
 - *Immunity to rubella – if birth year is 1957 or later, a second immunization (MMR#2) is required or verification by health record or physician statement of disease

- *Immunity to mumps – must provide 2 MMR vaccines or have a titer drawn showing immunity to the disease
- *Immunity to varicella (chicken pox) – verified by varicella titer or with proof of vaccine
- *Negative tuberculin skin test results (PPD Only) within 12 months and annually while in the program or a chest x-ray documenting the absence of disease
- *Immunity to Hepatitis B – this is an immunization requiring a series of 3 injections over a 6-month period. You must have had one of the three injections on or before the first day of clinical, with the other 2 injections completed on schedule to progress in the next nursing program. Immunity may also be verified by health record or physician statement of disease
- *Influenza and COVID vaccinations or approved declination form.
- Completion of an American Heart Association cardiopulmonary resuscitation (CPR) course for health care providers, which includes CPR of the adult, child, and infant and the Heimlich maneuver. The student must keep CPR certification current during the course of the nursing program.

Because certain clinical facilities require proof of personal health insurance as a condition for participation in clinical training, students are responsible for obtaining and maintaining such insurance coverage at their own expense. It is the student's responsibility to provide documentation of insurance coverage when required by the clinical facility and to ensure that coverage remains active throughout the duration of the clinical experience.

Depending on the location of assigned clinical facilities, students may be required to travel and, in some cases, stay overnight at their own expense. The university does not provide or arrange housing or transportation for clinical experiences. Students are responsible for making their own travel and lodging arrangements, as well as complying with any site-specific requirements or schedules established by the clinical facility.

Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of insurance, immunizations, screening, and CPR certification is the responsibility of the student.

INTERNATIONAL STUDENTS

In addition to the University's requirements for international students, the following are required:

- Copy of passport
- Copy of high school transcripts in English
- Copy of college transcripts in English

*Applicants to the ASN program may take the National League for Nursing Pre-Admission Examination (NEX) **ONE (1) time** per enrollment period. The NEX exam can be taken up to and including week eight (8) by midnight (12:00 am) on the Friday prior to term start.

**International students that have been accepted to the nursing program and have met all other requirements, will enter the next available term start.

MEDICAL AND HEALTH SERVICES MANAGEMENT BACHELOR'S DEGREE ADMISSION REQUIREMENTS

There are three different scenarios for students to enroll into the MHSM program:

Students who have completed an associate degree:

- Student must have an overall 2.0 GPA in a health-related field from an accredited college or university: 72 CORE credits and 24 General Education credits will be transferred in.
- Students must also have a license or certification to practice in a health-related area or a minimum of 12 months' work experience in a health field to be eligible for admission to this program.

Students who have completed a vocational/occupational associate degree:

- Students must have an overall 2.0 GPA in a health-related field from an accredited college or university: 72 CORE credits and 16 General Education credits will be transferred in.
- Student must complete the additional required general education courses included as part of an academic associate degree to graduate from the bachelor's program.
- Students must also have a license or certification to practice in a health-related area or a minimum of 12 months' work experience in a health field to be eligible for admission to this program.

Students who have a certificate:

- Students who have completed a certificate/diploma with the equivalent of a total of 72 core credits, with an overall 2.0 GPA in a health-related field from an accredited college or university, 72 CORE credits will be transferred in.
- Student must complete the required general education courses associated with a traditional academic associate degree.
- Students must also have a license or certification to practice in a health-related area or a minimum of 12 months' work experience in a health field to be eligible for admission to this program.

Additional credits may be awarded based upon the University's transfer of credit policy.

MASTER OF SCIENCE IN CYBERSECURITY ADMISSION REQUIREMENTS

- 1) Bachelor's degree in Information Technology or related field, or bachelor's degree with three years' experience in Information Technology
- 2) 2.5 GPA
- 3) Current resume

REQUESTING AN EXCEPTION TO ADMISSIONS REQUIREMENTS

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

To request an exception, students must:

1. Submit a written letter to AdmissionsExceptions@an.edu.
2. Explain how they are prepared to succeed in the program despite not 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. The dean's or program chair's decision is final and will be communicated to the student within 10 days.

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

- Associate of Science in Nursing

ACADEMIC POLICIES

ACADEMIC TERMS

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 at any of the five starting dates during the year.

ACADEMIC YEAR

An academic year is defined as a period of time beginning on the first day of classes and ending on the last day of examinations, containing a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 36 credit hours.

GRADE REPORTS

The records of each student are kept on a per-term basis. These complete records show the grade received in each subject. At the end of each term, a summarized per-term grade report on each student is provided via the online student portal. Students have up to 10 days from the last day of the term to dispute a final grade given in that term. Students are to see their Site Supervisor/Campus Director on final grade issues.

GRADE APPEAL POLICY

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade using the following process:

- You must appeal the grade within 10 business days from the end of the class.
- If this is a ground based course, please contact the University Educational Resource Site Director. If this is a Global Learn (GL) course, please send an email to the Vice President of Academic Affairs at gradeappeal@an.edu.
- Include the following information in your email:
 - Student Name
 - Student Number
 - Campus Name
 - Term
 - Date Submitted
 - Specific reasons for the appeal
 - Any back-up documentation you may have, for example papers that you wrote or screen shots of a grade.
 - Remember that this is a professional document and as such should be well written using correct grammar, punctuation etc.
 - Include a phone number where you can be reached and times that you would be available to discuss.

The grade appeal will be reviewed by the Department Chair or University Educational Resource Site Director within 5 (five) business days. If the grade appeal is approved, a grade change form will be created and sent to the Vice President of Academic Affairs for approval. Once approved it will be processed, and the student will be notified in writing through email.

If the grade appeal is denied, the student will be notified in writing through email with the reason for the denial.

If a student still disagrees with the decision, they will be able to use the grievance policy as outlined in the university catalog. The student should send an email to FormalGrievance@an.edu to continue the process.

TRANSCRIPTS

The official progress record of a student is maintained by the University. 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 American National University Website: www.an.edu. There is a charge of \$10 per request.

STUDENTS

A regular student is a student who is attending the University for the purpose of obtaining a degree or diploma in one of the programs of study offered. All regular students must have declared a major course of study. Regular students are eligible to apply for financial programs offered through the University.

The following categories of students are not considered regular students: employees attending the University (except work study students or others enrolled in a program), students taking refresher courses, students attending under any category such as an approved audited course, students taking single subjects, students taking more than one subject but not declaring a major, or students attending under any other special category as otherwise approved by the University, or a student attending classes after being dismissed as a regular student (See Standards of Satisfactory Academic Progress on page 45).

CREDIT DESIGNATIONS

All credits offered are expressed in quarter hours. One quarter hour of credit is the amount of credit gained for the successful completion of one hour per week of lecture, two hours per week of skill development, or three hours per week of externship. A class hour is 50 minutes. All courses completed are awarded the appropriate credit hours.

CREDIT HOUR POLICY

American National University awards quarter credit hours and adheres to the following formula to award appropriate credit for each course offering.

One quarter credit hour is 10 hours of direct instruction (Lecture).

One quarter credit hour is 20 hours of lab instruction.

One quarter credit hour is 30 hours of externship.

If a course is 4 credits and in direct instruction only, it would be 40 instructional hours.

If a course is 4 credits of strictly lab instruction only it would be 80 instructional hours.

If a course is 4 credits of externship only, it would be 120 hours of instruction.

STANDARD COURSE LOAD AND PROGRAM LENGTH

A minimum full-time subject load is 12 credit hours (three 4-credit hour subjects). However, students may carry up to 20 credit hours. To estimate the length of time a program will take, note the credit hours required in your chosen curriculum. Divide this by the number of credit hours you will carry each term. The result is the number of terms it will take you to complete the program.

American National University considers a full-time course load to be eight credit hours (two 4-hour courses) for a master's program. To complete a master's degree by taking the minimum full-time course load, a student will need to attend seven terms. A student who wishes to take more than two courses per term (the maximum will be four courses per term at the discretion of the department chair) can complete the program of study in five terms.

MATRICULATION

A regular student is considered enrolled when all of the following conditions are satisfied:

1. Application for Admission and accompanying forms are completed and accepted.
2. The student has graduated from high school, received a GED, or completed high school in a homeschool setting (students will sign an attestation on the enrollment application as to which credential they received);
3. All necessary tuition and fees are paid.
4. All classes for which the registration process has been completed have been attended.

ARTICULATION AGREEMENTS

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

The following are the Institutions that we have articulation agreements with:

- Blue Ridge Community and Technical College
- Graduate University of Mongolia
- Institute of Medical and Business Careers
- International American University
- Ohio Valley College of Technology
- Royal International University
- Sullivan University
- West Virginia Junior College

EXPERIENTIAL LEARNING CREDIT, PRIOR LEARNING CREDIT OR LIFE WORK EXPERIENCE CREDIT

American National University offers credit for prior learning; however, it does not give the student automatic credit for past experiences – the student must work directly with their Academic Advisor to complete the process of applying to receive credit.

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

- Providing a resume, with work history and documented letter from employer that outlines how course learning objectives were demonstrated.
- Military Training: Army/ACE (American Council on Education) Registry Transcript System
- Providing a portfolio that demonstrates knowledge and how course learning objectives were demonstrated.
- CLEP exams

Students gain experience at work, in the military, or in volunteer positions. This knowledge may mean that they do not need to start from scratch. This saves the student from taking courses in subjects that they already understand.

CREATING A PRIOR LEARNING ASSESSMENT PORTFOLIO

This portfolio should contain information regarding all the students' workplace or military training; any licensure, certifications, or diplomas the student may have received and any civic activities, volunteer services, or similar ventures. The students should include supporting documents, any competency-based exam results, as well as other written documentation that details what the student knows, how the knowledge was learned and how it can be demonstrated.

The benefits of completing this process should not be overlooked. A successful application allows the student to receive credit for the skills acquired. This helps the student earn his/her degree more quickly.

NON-TRADITIONAL CREDIT ALLOWANCE

American National University is committed to providing a comprehensive Academic Plan to students that accounts for both traditional learning and nontraditional sources or experiences that contribute to degree achievement. The maximum allowable nontraditional credit incorporated into an individual degree plan is up to 25% of the total credit requirement of any program offered by American National University. Nontraditional credit allowances do not satisfy any portion of the residency requirement for graduation from any American National University program.

Non-traditional sources of experiential learning must demonstrate that the student's knowledge (from work, hobbies, volunteering, etc.) is equal to what they could learn in a college classroom.

CREDIT GRANTED FOR WORK EXPERIENCE

The University recognizes the value of work experience as a part of the applicant's overall educational experience. Students must demonstrate a minimum of one year's work experience as a threshold for

awarding Work Experience credit. The maximum amount of credit earned for work experience will be limited to up to two classes or 8 credits for a Certificate program, up to five classes or 20 credits for an associate degree program, up to eight classes or 32 credits for a baccalaureate degree and up to 3 classes or 12 credits for a master's degree program. Certain programs, such as the Associate of Science in Nursing, Medical Assisting Associate, Associate of Science in Radiologic Technology and Associate of Science in Medical Laboratory Technology have coursework that cannot be satisfied with work experience or other nontraditional credit due to programmatic accreditation, approvals, and live competency demonstration requirements.

If an applicant desires the University to evaluate work experience for credit, the applicant must:

1. Discuss the experience with his/her Program Chair or Academic Advisor to determine proper procedure for presentation.
2. Submit a completed Work Experience Course Credit Application, which may be obtained from the student's Academic Advisor.
3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc., and superiors or co-workers who can attest to the experience).
4. Only experience directly related to the course will be considered. The student must be able to show how all of the course objectives as found in the syllabus, have been achieved through work experience.
5. All materials must be received by the Work Experience Review committee prior to the upcoming term to be considered for review and approval.
6. The final decision is made with the committee and students have the right to appeal through the appeals process.

HOW ARE THE CREDITS APPLIED TO THE STUDENT'S PROGRAM:

Credits are awarded as transfer credit. These credits reduce the overall number of required classes a student needs to earn a degree from American National University.

HOW MUCH DOES IT COST:

This service is provided through your enrollment program. If prior work life credits are accepted, there is a \$50.00 fee per course that is accepted. 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 account. The student has 14 business days from the time of approval to pay the fee.

UNIVERSITY PLACEMENT EVALUATIONS

All undergraduate students will take the University Placement Evaluations in English and Math prior to the start of class regardless of whether their program requires any of the placements or prerequisites. All students entering a Health Sciences program will also take the University Placement Evaluation in Science. This requirement is waived for students who have previously earned an associate's degree or a bachelor's degree from an institution accredited by an accrediting agency recognized by the US department of Education or the Council for Higher education Accreditation (CHEA) or the student has an unofficial or official copy of a previously completed Academic English, Math, or Science course from

an institution accredited by an accrediting agency recognized by the US Department of Education or the Council for Higher Education Accreditation (CHEA).

The University Placement Evaluation reflects one's strengths and weaknesses with regard to essential skills. Students may retake the placement evaluation one time prior to the first day of scheduled classes. The passing scores for the Placement Evaluations are listed below.

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

A student not passing a placement evaluation may choose to be placed in Pre-Entrance Requirements. Pre-Entrance Requirements courses are self-paced, asynchronous courses associated with the placement evaluation. Students must successfully complete the required Pre-Entrance Requirement course(s) prior to beginning their program of study within the prior term. Students who do not successfully complete the required Pre-Entrance Requirements courses will not be admitted. Students who believe they should be permitted to have a second attempt at a Pre-Entrance Requirements course(s) or who wish to dispute their grades may appeal by following the grievance procedures outlined in this catalog. Pre-Entrance Requirements courses do not count toward programmatic requirements for graduation. Passing scores for Pre-Entrance Requirements courses are listed below:

Pre-Entrance Requirement Course	Percentage required for PP Grade
English	60%
Math	60%
Science	70%

CHALLENGE EXAMS

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 non-refundable evaluation fee of \$50 is required for each exam attempt. 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).

CREDIT BY EXAMINATION

The University offers opportunities for award of credit to students who demonstrate competencies in specific subject areas. The College Level Examination Program (CLEP) and the DANES Subject Standardized Tests (DSST) are nationwide testing programs through which an individual can validate learning and receive university credit.

STUDENTS TRANSFERRING TO AMERICAN NATIONAL UNIVERSITY

Prior collegiate work from an institution previously attended is accepted by American National University when it is demonstrated that this work was obtained from an institution that is accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and is in keeping with career and educational objectives of the student’s chosen course of study. Transcripts from institutions located outside of the United States must be evaluated by an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (i.e. NACES and AICE). Transfer credits are accepted on an individual basis after complete evaluation.

Residency Requirement: A student must complete the last 25% of any diploma, associate degree, or baccalaureate degree program coursework at American National University. This requirement means that a maximum of 72 quarter credit hours for an associate degree and 132 quarter credit hours of combined upper and lower courses for a baccalaureate degree may be accepted. For graduate programs the student must complete the last 50% of the coursework for a master’s program in residency at American National University. Transfer credit of appropriate coursework will be considered to a maximum of 28 quarter credits. Exceptions to the residency requirement can be sent to the Vice President of Academic Affairs for consideration.

Work Experience credit does not fulfill the residency requirement. Unless special conditions prevail and prior permission is granted, all of a student's final coursework which applies to a degree or a diploma from American National University must have been earned at the University.

Evidence of prior collegiate work should be received by the University prior to the student's entry or during the first term of attendance if course credit is to be given. Official transcripts received after the first term of enrollment may be considered for transfer credit in consultation with the registrar and dean or program chair. Students should be aware that it is their own responsibility to avoid duplicating a course for which credit may be awarded. Any duplication which results in Title IV and Veterans overpayments to the student is the responsibility of the student.

Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. In order for a course to transfer:

- a letter grade of "C" or better must have been achieved.
- the course must be at least 3 semester hours, 4 quarter credit hours or 90 clock hours in length.
- selected courses completed more than five years prior to enrollment will not be considered for transfer of credit. However, some courses have no time limit for consideration for transfer of credit.
- Core classes in information technology programs must have been taken within 5 years to be considered for transfer.
- Courses taken for transfer while enrolled at the University should only be done so in consultation with the student's academic advisor and the program dean or chair;
- courses accepted for transfer credit are relevant to the program of study and equivalent in both content and degree level.

The University neither guarantees nor assures that any credits taken at any other institution will be applicable to programs at American National University or that credits taken in one program at American National University will be applicable to other programs at American National University. Certain programs offered at specific locations of American National University are programmatically accredited. Please see the University Catalog section on Approvals and Accreditation for additional information on those programs and campuses. Transfer credits for courses designated as part of the Program Core in a program which has been programmatically accredited will only be awarded if the program in which the course credit was originally earned is similarly programmatically accredited. Failing of the Placement Evaluation in Math or English negates the transfer of Business Math I (BUS110) and/or English Composition (ENG102) from prior collegiate work.

Applicants are encouraged to request an evaluation from Student Services prior to enrollment to develop an Academic Plan. This complimentary service reviews for transferability of course credits as well as explores the applicability of nontraditional means of credit acceptance, including, but not limited to: Advanced Placement (AP), College Level Achievement Program (CLEP) tests, credit for military training and experience in accordance with American Council on Education (ACE) guidelines and the submission of a Work Experience Portfolio for review. Please refer to page 30 of this catalog for more information regarding nontraditional credit sources.

To accommodate the mobile way of military life, the University will consider all previous education and training and grant credit, if appropriate, for veterans and other eligible students. American National University limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Transfer of Credit Student Appeals Process – all questions and appeals regarding the transfer of credits to American National University should be directed to the student’s Academic Advisor. A course syllabus, along with a completed Transfer of Credit Student Appeal Form, must be submitted. It will be the responsibility of the student to obtain and provide the information. All transfer of credit appeals will be reviewed by the Registrar and forwarded to the students’ Academic Chair or Dean. If the Academic Chair or Dean was consulted in the initial awarding of transfer of credit, the appeal will be forwarded to the Vice President of Academic Affairs. American National University will respond to the student with a final determination within ten business days from the date of submission. The final approval/denial will be provided in a letter from the Registrar.

STUDENTS TRANSFERRING FROM AMERICAN NATIONAL UNIVERSITY

The philosophy, purpose, and objectives of the University are to prepare students for successful careers. The objective of the institution is not to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of the University have been developed to provide the most efficient and effective preparation for business life and career positions.

Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National University as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution and accreditation does not guarantee transferability.

PROGRAM COURSE CONCENTRATION AND GENERAL EDUCATION

Each program at the University is divided into two areas of concentration: Program Core and General Education. The Program Core satisfies the curriculum concentration. The course listings begin on page 114 for each specific program.

For successful completion of the associate degree programs, a student must complete 24 credit hours of General Education courses. The student must select at least one course from each discipline below:

Written and Oral Communication

ENG102 English Composition
ENG126 Oral Communication

Mathematics, Statistics, and Logic

LOG215 Thinking Critically
MAT101 Understanding Mathematics
MAT214 Algebra
MAT220 Algebra and Basic Statistics

Arts and Humanities

ETH205 Ethics
GEN241 Cultural Appreciation

Social and Behavioral Sciences

HIS290 American History 1945-Present
PSY127 Psychology
PSY200 Human Growth and Development
POL202 Political Science
SOC103 General Sociology

Physical/Natural Science

BIO101 Introduction to Biology
BIO201 Basic Anatomy and Physiology I
BIO202 Basic Anatomy and Physiology II
CHM105 General, Organic Biochemistry
ENV101 Environmental Science

For successful completion of bachelor's degree programs, a student must complete 56 credit hours of General Education courses. The student must select at least one course from each discipline with a minimum of three (3) courses at the 300–400 level.

Written and Oral Communication

ENG102 English Composition
ENG126 Oral Communication

Mathematics, Statistics, and Logic

LOG215 Thinking Critically
LOG357 Logic and Critical Thinking
MAT101 Understanding Mathematics
MAT214 Algebra
MAT220 Algebra and Basic Statistics
MAT419 Introduction to Statistics

Arts and Humanities

ETH205 Ethics
GEN241 Cultural Appreciation
REL330 World Religion

Social and Behavioral Sciences

GOV340 American Government
HIS290 American History 1945–Present
HIS490 American Economic History
POL202 Political Science
PRO453 Parliamentary Procedures/Group Dynamics
PSY127 Psychology
PSY200 Human Growth and Development

SOC103 General Sociology
SOC463 Social Problems

Physical/Natural Science

BIO101 Introduction to Biology
BIO201 Basic Anatomy and Physiology I
BIO202 Basic Anatomy and Physiology II
CHM105 General, Organic Biochemistry
ENV101 Environmental Science
PER330 Personal Health

NUMBERING OF COURSES

Courses numbered 000–099 are foundation courses and cannot be used to satisfy graduation requirements. Courses numbered 100–199 are primarily for first-year students. Courses numbered 200–299 are primarily for second-year students. Courses numbered 300–499 are primarily for third- and fourth-year students. Courses numbered 500–699 are primarily for graduate-level courses.

EXTERNSHIPS

Externships are generally unpaid positions in your field of study that help you to identify what sort of job you would like to pursue in your profession while offering training on basic skills essential in the selected discipline. Externships give you an opportunity to ask questions to professionals working in the field and allow you to gain knowledge that you otherwise would not be able to in the classroom.

Required Externship Hours Per Program:

- Medical Assisting = 162 hours (16.2 hours/week)
- Radiologic Technology = 120 hours (12 hours/week)
- Medical Laboratory Technology = 2 externships at 240 hours each (24 hours/week)

Planning for Externship:

Identifying an externship site is a key component to your education. Finding an externship requires time and planning, so it is important to work with your Externship Coordinator early in your program to identify potential sites. The Externship Coordinator is committed to helping in identifying potential sites and assisting with the required documentation. Your Program Chair will work closely with the Externship Coordinator in approving and monitoring attendance and outcomes as your externship progresses. The externship coordinator identifies externship candidates at least one full term prior to their expected externship.

To ensure you are ready to complete your externship, you will be enrolled in the Externship Prep Requirements course two terms prior to your externship term. The alphanumeric course code will correspond with your program followed by 001 (i.e. MA001, RTA001, MLT001). In this mandatory, non-credit course, you will complete assignments to get you ready to interview with an externship site and you will submit items necessary for placement, such as immunization records and CPR certification. Please note that successful completion of this course is required for eligibility to be scheduled for your Pre-Externship Requirements course.

The following term, which is one term prior to your externship term, you will be enrolled in Pre-Externship Requirements. The alphanumeric course code will correspond with your program followed by 002 (i.e. MA002, RTA002, MLT002). In this mandatory, non-credit course, you will finish your preparation to interview with an externship site and you will submit time-sensitive items necessary for placement, such as drug screening results and a background check. Please note that successful completion of this course is required for eligibility to be scheduled for your externship course(s).

An expanding list of potential sites is provided on our website at <https://an.edu/clinicals-externships/>. If students are in an area that we do not have sites listed, it is encouraged that students identify potential sites by researching their web sites and classified ads to identify employers who may be interested in training externs. The Externship Coordinator will help guide students in researching the types of facilities in the area.

In the Externship Prep courses, students are advised to contact Career Services CareerServices@an.edu to get registered for Career Connect and to receive help with creating resumes and cover letters. Each term during Externship, a meeting is scheduled with Career Services as a "Get to Know". Career Services reviews all the services that are offered and teaches students how to register and use the site.

As you begin your planning, it is important to consider the following when identifying your potential externship sites:

1. Externships can provide exposure to opportunities you may never have considered, so do not worry about being too specific. If you are unsure about a specific career after graduation, externships give you the opportunity to work in several different career fields. Keep an open mind.
2. American National University has an Externship Coordinator who is here to help you along the way. Speak with your Externship Coordinator about what type of externship you are interested in and when and where you want to complete your externship. In many cases, the Externship Coordinator may have a list of sites that we have already worked with in the past.
3. Some employers attend career fairs to recruit, screen, and hire talented externs and employees. Check with the Career Services Office at American National University to help identify career fairs occurring throughout the year.
4. Visit potential sites and/or call them to discuss externship opportunities. Be prepared to give a short introduction, and how your skills will be valuable to them and their customers.

GRADUATE PRACTICUM REQUIREMENT

Master's Practicum

Graduate studies are undertaken to gain education and credentials necessary to advance in one's career. In addition to providing a more robust learning experience, practical application of one's education allows the learner to showcase the experience gained for potential application for career advancement.

To encourage students in the graduate programs to have experiences that support the practical application of the learning outcomes in the courses in the curriculum, a practicum of between 50 and 400 hours per term is required throughout the students' curriculum. If they choose to pursue the Practicum Track, these experiences gained throughout the program will culminate in a final program project during the last term of enrollment.

Practicum experiences are supported by one of American National University's institutional goals, which include the requirement to "Integrate soft skills and practical knowledge students need to be effective in their chosen career." The Practicum will be incorporated and required of all graduate students at American National University who enroll in the Practicum Track.

Practical training can provide valuable work experience by expanding a student's knowledge or skill related to the area of study while at the University and help the student to see how the subject matter integrates into real-life work experiences.

- Activities in an enterprise within the United States with a cooperative agreement that commits to supervising students during their practicum experience.
- Activities in a non-profit/community service organization within the United States with a cooperative agreement that commits to supervise students during their practicum experience.
- Activities in any other entity within the United States that agrees to support such practicum training and is approved by the institution.

Students who have long-term practicum experience, such as regular employment, will be subject to quarterly verification of the activity or employment. Students who have short-term practicum experiences, such as volunteer experiences, will be required to 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 approved. Students will then need to complete and return, at the end of the term, all information on the practicum proposal form in order to track completion of the required practicum hours.

If a student becomes restricted from participating in practicum experiences by a government agency, an exclusion from the practicum form must be completed and signed with all conditions met. In lieu of the practicum, students who have approved exclusions will submit an alternate practicum assignment for each course in which they are enrolled. In the event the student is excluded from the practicum for non-medical reasons by a government agency, an Alternate Practicum Oversight fee of \$100 per term will be assessed. Alternatively, students may choose to enter the Standard Track.

If a student does not qualify for an exclusion and cannot fulfill the minimum 50 practicum hours for any given term, he or she must enter the Standard Track or withdraw from the University.

PROGRAM REVISIONS AND COURSE SUBSTITUTIONS

American National University reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases, appropriate notice shall be given to concerned parties and regulatory agencies.

Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible. Adjustments to the requirements of published curricula may be made at the discretion of the University for individual students as long as the intent and overall content of the program of study are not significantly altered.

While neither encouraged nor routine, students occasionally request to substitute one course in their chosen program of study for another course approved as part of another program. Should students choose to request a course substitution, they should consult their Site Supervisory/Campus Director to ensure that the substitution is a good fit for their current curriculum and career goals.

Student requests to take a course as a substitution must be reviewed and approved by the Vice President of Academic Affairs of the programmatic area in which the student is enrolled.

OUTSIDE OF CLASS WORK

Students will be expected to complete an average of two (2) hours of out-of-class work for every one (1) hour of lecture in each course. For example, if a course has 4 hours of lecture, a student will need to complete an average of 8 hours a week of outside of class work. Students should also expect to complete an average of one (1) hour of out-of-class work for every one (1) hour of lab in each course. For example, if a course has 2 hours of lab, a student will need to complete an average of 2 hours a week of outside of class work.

CODE OF ACADEMIC INTEGRITY POLICY

American National University, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and student to the maintenance of the highest possible standards of academic integrity. These members of the American National University community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below:

The members of the American National University community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire University community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, plagiarism, cheating, self-plagiarism, poor scholastic achievement, or misrepresenting academic engagement.

- Plagiarism is defined as representing words, ideas, or other works of another individual or entity as your own without giving proper credit to the original author or source.
- Cheating is defined as using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- Self-Plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of faculty.
- Poor scholastic achievement focuses on students not properly citing sources or following published citation criteria.
- Misrepresenting academic engagement is defined as intentionally logging onto the learning management system without meaningfully engaging in academic activities for the purpose of demonstrating attendance.

Enforcement of this policy is the responsibility of faculty and staff. The University takes disciplinary action which may include receiving an incomplete or failing grade, removal from the course, or

expulsion from the University. The student may submit a written appeal following the University's grievance policies to have an action reconsidered. The decision of the Academic Review Committee is 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. Any specific guidelines for 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.

DROP/ADD PERIOD

A student may drop/add (dropping a class and replacing it with another) or add a class within the same time frame as long as it is approved by the Vice President of Student Services by Monday of week 2 of the term. A student in a fully virtual class who does not attend a class or submit an academic deliverable within the first two class sessions of a term may be automatically unregistered from that class and/or the University. Students enrolled in a hybrid (residency) course who do not submit an academic deliverable within the first two weeks of a term may be automatically unregistered from the class and/or the University. Please check with your Student Services Representative for details.

WITHDRAWALS

A student who withdraws from a class at or before the end of the fourth week of the term will receive a "W" grade, which will not affect his or her overall grade point average. However, a "W" does count toward total attempted hours. (See Standards of Satisfactory Academic Progress on page 45 for further information.)

A student who withdraws from a class after the fourth week of the term will be assigned a "WF." A "WF" is charged as "0" quality points and subsequently affects the student's grade point average adversely, does count toward total attempted hours and can result in the student not meeting a satisfactory Standard of Academic Progress toward his or her goal.

A student who withdraws from any course prior to the end of a term will receive a refund in accordance with the institution's refund policy. Students who must leave for military service and withdrawal will be assigned the same grade as traditional students.

REPETITIONS

A student making grades of "A," "B," "C," or "D" has made full credit, but may repeat a course(s) if desired. Federal Financial Aid can be applied to repeated courses one time if the student is electing to repeat a previously passed course to improve their GPA. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for completion and successful course completion. The highest grade will be calculated into the grade point average.

A student making a grade of "D" may advance if desired. It is recommended, however, that the course be repeated, especially if it is in a student's major area of study.

A grade of “F” or “DPR” is a failure, and the subject must be repeated to earn credit.

A student may retake a class in which he/she received an “F,” “WF,” or DPR and the highest grade will be calculated into his/her grade point average. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful course completion. Credits for the repeated course are used when calculating enrollment status for federal financial aid purposes, except if a course was first passed, then retaken and failed, then retaken for a third time (or more).

COURSE INCOMPLETES

An “I” is given when a student is prevented from completing all required work or the externship by the end of the term due to medical or personal reasons. The “I” must be approved by the faculty member or the Academic Department Director. All incomplete requests must be submitted in writing no more than five (5) days from the end of the term. If approved, students will have ten (10) days from the end of the term to submit all approved assignments for grading. Incomplete requests should be made to your instructor or Academic Advisor*. A student must complete his or her externship in a time frame approved by the Vice President of Academic Affairs or Academic Department Director. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of all the required course work, a letter grade is assigned and calculated into the student’s overall grade point average. If the required course work is not completed within the required time, a “0” is calculated into the final course grade. The “I” grade does count as attempted hours for the purpose of Standards of Academic Progress.

**Students must have submitted at least 70% of all course work (7 full weeks of assignments) to qualify for an ‘Incomplete’. The University’s late work policy will pertain to any/all assignments approved to submit during the ‘Incomplete’ unless student is able to provide documentation of an extenuating circumstance. Extenuating circumstances are defined as events that must have had a clearly negative impact on the student’s ability to study or to undertake an assessment or complete assignments.*

TRANSFER OF CREDITS

A “T,” is given to students whose courses taken at another institution are being transferred in for required courses at American National University. The grade of “T” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” does have an effect on hour’s attempted and successful completion of courses. See section “Quality Point System” for point value of the assigned grades.

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 term's grade point average between 3.5 to 3.9 in an academic program will be placed on the Dean's List. The name of any student who earns a term's grade point

average of 4.0 in an academic program will be placed on the President's List. The lists are prepared at the end of each term.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average (CGPA) is used to determine student's progress toward completion of their program of study. The CGPA is calculated by dividing the total number of quality points completed by the total number of credit hours attempted. Grades of FS, W, T, LW, Y, NC, X, XA, xb, xc, xd, PP, FF, RDROP, R and AU are not included in the calculation of the CGPA.

GRADING SCALES

In all subjects, (with the exception of Nursing/Pre-Entrance Requirements courses) the following grading scale is used:

LETTER GRADE	POINTS	EXPLANATION
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D*	60-69	Below Average
F	59 and Below	Failure
*Not passing for graduate courses and some medical core courses		

Nursing Program Grading Scale:

LETTER GRADE	POINTS	EXPLANATION
A	90-100	Excellent
B	82-89	Above Average
C*	77-81	Average
F	Below 77	Failure
*Passing grade for the course; however, to successfully complete the program, a 2.5 G.P.A. is required		

Pre-Entrance Requirement courses grading scale:

Letter Grade	Points	Explanation
PP	0	Pass
FF	0	Fail

GRADING AND QUALITY POINT SYSTEM

In all subjects, the following letter designations are used:

A (4 PTS)	Excellent
TA (4 PTS)	Transfer Excellent
B (3 PTS)	Above Average
TB (3 PTS)	Transfer Above Average
C (2 PTS)	Average

TC (2 PTS)	Transfer Average
D (1 PT)	Below average but passing Not passing for graduate courses
TD (1 PT)	Transfer Below Average but passing Not passing for graduate courses
DPR (0 PT)	Core Prereq. Failed
F (0 PTS)	Failure
FS	(No Academic Value) Failure to Meet Enrollment Standards
I (0 PTS)	Incomplete
W	(No Academic Value) Withdrew
WP (0 PTS)	Withdrew Passing (Prior to April 10, 2017)
WF (0 PTS)	Withdrew Failing
R	No Academic Value, Highest Grade Calculated into CGPA) Repeated Course
RDROP	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Drop Course
T	(No Academic Value) Transfer Credit
NC	(No Academic Value) Refresher Course
Y	(No Academic Value) Advanced Placement Evaluation between July 1, 1995 and December 1, 2025. After December 1, 2025, course passed, credit awarded via passing an internal challenge examination.
P (4 PTS)	Advanced Placement Evaluation prior to July 1, 1995
LW	(No Academic Value) Work Experience Credit
X, XA, XB,	(No Academic Value)
XC, XD	No Transfer Credit
DR	(No Academic Value) Disregard Registration
PP	(No Academic Credit) Pass
FF	(No Academic Value) Fail
AU	(No Academic Value) Audit Class Refresher courses taken after November 7, 2016 are assigned this grade
OC	Orientation Complete
OI	Orientation Incomplete
CN	(No Academic Credit) Canceled student during Drop/Add

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must meet the Standards of Satisfactory Academic Progress (SAP) policy in order to stay enrolled as a student at American National University and to retain eligibility for Federal Student Aid. SAP is determined by measuring both a student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of their academic program. Below are the minimum standards of SAP that students must meet. American National University requires that all courses be successfully completed in order to graduate from the program. A student's academic progress status is reviewed each term both for CGPA and rate of completion, and it is reported to students through their online portal account.

Students utilizing US Department of Veterans Affairs ("VA") education benefits must meet the same academic progress standards using Federal Financial Aid. Such students will not have enrollments certified to the VA for payment if they are not meeting these standards.

SAP CALCULATION

Repeated Classes – only the highest grade will count in the CGPA calculation. All course attempts count toward rate of completion. Students are required to repeat any failed courses at the first opportunity to do so.

MAXIMUM TIME FRAME

All students must complete their program in a period not exceeding 1.5 times the normal length of the program. For example, in a program which requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 x 60).

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe. Regardless of payment method, students who cannot graduate within the Maximum Time Frame will be academically dismissed, with or without prior warning.

Students will be evaluated at the points listed below based on the number of credit hours required in their program of study. Students who are making satisfactory academic progress as it is defined below are deemed in good academic standing.

36 Credit Hour Program:

Students who have attempted 1–17 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

Students who have attempted 18-35 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 36 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

48 Credit Hour Program:

Students who have attempted 1-12 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 13-25 credit hours must have a CGPA of 1.0 and have successfully completed one-half of the hours attempted.*

Students who have attempted 26 to 36 credit hours must have a CGPA of 1.5 and have successfully completed two-thirds of the hours attempted.

Students who have attempted 37 or more credit hours must have a CGPA of 2.0 and have successfully completed three-fourths of the hours attempted.

94 Credit Hour Programs:

Students who have attempted 1-12 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 13-25 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 26-36 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.**

Students who have attempted 37 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

96 Credit Hour Programs:

Students who have attempted 1-12 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 13-25 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 26-36 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.**

Students who have attempted 37 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

119 Credit Hour Program:

Students who have attempted 1-12 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students Who have attempted 13-25 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 26-36 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.**

Students who have attempted 37 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

132 Credit Hour Program:

Students who have attempted 1-18 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 19-36 credit hours must have a CGPA of 1.2 and have successfully completed one half of the hours attempted.*

Students who have attempted 37-50 credit hours must have a CGPA of 1.7 and have successfully completed one-half of the hours attempted.**

Students who have attempted 51-60 credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

Students who have attempted 61 or more credit hours must have a CGPA of 2.5 CGPA and have successfully completed two-thirds of the hours attempted

180 Credit Hour Program:

Students who have attempted 1-12 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 13-25 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 26-36 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.**

Students who have attempted 37 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

*At the end of the first academic year (36 credits) a student must have a CGPA of 1.5.

**At the end of the second academic year (72 credits) a student must have a CGPA of 1.75

***At the end of the third and fourth academic year (136 and 144 credits)

The following evaluation points are applied to students enrolled in a Master's program:

Students who have attempted 1-23 credit hours must have a CGPA of 2.75 and have successfully completed 25% of the hours attempted.*

Students who have attempted 24-35 credit hours must have a CGPA of 2.85 and have successfully completed 50% of the hours attempted.**

Students who have attempted 36 credit hours must have a CGPA of 3.0 and have successfully completed 66% of the hours attempted.**

The maximum time frame for the Master of Business Administration, Master of Science in Cybersecurity and Master of Science in Information Technology programs is 84 (56 x 150%). The maximum time frame for the Master of Science in Computer Science and Engineering and Master of Science in Software Development is 74 (49 x 150%).

*Students falling below the CGPA of a 2.75, and/or not meeting the successful completion standard, will be placed on FA Warning not to exceed one term or eight credits, whichever is longer.

**Students falling below the CGPA of a 2.85, and/or not meeting the successful completion standard, will be placed on FA Warning not to exceed one term or eight credits, whichever is longer. All other elements of satisfactory academic progress outlined in the section on Satisfactory Academic Progress in this catalog are applicable to students in a master's program.

***Students on FA Warning must repeat failed courses at the first opportunity. If the necessary coursework to meet satisfactory academic progress is not available in the next term and the coursework is necessary to meet satisfactory academic progress, the Chief Academic Officer or the Vice President of Academic Affairs will evaluate the student's ability to meet satisfactory academic progress without the course(s) and may elect to extend the FA Warning period. Should this occur, students will be notified by their Academic Advisors and must sign their academic advising forms acknowledging the extension and any financial or academic requirements resulting from it.

RATE OF COMPLETION

A student will become ineligible to receive Federal Student Aid at the point where it becomes mathematically impossible for the student to complete the program within 150% of the timeframe.

PRACTICUM COMPLETION

Students enrolled in the Master of Business Administration, Master of Science in Information Technology, Master of Science in Cybersecurity, Master of Science in Software Development, and Master of Science in Computer Science Engineering programs are required to complete a minimum of 50 hours of practicum experience each term. Students who do not complete the required number of hours in a term will be placed on probation for one additional term. If the student does not complete the required number of hours in the subsequent probationary term, he/she will be dismissed from the institution.

FINANCIAL AID WARNING AS A REGULAR STUDENT

As required by the Department of Education, if these minimums are not met, a student may continue as a regular student on financial aid warning for one term and continue to be eligible for financial aid. Students will meet with their Student Services Representative to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. After this one term of financial aid warning, the student's CGPA and percentage of successful completion must be at least as required at the evaluation point. If these standards are not met, regardless of whether the student uses financial aid, the student will be dismissed as a regular student. Students who reach a point at which is mathematically impossible to meet SAP within one Warning term will be dismissed from the University.

DISMISSED AS A REGULAR STUDENT (FINANCIAL AID DENIAL)

As required by the Department of Education, a student not meeting these requirements for a second consecutive term will be dismissed as a regular student from the institution and will receive official notification of this status change in writing. Such a student is in financial aid denial status and would therefore not qualify for federal financial aid upon his or her re-entry into the institution unless the following appeal process takes place.

INSTITUTIONAL DISMISSAL APPEAL PROCEDURES

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form available from his or her Academic Advisor. This appeal form is routed to the Academic Review Committee to be considered for re-entry or to continue in school. Students who do not meet academic SAP requirements will be given until the Friday prior to the next term to provide an appeal in order to be scheduled for their next term courses. The appeal should explain why the student failed to make satisfactory progress and what has changed that will permit the student to continue to make satisfactory progress. This should include any mitigating or special circumstances that contributed to the student not meeting SAP. In some instances, the student must provide documentation to support his or her extenuating circumstances. All documentation to support the student's appeal must be on file prior to the end of week 1. Appeal must be submitted prior to the term of enrollment for which aid eligibility is sought. Appeals submitted after the start of a term may be considered only in exceptional circumstances.

The following are examples of extenuating circumstances:

- Illness or injury requiring hospitalization – such as student or close relative
- Military service – permanent change of station (PCS) or deployment of student or spouse.
- Yearly training, if applicable.
- Divorce proceedings

- Financial hardship
- Abusive relationship
- Death of an immediate family member - a parent, grandparent, guardian, sibling, son, daughter or a close personal friend.
- Jury duty
- Natural disaster
- Victim of a crime

Once all the supporting documentation for the appeal has been provided, the committee will meet to review the information in order to make its decisions. Please allow up to 24 hours for the review, as the approval must be on file by the end of the drop/add. If after reviewing the information, the Academic Review Committee feels that the student's appeal meets the extenuating circumstances, the student will be allowed to remain or return to school. The student will be advised that he or she needs to continue to meet SAP in order to remain a student at the school.

REINSTATEMENT FOLLOWING INSTITUTIONAL DISMISSAL

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. The Academic Review Committee will make the determination if a student may return. After the student has been approved to return to the institution, they will be placed in financial aid probation status. Students will be required to meet with their Academic Advisor to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term, or they may be dismissed.

LEAVE OF ABSENCE

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

WITHDRAWALS

A course from which a student has withdrawn and received a "W" grade will not affect the student's CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student's maximum time frame for completion and successful course completion.

Courses from which a student has withdrawn and received a "WF" grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

COURSE INCOMPLETES

A student receiving an "I" (incomplete) must complete all required work within 10 days after the end of the term. For the period of time the student has received an "I" grade, it will affect the student's CGPA as well as their maximum time frame for completion and successful course completion. After completion of the required course work, a letter grade is assigned and calculated into the student's overall CGPA. A student not completing the required course work will receive a "0" for the work not completed, and it will be calculated into his or her final course grade. (See "Grading and Quality Point System on page 43) The final course grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

NON-DEGREE CREDIT COURSES (PRE-ENTRANCE REQUIREMENT COURSES)

Pre-Entrance Requirement courses (MAT090 ENG090, SCI090) carry no credit value and do not count toward the student's overall grade point average or the student's maximum time for completion.

CHANGE PROGRAMS AND ADDITIONAL DEGREES

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

APPLICATION OF STANDARDS

The satisfactory progress standards apply to all students whether part-time or full-time.

GRADUATION

In order to graduate from any program, a student must successfully complete 100% of the total required credits. Students pursuing an undergraduate credential shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal time required to complete the program. To graduate from a master's program, a 3.0 cumulative grade point average must be achieved.

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. Additionally, students enrolled in the bachelor's programs must complete a minimum of 56 credit hours after enrollment in the bachelor's program. See Career Programs starting on page 114.

In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate coursework to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all externships and all required courses, before students are allowed to walk in the graduation ceremony.

Candidates should be present at their annual commencement exercises. Exceptions may be made at the discretion of the University. The graduation fee, as outlined, is still the responsibility of the student, regardless of whether or not he or she attends the commencement ceremony. The graduation fee will only be charged once in a three-year period for all degrees earned in that time period.

Graduation with honors from diploma, associates, and baccalaureate degree programs is the meeting of all requirements for graduation, plus the attainment of a certain cumulative grade point average. 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 term's grade point average between 3.5 and 3.9 in an academic program will be placed on the Dean's List. The name of any student who earns a term's grade point average of 4.0 in an academic program will be placed on the President's List. The lists are prepared at the end of each term.

TRANSFER OF CREDIT

The grade of a “T” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” grade does have an effect on the hour’s attempted and successful completion for the purposes of Standards of Academic Progress. See section “Quality Point System” for point value of the assigned grades.

ADMINISTRATIVE POLICIES

CONDUCT/DISMISSAL POLICY

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. Campus locations, externship and clinical sites, alternate classroom modalities such as videoconferencing, virtual reality, and the learning management system are all included as part of the academic environment. The University expressly prohibits harassment of employees or students 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. Harassment undermines the morale of the entire University community and our commitment to treat one another with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of the University as an academic institution is strictly prohibited. This includes but is not limited to conduct:

- by students, faculty, or staff who use language or behavior that is detrimental to and disruptive within the classroom environment.
- that interferes with the well-being of fellow students and/or faculty and staff members.
- that includes any type of sexual harassment or sexual violence towards members of the University community on or off site.
- that causes damage to the appearance or structure of the University facility and/or its equipment.
- by students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- by students, faculty and staff that use University networks to access the internet to visit or view sites that violate copyright/intellectual property or other suspicious/illegal activity. (This includes, but is not limited to, viewing pornographic images, illegal file sharing such as downloading of music/videos, and other actions outlined in the Code of Computing Conduct policy.)

The University reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and University. Such disciplinary action may include, but is not limited to, the following possible actions:

- suspension from participation in a specific course for a specific period of time;
- suspension from participation in all courses for a specific period of time;
- reassignment to a different course section;
- withdrawal from enrollment in a specific course or all courses due to failure to meet minimum attendance requirements as a result of a suspension;
- withdrawal from enrollment in a specific course as a result of dismissal from that course;
- referral to legal authorities;
- withdrawal from enrollment at the University as a result of dismissal from the University.

Students may appeal any disciplinary action taken pursuant to this conduct policy by filing a grievance in accordance with the University's grievance policy.

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

CODE OF COMPUTING CONDUCT AND ZOOM USE POLICY

The use of university software, internet, and equipment is intended to support the academic mission and the administrative functions of the University. This Code of Conduct states the principles regarding the use of university software, the internet, and equipment. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

The policies controlling acceptable behavior at American National University are implicitly extended to cover the use of university software, the internet, and equipment. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with others to be anything but well-mannered, ethical and legal.

For example, if it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen. An unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest by the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

University software, internet, and equipment include any computer, computer-based network, computer peripheral, operating system, software (hosted by the university or through a third party) or any combination thereof, owned by American National University or National University Services, Inc. or under the custody or control of American National University or National University Services, Inc.

The code of computing conduct policy includes stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to equipment such as softphones or hard-wired telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all American National University and NUSI staff, American National University students, and other users. Users shall:

1. Be responsible for using these facilities in an effective, ethical and lawful manner.

This policy states that individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all results and repercussions of such actions.

Be aware that wasteful or inefficient use of resources may incur significant expense for American National University or result in a reduction in service to other users.

2. Use only those facilities for which they have authorization, whether these facilities are at American National University or at any other location accessible through a network.

Normally, university systems require explicit authorization. Authorization based on the provision of false or misleading information is not valid.

3. Staff and Students are responsible to take all reasonable steps to protect the integrity and privacy of university systems including software and data. Users shall not share with others the access codes, account numbers, passwords or other authorizations which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to a flaw in or bypass of computing facility security, to the appropriate Instructor, Site Director, and Department Chair or Dean or to the Support Information Technology Department. Such security "holes" must not be "tested" without proper authorization. Ignoring potential violations or system flaws may allow your privacy or access to be jeopardized.

In this and following sections, "access code" represents the username, account, sign-on ID, password or whatever system-dependent mechanisms are used to gain access to facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of university software, internet, and equipment. As described in several later sections, much software which American National University utilizes requires that all actions be identified and traceable. For these reasons, if you do allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to university software, internet and equipment indirectly is similarly prohibited.

A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

Some system management functions require that all those responsible for such functions share a single access code. Similarly, specific access codes are at times allocated to allow several people performing a common function to receive email. The use of such shared codes must be restricted to the intended purpose. Other usage by the same people should be through single-user access codes.

4. Respect the copyrights of the owners of all software, media and data they use.

Most of the programs made available are copyrighted. Copyright law specifically prohibits copying of any software except as explicitly allowed in the usage agreement. Copyright law also provides similar protection for data and text.

Unless the software explicitly states otherwise, ALL software is copyrighted, even those normally referred to as shareware or freeware. Individual license agreements detail the exact rights and limitations.

Media files such as music and video files are also subject to copyright protection. Unauthorized downloading of such files, including unauthorized peer to peer sharing of copyrighted material is specifically prohibited.

Copyright infringement may subject users to criminal and civil penalties. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than

\$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

In addition, the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment.

- 5. Respect the policies established by the administrators of external networks such as GAPS, COD, ED Connect, and various virtual library networks when using such networks. They shall also respect the policies established by the administrators of local computing facilities at American National University.**

The use of networks external to American National University must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. This Code of Conduct hereby specifically incorporates these external policies. Adherence to this code ensures compliance with the policies of our associated networks.

- 6. Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.**

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the University regulations.

The ability to access information does not imply permission to access it. Specifically, having read access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else’s directories or files (either manually or program-assisted) without explicit permission. This also applies to floppy disks and tapes and similar storage media.

There may be cases where supervisors must access an employee’s mail or files to get specific job-related materials or conduct business. For example, an urgent memo must be sent, but the staff member who typed it is ill. The need to respond to business-related email is another example. In all cases, unless prior arrangements have been made, a reasonable effort to ask the employee’s permission must be made.

Access codes allocated for specific purposes may be designated as “non-private.” In such cases, no data stored under the code may be considered for the private use of the individual to whom the code is allocated. Prior notice of such designation must be given.

- 7. Refrain from using University software, internet, and equipment for unauthorized commercial activities.**

As with other University resources, the use of the University software, internet, and equipment for private, commercially oriented applications is forbidden without appropriate authorization. Use for University-related private activities is often permitted. For example, running an unauthorized business, doing tax returns or sending e-mail soliciting donations for a non-University-related entity

are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, Site Director, Department Head, Executive Vice President or Executive Director.

- 8. Refrain from using University software, internet, and equipment for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment of users of such facilities at American National University or elsewhere, unauthorized disruption, attempts to discover or alter passwords or to subvert security systems or in any other computing or network facility.**

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm or similar software is an explicit violation of this principle.

Any action which intentionally denies or obstructs access for another legitimate user to ECF is forbidden.

- 9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within university software, internet, and equipment or in establishing connections.**

All transmissions must be identifiable by American National University staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering "anonymous FTP" services request that you enter your network address as a password. Users must comply with this convention.

- 10. Users do not have a right to privacy when using University software, internet, and equipment.**

Users do not own accounts on the University computers but are granted the privilege of use of accounts owned by the University. Users have no ownership rights or reasonable expectation of privacy rights regarding computer communications and data stored on institution computers or accessed through university accounts.

University officials have the right to access electronic files, including e-mail files, for any purpose deemed reasonable by them in their sole discretion.

ZOOM ACCEPTABLE USE POLICY

Zoom has a very strong and professional Acceptable Use Policy <https://zoom.us/docs/en-us/acceptable-use-policy.html> that governs all uses of Zoom services. This policy defines the standards Zoom expects its Customers and End Users to adhere to while using Zoom services. Included in this policy is the Reasonable Use information stating that "Zoom provides video conferencing services for

business collaboration. Zoom anticipates that customers will use the services in a reasonable manner, given the business purpose. As such, Zoom may *limit, suspend, or terminate access* if an End User's use exceeds reasonable standards..."

IMPORTANT: It is critical that you read and adhere to the Zoom Acceptable Use Policy <https://zoom.us/docs/en-us/acceptable-use-policy.html> at all times when using your Zoom account.

NOTE: Class meetings on Zoom (including video, audio, and chat text) will be recorded. Violations are subject to the ANU Code of Conduct policy and will be adjudicated accordingly.

- **General**
 - **Sign in with your full first name and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in. It makes it impossible to know who is in attendance. Using your full name quickly sorts students into their groups when needed. **Users who do not provide their full names will NOT be admitted to class.**
- **Exceptions**
 - Since enrolling in class, some students have changed their names to better reflect their gender identity. If you currently use a different name than what is listed on the official roster, please send a private Canvas message so this can be noted on the roster, and you can use your current name on Zoom. (If you would like to change your name officially with ANU, please contact your academic advisor for more information).
 - **Stay focused.** Stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications.
- **Video**
 - **Turn on your video.** It is helpful to be able to see each other, just as in an in-person class.
 - **Keep it clean.** Don't share anything you wouldn't put up on the projector in class!
- **Audio**
 - **Mute your microphone when you are not talking.** This helps eliminate background noise.
 - **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
 - **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background.
- **Chat**
 - **Stay on topic.** The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' real questions/concerns about the course. Keep the chat relevant to the topic at hand; the chat feature is not a way to have side conversations with other participants in the meeting. Disruptive use of the chat feature may distract other participants from the topic being discussed.
 - **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat.

- **Dress in Attire Appropriate to the Professional Learning Environment**
 - When teaching, meeting with students and attending University-sponsored meetings and events, faculty members dress in a professional manner. Dress should never detract from the learning environment. As such, the University requests that faculty members adhere to business casual dress, which generally consists of dress slacks, chinos, skirts, dress shirts, polo shirts, blouses, dresses, and dress shoes or sandals.
- **Etiquette**
Classes conducted via Zoom are considered an extension of the face-to-face classroom. As such, the ANU code of conduct equally applies to class sessions conducted in an online environment.

The following are some recommendations to make the synchronous class experience better for everyone in the session.

- In the unlikely event that your instructor does not start class on time, you are to wait a minimum of 10 minutes to allow for a resolution of technical issues.
- Mute your microphone unless you are speaking. This will ensure that whoever has the floor can be heard without any distraction from noises that may be picked up by other participant microphones.
- When using a camera, be aware of what is in the shot. Cameras often see more than people expect and may reveal things that otherwise may be hidden. Be aware of other people in your surroundings.
- If using the virtual background features, ensure that the background you select is not distracting, full of motion, or flashing lights. Distracting backgrounds can disrupt the concentration of others participating in the meeting.
- Using Zoom's security features, instructors can remove disruptive participants from a class session.

Any violation of this Code may be prosecuted in conformity with the relevant University policy (Code of Student Conduct, Conduct/Dismissal, personnel policies, etc.) as well as applicable criminal and civil laws.

CONFLICT OF INTEREST POLICY

A *conflict of interest* arises with respect to activities that compromise, or appear to compromise, an employee's judgment in performing his or her university duties. These conflicts can arise when an employee, or a member of his/her family (as defined below) has an existing or potential personal, financial or other interest that: (a) impairs or may reasonably appear to impair his/her independence of judgment in the discharge of responsibilities to the University; or (b) may result in personal gain or advancement at the expense of the University. The integrity of the University must be protected at all times, both in actuality and appearance. Conflicts of interest therefore must be: (1) disclosed, (2) eliminated or (3) properly managed.

Many outside activities in which an employee may wish to engage, such as certain outside employment, private activities, involvement in public organizations, public service, and political involvement, present no conflicts of interest and can enhance the reputation of the University. When

engaging in an otherwise permissible endeavor or activity, the employee must nonetheless make clear when she or he is acting as a private individual rather than as a representative of the University. In this regard, employees must abide by the terms of the University policies governing use of trademarks and use of the University name, symbols, letterhead.

Certain situations give rise to a possible conflict of interest and must therefore be disclosed so that they may be either ruled out as conflicts or handled under the conflict management process. This list is not an all-inclusive list but rather examples of conflicts.

- Negotiating or authorizing on behalf of the University a contract or other business transaction for services, goods, or products, from a company or enterprise in which the employee or a member of the employee's family has a substantial financial interest or management position known to the employee.
- Accepting external employment or consulting contracts during a period of ANU employment that conflicts with the employment at ANU.
- Accepting any form of remuneration, financial or otherwise, for endorsement of the products or services of a business or individual where a UVM title or employment is an express or implied aspect of the endorsement.
- Disclosing, or otherwise using on an unauthorized basis, University confidential or proprietary information to which the employee has access in the course of university duties

Conflicts of Interest Resolution Procedure

- I. Any activities that may be considered a conflict of interest must be promptly, and in advance of the proposed activity, disclosed in writing by an employee to his or her immediate supervisor, under the procedures described below. Addressing conflicts and developing strategies to manage them may require steps such as:
 - 1) no action required beyond the disclosure.
 - 2) development of a conflict management plan memorialized in writing.
 - 3) modification of university responsibilities, as mutually agreed, under applicable policies.
- II. Violation by an employee of prohibited conflicts may lead to serious disciplinary action, up to and including dismissal.

Reporting of Possible Policy Violations

Supervisors are required to investigate promptly possible violations of these policies. If a policy violation is proven, the supervisor must take appropriate responsive action and report the violation to the Executive Vice President of Campus Operations or the Vice President of Academic Affairs who will determine if any disciplinary measures need to be taken. Third parties may report possible violations of the conflict-of-interest policy to the employee's supervisor.

GRIEVANCE POLICY

American National University has adopted an internal grievance procedure for prompt resolution of student complaints, 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.

Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the Program Dean or Chairperson with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to FormalGrievance@an.edu.
 - a. A complaint 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 complaint, whichever is later.
 - b. The Program Dean or Chairperson will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.

2. If the complainant is not satisfied with the determination or action of the Program Dean or Chairperson, he or she may make a written appeal within thirty (30) days of the determination or action of the Program Dean or Chairperson to the Chief Academic Officer (CAO) for complaints which relate to academic issues, or to the Senior Executive Vice President for Operations (SEVP) for all other complaints. The appeal should be filed by email to GrievanceAppeal@an.edu.
 - a. 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 complaint, and a brief description of the reason why the student believes the determination and action of the Program Dean or Chairperson to be in error.
 - b. The Chief Academic Officer (CAO) or the Senior Executive Vice President (SEVP) will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

3. If the complainant is not satisfied with the determination or action of the Chief Academic Officer (CAO) or the Senior Executive Vice President (SEVP), 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 CAO or SEVP to the President of the University. The appeal should be filed by email to GrievanceAppeal@an.edu.
 - a. 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 or Chairperson and the CAO or SEVP to be in error.
 - b. 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.

Additional Avenues of Resolution

Should the issue not be resolved at the University level, the student may at any time contact the Accrediting Bureau of Health Education Schools (ABHES) at 6116 Executive Blvd., Suite 750, North Bethesda, MD 20852, or by phone at (301) 291-7550.

In addition to the above, the student may submit a complaint to the approval or licensing authority in his/her home state. American National University of Kentucky is a Kentucky institution, and all students may contact:

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

In addition to the institution’s home state, students may contact the NC SARA Portal Entity in their home state using the contact information below:

<p><u>Alabama</u> Alabama Commission on Higher Education 100 North Union St. Montgomery, AL 36104</p> <p>Ron Leonard Director of Special Initiatives Email: ron.leonard@ache.edu</p>	<p><u>Alaska</u> Alaska Commission on Postsecondary Education P.O. Box 110505 Juneau, AK 99811</p> <p>Tyler Eggen Institutional Authorization Program Coordinator Email: tyler.eggen@alaska.gov</p>
<p><u>Arizona</u> Arizona SARA Council 2323 w 14th St. Tempe, AZ 85281</p> <p>Lanna Dueck Executive Director Ldueck.azsara@riosalado.edu</p>	<p><u>Arkansas</u> Arkansas Department of Education Division of Higher Education 101 E. Capitol Ave, Suite 300 Little Rock, AR 72201</p> <p>Alana Colburn Associate Director of Private Postsecondary Education and Transfer Programs Email: alana.colburn@adhe.edu</p>
<p><u>California</u> Bureau for Private Postsecondary Education 1747 North Market Blvd, Suite 225 Sacramento, CA 95834</p> <p>Deborah Cochrane Chief Email: bppe.enforcement@dca.ca.gov</p>	<p><u>Colorado</u> Colorado Department of Higher Education 1600 Broadway, Suite 2200 Denver, CO 80202</p> <p>Heather DeLange Director – Office of Private Postsecondary Education Email: heather.delange@dhe.state.co.us</p>
<p><u>Connecticut</u> Connecticut Office of Higher Education 450 Columbus Blvd., Ste 707 Hartford, CT 06103-1841</p> <p>Sean Seepersad, PhD Division Director of Academic Affairs Email: sean.seepersad@ct.gov</p>	<p><u>Delaware</u> Delaware Department of Education 401 Federal St., Suite 2 Dover, DE 19901</p> <p>Leigh Weldin College Success Program Coordinator Email: leigh.weldin@doe.k12.de.us</p>

<p><u>District of Columbia</u> Higher Education Licensure Commission 1050 First Street, NE, 5th Floor Washington, DC 20002</p> <p>Terasita Edwards Executive Director Email: terasita.edwards@dc.gov</p>	<p><u>Florida</u> Commission for Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399</p> <p>Brady Lyon Educational Policy Director Email: brady.lyon@fidoe.org</p>
<p><u>Georgia</u> Georgia Nonpublic Postsecondary Education Commission (GNPEC) 2082 E. Exchange Pl, Suite 220 Tucker, GA 30084</p> <p>Magda Rivers Deputy Director/GA-SARA Coordinator Email: mrivers@gnpec.ga.gov</p>	<p><u>Hawaii</u> Hawaii Postsecondary Education Authorization Program (HPEAP) Department of Commerce & Consumer Affairs PO Box 541 Honolulu, HI 96809</p> <p>Jayson Horiuchi Program Administrator Email: hpeap@dcca.hawaii.gov</p>
<p><u>Idaho</u> Idaho State Board of Education PO Box 83720 Boise, ID 83720</p> <p>Tamara Baysinger State Authorization Manager Email: tamara.baysinger@osbe.idaho.gov</p>	<p><u>Illinois</u> Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377</p> <p>Nkechi Onwuameze, Phd. Director for Academic Affairs Email: sara@ibhe.org</p>
<p><u>Indiana</u> Indiana Commission for Higher Education/Indiana Board for Proprietary Education 101 W Ohio St., Suite 300 Indianapolis, IN 46204-4206</p> <p>Ross Miller Director of State Authorization and Reciprocity Email: rmiller@che.in.gov</p>	<p><u>Iowa</u> Bureau of Iowa College Aid – Iowa Dept of Education 400 E. 14th St Des Moines, IA 50319</p> <p>Lisa Pundt Postsecondary Authorization Administrator Email: lisa.pundt@iowa.gov</p>
<p><u>Kansas</u> Kansas Board of Regents 1000 SW Jackson, Suite 520 Topeka, KS 66612-1368</p> <p>Jennifer Armour Associate Director Academic Affairs Email: jarmour@ksbor.org</p>	<p><u>Kentucky</u> Kentucky Council on Postsecondary Education 100 Airport Rd., 2nd Floor Frankfort, KY 40601</p> <p>Kathy Garrett Director, State Authorization and Reciprocity Email: garrett@ky.gov</p>

<p><u>Louisiana</u> Louisiana Board of Regents 1201 N. Third St., Suite 6-200 Baton Rouge, LA70802</p> <p>LeAnn Detillier Assistant Commissioner for Program Administration Email: leann.detillier@laregents.edu</p>	<p><u>Maine</u> Maine Department of Higher Education 23 State House Station Augusta, ME 04333-0023</p> <p>Michael T. Perry Director of Higher Education & Educator Supports Email: michael.t.perry@maine.gov</p>
<p><u>Maryland</u> Maryland Higher Education Commission 217 East Redwood St., Suite 2100 Baltimore, MD 21202</p> <p>Alexandra (Alix) Chaillou Associate Director, Institution Review Email: Alexandra.Chaillou@maryland.gov</p>	<p><u>Massachusetts</u> Massachusetts Department of Higher Education One Ashburton Pl, Rm. 1401 Boston, MA 02108</p> <p>Alex Nally Deputy General Counsel Email: anally2@dhe.mass.edu</p>
<p><u>Michigan</u> Michigan Department of Labor and Economic Opportunity PO Box 30805 Lansing, MI 48909</p> <p>James R. Farhat State Administrative Manager, Workforce Development, Post Secondary & State Approving Section Email: farhatj@michigan.gov</p>	<p><u>Minnesota</u> Minnesota Office of Higher Education 1450 Energy Park Dr., Suite 350 Saint Paul, MN 55108</p> <p>Kate McCartan International Monitoring Specialist Email: kate.mccartan@state.mn.us</p>
<p><u>Mississippi</u> Mississippi Commission on College Accreditation 3825 Ridgewood Rd. Jackson, MS 39211</p> <p>Dr. Sheriece Robinson Director of Regulatory Affairs Email: srobinson@mississippi.edu</p>	<p><u>Missouri</u> Missouri Department of Higher Education and Workforce Development PO Box 1469 Jefferson City, MO 65102-1469</p> <p>Joshua Fischer Program Specialist Email: Joshua.Fischer@dhewd.mo.gov</p>
<p><u>Montana</u> Montana University System PO Box 203201 Helena, MT 59620</p> <p>Joe Thiel Interim Deputy Commissioner for Academic, Research, and Student Affairs Email: StateAuthorization@montana.edu</p>	<p><u>Nebraska</u> Nebraska Coordinating Commission for Postsecondary Education PO Box 95005 Lincoln, NE 68509-5005</p> <p>Kathleen L. Fimple, Ph.D Academic Programs Officer Email: kathleen.fimple@nebraska.gov</p>

<p><u>Nevada</u> Nevada System of Higher Education 2601 Enterprise Rd. Reno, NV 89512</p> <p>Terina Caserto Senior Analyst, Academic and Student Affairs Email: tcaserto@nshe.nevada.edu</p>	<p><u>New Hampshire</u> New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301</p> <p>Nicholas W. Marks, Ed.D. Administrator for Higher Education Email: nicholas.w.marks@doe.nh.gov</p>
<p><u>New Jersey</u> New Jersey Office of the Secretary of Higher Ed 20 W. State St., 4th FL – PO Box 542 Trenton, NJ 08625</p> <p>Eric Taylor, Esq. Director, Office of Licensure Email: eric.taylor@oshe.nj.gov</p>	<p><u>New Mexico</u> New Mexico Higher Education Department 2044 Galisteo Street, Suite 4 Santa Fe, NM 87505-2100</p> <p>Alicia Armijo Constituent Services Coordinator & NC-SARA Coordinator Email: alicia.armijo@hed.nm.gov</p>
<p><u>New York</u> New York State Education Department 89 Washington Ave. Albany, NY 12234</p> <p>Andrea Richards Supervisor of Higher Education Programs Email: IHEauthorize@nysed.gov</p>	<p><u>North Carolina</u> North Carolina State Education Assistance Authority PO Box 14103 Research Triangle Park, NC 27709</p> <p>Terrence R. Scarborough, M.P.A. Director of SARA North Carolina Email: terrence@saranc.org</p>
<p><u>North Dakota</u> North Dakota University System 600 E. Boulevard Ave., Dept. 215 Bismarck, ND 58505-0230</p> <p>Claire Gunwall Director of Academic Affairs & Workforce Innovation Email: claire.gunwall@ndus.edu</p>	<p><u>Ohio</u> Ohio Department of Higher Education 25 South Front St. Columbus, OH 43215</p> <p>Matt Exline Associate Vice Chancellor, Program Development and Approval Email: mexline@highered.ohio.gov</p>
<p><u>Oklahoma</u> Oklahoma State Regents for Higher Education 655 Research Pkwy, Ste 200 – PO Box 108850 Oklahoma City, OK 73101-8850</p> <p>Elizabeth Walker Coordinator for Academic Affairs Administration Email: walker@osrhe.edu</p>	<p><u>Oregon</u> Oregon Higher Education Coordinating Commission 3225 25th St. SE Salem, OR 97302</p> <p>Veronica Dujon Director, Office Academic Policy and Authorization Email: veronica.dujon@state.or.us</p>

<p><u>Pennsylvania</u> Pennsylvania Division of Higher Education, Access, and Equity 607 South Drive 3E Harrisburg, PA 17120</p> <p>Jennifer Stone Higher Education Associate II jennstone@pa.gov</p>	<p><u>Puerto Rico</u> Board of Postsecondary Institutions, Department of State PO Box 9023271 San Juan, PR 00902-3271</p> <p>Damaris Nolasco Executive Director Email: dnolasco@estado.pr.gov</p>
<p><u>Rhode Island</u> Rhode Island Office of the Postsecondary Commissioner 560 Jefferson Blvd. Warwick, RI 02886-1304</p> <p>Rebecca Ryan Coordinator of Veterans Education and State Approving Agency Email: rebecca.ryan@riopc.edu</p>	<p><u>South Carolina</u> South Carolina Commission in Higher Education 1122 Lady Street, Suite 400 Columbia, SC 29201</p> <p>Argentini Anderson, Ph.D. Assistant Director, Academic Affairs Email: aanderson@che.sc.gov</p>
<p><u>South Dakota</u> South Dakota Board of Regents 306 E. Capitol Ave., Suite 200 Pierre, SD 57501</p> <p>Katie Hubbard Academic Affairs Specialist, South Dakota SARA Coordinator Email: katie.hubbart@sdbor.edu</p>	<p><u>Tennessee</u> Tennessee Higher Education Commission 312 Rosa L. Parks Ave., 9th FL Nashville, TN 37243</p> <p>Julie Woodruff Senior Compliance Counsel, Regulatory Compliance Division Email: Julie.woodruff@tn.edu</p>
<p><u>Texas</u> Texas Higher Education Coordinating Board PO Box 12788 Austin TX 78711</p> <p>Cathie A. Maeyaert, J.D. Director, Private Postsecondary Institutions Email: cathie.maeyaert@highered.texas.gov</p>	<p><u>U.S. Virgin Islands</u> University of the Virgin Islands #2 John Brewers Bay St. Thomas, VI 00902</p> <p>Sharlene Harris Vice President, Information Services & Institutional Assesment Email: sharris@uvi.edu</p>
<p><u>Utah</u> Utah System of Higher Education – Board of Regents Building, The Gateway 60 South 400 West Salt Lake City, UT 84101</p> <p>Cynthia “Cyd” Grua Office of the Commissioner for Higher Education Email: cgrua@ushe.edu</p>	<p><u>Vermont</u> Vermont Agency of Education 1 National Life Dr., Davis 5th FL Montpelier, VT 05620</p> <p>Katie Gagliardo Post Secondary Coordinator Email: katie.gagliardo@vermont.gov</p>

<p><u>Virginia</u> State Council of Higher Education for Virginia 101 N. 14th Street, 9th Floor Richmond, VA 23219</p> <p>Darlene Derricott Director of Academic Services Email: darlenederricott@schev.edu</p>	<p><u>Washington</u> Washington Student Achievement Council 917 Lakeridge Way SW Olympia, WA 98502</p> <p>Sam Loftin, JD Director of Consumer Protection Email: saml@wsac.wa.gov</p>
<p><u>West Virginia</u> West Virginia Higher Education Policy Commission 2001 Union Carbide Drive South Charleston, WV 25303</p> <p>Lucy Kefauver Director of Online Learning Email: lucy.kefauver@wvhepc.edu</p>	<p><u>Wisconsin</u> University of Wisconsin Administration, Office of Compliance & Integrity 780 Regent Street Madison, WI 53715</p> <p>Paige Smith Chief Compliance and Risk Officer Email: psmith@uwsa.edu</p>
<p><u>Wyoming</u> Wyoming Community College Commission 2300 Capitol Ave., 5th Fl, Ste B Cheyenne, WY 82002</p> <p>Rob Dennis Chief Operating Officer Email: rob.dennis@wyo.gov</p>	

NON-RETALIATION POLICY

American National University requires its directors, officers, employees, and student workers to observe high standards of business and personal ethics in performance of their duties on the University's behalf. Each member of the University shares responsibility of stewardship of university resources and compliance with laws and policies. American National University strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by university employees to the office of Legal and Regulatory Affairs or office of Accreditation and Compliance. No University faculty member, administrator, staff member or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, because of making a report. The University will take whatever action is necessary and appropriate to address a violation of this policy.

SEXUAL MISCONDUCT POLICY

American National University recognizes the seriousness of inappropriate sexual behavior and believes that it is the responsibility of the University to provide our employees and students with an environment that is free from harassment. The University expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without

regard to 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.

The University has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. These procedures are set forth in the university's grievance policy. If an institutional conduct proceeding arises from an incident report, the university will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our university community to engage in sexual harassment, and it is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for American National University.

Definitions

Sexual harassment is unwelcome conduct of a sexual nature, and can include unwelcome sexual advances, requests for sexual favors, stalking and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.

Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

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.
9. Dating violence, domestic violence, and abusive sexual contact.

American National University provides educational programming to students and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to new students as part of the orientation process and to staff and students throughout the year. The educational program includes:

Victims' Rights Under Sexual Harassment Policy

1. The victim is aware that criminal charges can be made with local law enforcement officials.
2. The prompt assistance of university educational resource center administration in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any facility disciplinary proceeding concerning a sexual assault complaint.
4. Notice to a sexual assault victim of the outcome of any facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
5. The complete and prompt assistance of university educational resource center administration at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of university educational resource center administration in preserving, for a sexual assault complaint or victim, materials relevant to a university educational resource center disciplinary proceeding.
7. The assistance of university educational resource center personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes.

SEXUAL MISCONDUCT GRIEVANCE PROCEDURES

In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.

1. Definitions.

- a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:

- i. physical assault.
 - ii. unwanted sexual advances, requests for sexual favors or propositions of a sexual nature.
 - iii. direct or implied threats that submission to sexual advances is a condition for employment promotion, good grades, recommendations, etc.
 - iv. unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.
- b. Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e. unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

2. Complaint or Allegation of Sexual Violence or Misconduct.

Any individual who believes they have been subjected to gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking is strongly encouraged to report such occurrence. A report should be filed in writing with the Title IX Coordinator. S/he may be contacted by mail at 1813 East Main Street, Salem, Virginia 24153, by email at TitleIXCoordinator@an.edu, or by telephone at (540) 808-4776.

- a. Upon receiving a report, American National University ("the University") will respond promptly, equitably, and thoroughly.
- b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off site, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.
- c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: <https://an.edu/about-us/consumer-disclosure/crime-tip/>.
- d. In addition, the University will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.
- e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The University system and police/legal system work independently from one another. Individuals can file reports with the University, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.

3. 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.

4. Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of university educational resource center, and/or appropriate changes in academic or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

5. Preservation of Evidence

It is important to preserve evidence (if applicable) of the offense as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

6. Evidentiary Standard

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the Coordinator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred.

7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If the Coordinator determines that a violation has occurred, they will then determine the appropriate sanctions in consultation with the University's Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, University safety concerns and any other information deemed relevant.

Once a decision has been made, both the accuser and the accused shall be simultaneously informed, in writing, of the outcome, the procedures for both the accused and victim to follow to appeal the results of the decision, any change to the decision that occurs prior to the time that the results become final, and when the results become final.

8. Potential Remedies and Sanctions

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including termination.

Students are subject to disciplinary action, up to and including dismissal. Remedies may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to university property and/or events, disciplinary probation, or dismissal.

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from the university educational resource center, ban from the university educational resource center, and/or termination of contractual arrangements.

Vendors or other agencies in contract with the University will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all University properties and may also be subject to action deemed appropriate by their respective employer.

9. Sources of Counseling, Advocacy, and Support

The University's primary concern is with the health, safety, and well-being of the members of the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance.

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

Title IX Coordinator – (540) 808-4776

U.S. Department of Education, Office for Civil Rights <http://www.ed.gov/ocr>

New York—Region II

32 Old Slip, 26th Floor

New York, NY 10005 Telephone: 646-428-3800

Email: OCR.NewYork@ed.gov

U.S. Department of Justice, Office on Violence Against Women

<http://www.ovw.usdoj.gov/>

Additional Avenues of Resolution

Should the issue not be resolved at the University level, the student may at any time contact the Accrediting Bureau of Health Education Schools (ABHES) at 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852, or by phone at (301) 291-7550.

In addition to the above, the student may submit a complaint to the approval or licensing authority in his/her home state using the contact information below.

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

UNIVERSITY SECURITY

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees' information about university educational resource center safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report is posted on the website and is available upon request by contacting the site supervisor/campus director's office through the address of the location the student is attending or planning to attend, or by writing to the University administrative office.

In summary, the report indicates the incidence of crimes at the individual locations of American National University are very low or nonexistent for all of the reportable years. However, any incident is a cause of concern to the University. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Site Supervisor/Campus Director, who will immediately notify the appropriate local law enforcement agency. In the absence of the Site Supervisor/Campus Director or other official, or in lieu of notifying them, the individual should directly notify the local law enforcement agency.

INCLEMENT WEATHER POLICY

In the event of adverse weather, the following procedures will be followed:

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made through the ANU SMS and email system, as well as local television and radio stations, where deemed necessary.

Each American National University Educational Resource Center participates within the ANU SMS and email system that allows students to receive notifications via text message. Students are automatically added into the SMS and email system upon enrollment to the University.

PARKING POLICY

- 1) Visitors' Parking - Reserved for visitors ONLY. Students may not park in parking spaces identified for visitors.
- 2) Handicapped Parking - Marked and located near university educational resource center entrances.
- 3) General Parking - Open at all times and free to all students, faculty, and staff.

Your assistance is requested in order to ensure that everyone has access to a parking space. Cars should be parked in a courteous manner, using only one space, avoiding yellow areas, and not blocking passages.

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.

CHILDREN ON SITE

American National University understands that many of our students are also parents and realizes that sometimes parents must bring their children on a learning site. Please remember that your learning site is an educational environment; whether you are there for class or to conduct other business, you should at all times refrain from any activity which could be disruptive to your fellow students, faculty, and staff. In particular, children should never be brought into classrooms, labs, or libraries regardless of age. In other non-academic areas of the learning site, children should be in the company of a parent and properly supervised at all times.

MOBILE PHONES AND OTHER COMMUNICATION DEVICES

Students may possess a mobile telephone or other communication device on university property, provided the device is in silent mode during class. If students are caught using communication devices during class and are causing a disruption, the instructor may and should confiscate the device and return it at the end of class. If the infraction occurs more than once during a term, disciplinary action will be taken for those failing to comply with this policy.

TOBACCO POLICY

All American National University locations are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco.

The tobacco policy is enforced at all locations and in videoconferencing meetings and classes where faculty, students, or staff appear on camera.

SUBSTANCE ABUSE PREVENTION PROGRAM

American National University (the “University”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the University community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain an environment free from such substance abuse, the University established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention) and is set forth for students and employees alike. It consists of two primary parts. First, the University developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, the University put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

The University believes that the benefits of its substance abuse prevention program are manifold. The program provides the University community with critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for students and employees alike. The program also serves to ensure our continued reputation and quality of service, to protect the University’s property and operations, and to enhance the safety of the general public.

ATTENDANCE POLICY

The best interest of the student of the University will be served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the students’ career training. Good attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

Non-College Degree and Institutions of Higher Learning, Chapter 33 veteran students must verify their enrollment status each month to continue receiving their Monthly Housing Allowance (MHA) and/or kicker payments. Students may verify their enrollment status in one of two ways with text messaging or by telephone.

Consecutive Days Missed for 5-Week Terms

After missing three (3) to seven (7) consecutive days (including weekends), or in the case of an online course, failing to submit work during three (3) to seven (7) consecutive days (including weekends) in all courses, the University will attempt to contact the students to determine their intentions. Students who do not intend to return to any of the classes in which they are enrolled will be withdrawn from enrollment in the program immediately.

If the student informs the University that he or she plans to return to class(es), he or she must inform the University in writing, within two days from his or her 7 consecutive days of absence of the date he or she plans to return within 9 days from the last date of attendance. If the student does not return by the 9th day, the student is processed as a withdrawal with a date of determination (DOD) of day 7. Note: Just logging into Canvas will not count toward attendance requirement.

The University may unofficially withdraw a student after seven (7) consecutive calendar days of absence from all classes. The date of determination becomes the 7th day from the last date of attendance, and the University will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 7th day absent. Term breaks on the academic calendar do not count in the seven (7) consecutive days; however, legal holidays, Saturdays, and Sundays, count during an academic term.

Consecutive Days Missed for 10-Week Terms

After missing seven (7) to fourteen (14) consecutive days (including weekends), or in the case of an online course, failing to submit work during seven (7) to fourteen (14) consecutive days (including weekends) in all courses, the University will attempt to contact the student to determine their intentions. Students who do not intend to return to any of the classes in which they are enrolled will be withdrawn from enrollment in the program immediately.

If the student informs the University that he or she plans to return to class(es), he or she must inform the University in writing, within five days from his or her 14 consecutive days of absence of the date he or she plans to return within 21 days from the last date of attendance. If the student does not return by the 21st day, the student is processed as a withdrawal with a date of determination (DOD) of day 14. Note: Just logging into Canvas will not count toward attendance requirement.

The University may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the University will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holidays and term breaks on the academic calendar do not count in the fourteen (14) consecutive calendar days.

Participation in Courses and Sections 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 to their class sessions and to stay the entire length of class sessions. Students are expected to behave professionally, including adhering to the university dress code, while treating 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 is expected to 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, with a device that allows full participation in the 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 provides our students and faculty with the

opportunity to interact in real-time. Attendance in these live, synchronous sessions is essential for student success.

Required Attendance

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 will have an in-class assignment worth an accumulated 40% of the total grade in the course.

Attendance Exceptions

At American National University our goal is to provide various options for students to attend live lectures, but we understand that due to extenuating circumstances some students are unable to meet the live, synchronous class session requirements and miss a class. If a student misses a, synchronous class session, he or she may request an attendance exception. The exception still requires the student to be responsible for the delivered content and they are encouraged to watch the posted video of the class session(s) missed.

If a student is unable to attend any class session and has an approved attendance exception, an alternate assignment of equal or greater rigor and similar content will be offered to allow the student to make up the points associated with the in-class academic deliverable(s) for that week.

Please see below the requirements to be considered for an attendance exception:

1. Exceptions will be reviewed on a case-by-case basis and should be out of the students' control.
2. The student must provide documentation to support the reason for the attendance exception.
3. The student should request the exception within 7 days of the absence.
4. If approved, the student will be given the same amount of time to complete the missed in-class assignment as the students who were in attendance were afforded. It is the student's responsibility to arrange assignment completion and submission with the instructor.

The exception is not approved until the student receives the approval from Academic Advisor. Students who academically fail the course will still receive a failing grade.

**Due to programmatic accreditation standards or clock hour requirements, not every course is eligible for an attendance exception. Please contact your Dean or Program Chair for details.

Regular and Substantive Interaction

Students must maintain regular and substantive interaction in each course for which they are enrolled to satisfy attendance requirements. The following activities demonstrate regular and substantive interaction at American National University:

- 1- Attending regularly scheduled Zoom class sessions where the instructor leads instruction
- 2- Completing externship or clinical hours as scheduled by the site with preceptor guidance
- 3- Substantively posting and responding to discussion board threads
- 4- Submitting assignments through Canvas for instructor grading
- 5- Taking assessments, quizzes, and exams at the scheduled time
- 6- Completing simulation exercises when assigned by faculty
- 7- One on one academic interaction between faculty and students

LEAVE OF ABSENCE POLICY (AND INTERNATIONAL STUDENT TERM BREAK*)

American National University students are expected to maintain continuous enrollment from the start of the program until graduation. Students should consult with the Academic Advisor if a situation arises requiring them to interrupt their education to take a leave of absence.

Students can interrupt their education by taking a Term Leave of Absence (LOA). There are two types of LOAs that a student may request. They are Leave of Absence, International Student Term Break, both are referred to as LOA in this policy.

LOAs are subject to course availability in the term in which the student is scheduled to return. The LOA may be denied if the courses the student needs to maintain progression through their program at not available in the term in which they are scheduled to return from LOA.

TERM LEAVE OF ABSENCE

Students must have a documented reason for requesting an LOA*. The date of return is the official date the student is expected to continue their enrollment. Students must be in good academic standing at the time of the request. Students may request an LOA for the following reasons*:

- Medical**
- Military
- Death or illness of a family member
- Other mitigating circumstance, documentation is required

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.

- 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.
- Student Services Coordinators and Academic Department 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.
- Students may not return early from LOA.
- Students must post attendance in the first week of the 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 R2T4 calculations based on the last date of attendance before the approved leave was granted.
- If the student is a Title IV loan recipient, the university explains to the student, prior to granting the LOA, the effects that the students' failure to return from LOA may have on the

student's loan repayment terms, including the exhaustion of some or all the students' grace period.

To request an LOA, students must complete a request form and return to Academic Advisor with a 21-day advance notice of the date for the leave, if possible.

- Forms will be routed through respective departments for review.
- Students will sign document which is sent to them by their Academic Advisor. The form is routed to the Financial Services office to conduct a counseling session with the student. The student will receive a signed final copy of the leave request and expected return date.
- Students will be notified of their approval/denial within five business days of the beginning of the LOA term.
- Students must return to the school by their expected return date, or they will be considered withdrawn.

INTERNATIONAL TERM BREAK

*Students studying in the US on an F-1 visa may request an international student term break (annual vacation) as an LOA. The international term break is available to students who have successfully completed an academic year (three academic terms), and the length of this leave cannot exceed one full term.

Students are expected to schedule their annual vacations upon enrollment and again upon returning from their LOA. ANU will schedule the student according to the plan set at the beginning of enrollment and upon returning from each LOA. Any deviations from this initially requested schedule will be considered subject to course availability and may be denied if the courses the student needs to take to maintain progression through their program are not available.

Students must be in good academic standing to qualify and must be eligible to and intend to register for the next term. Students who plan to leave the U.S. during their break must contact their Designated School Official (DSO) to get their Form I-20 endorsed for travel.

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. A 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.

LATE ASSIGNMENT POLICY

American National University requires students to be in attendance in class and online regularly. Every course has set due dates established to move the student through the course at a consistent pace. Turning in work late is discouraged.

All in-class assignments must be completed during class, per the due date set by the instructor. If a student must submit an individual or out-of-class assignment late, the grade will be reduced by 10% if submitted within 7 days after the due date. No late assignments will be accepted after 7 days. All deadlines are 11:59 pm Eastern Time.

All assignments should be submitted via the Learning Management System. Emailed assignments will not be accepted.

In courses where discussion boards are utilized, the following applies:

- Students must respond to the initial post by Wednesday each week.

- Students must respond to one or more student responses by Saturday each week.

- No discussion board assignments will be accepted after the week has ended at 11:59 Saturday night.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records for review, unless, for reasons such as great distance, it is impossible for eligible students to otherwise review the records. Schools may charge a fee for copies.

Additionally, eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to the Student Services Office. American National University makes the following forms available in the Student Services Office for these purposes – "Student Request to Review, Change or Receive a Copy of Education Records," and "Student Request for Formal Hearing to Change Education Records."

Generally, schools must have written permission from an eligible student in order to release personally identifiable information from that student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31).

Accordingly, it is the policy of American National University to release information to these parties:

- American National University school officials with legitimate educational interest.
- other educational institutions that have requested the information and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
- specified officials for audit or evaluation purposes.
- appropriate parties in connection with financial aid to a student.
- organizations conducting certain studies for or on behalf of the school.
- accrediting organizations.
- to comply with a judicial order or lawfully issued subpoena.
- appropriate officials in cases of health and safety emergencies.
- state and local authorities, within a juvenile justice system, pursuant to specific State Law.
- to persons or agencies requesting "directory information" (see below).

American National University faculty, staff, and certain agencies to which American National University outsources institutional services (who) may require information from a student's education record in order to carry out their official duties. They are considered school officials with legitimate educational interest in those cases.

Students wishing to provide consent of release of their information to a party other than those listed above should complete form "Identity Authentication Process and Student Consent to Disclose Records," available from the Student Services office.

Schools may disclose "directory" information without consent. Directory information is defined by American National University as a student's name, address, telephone listing, electronic mail address, photograph, date of birth, place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities, degrees, honors, awards received, and the most recent institution attended.

However, schools must tell eligible students about directory information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their directory information. American National University makes such notification annually, allowing students 10 business days from the date of the annual notification to request that the University not disclose directory information. Additionally, students may make a request related to the release of their directory information at any time by submitting a written request to the Student Services office. The “Directory Information” form, available from the Student Services office, may be used for this purpose.

Eligible students who believe that the school has failed to comply with the requirements of FERPA may file a complaint with the Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

REFRESHER PRIVILEGES

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 field, subject to availability. While no tuition fees will be charged for this benefit, graduates will be responsible for any additional costs associated with books, equipment, or third-party testing fees.

CHANGING PROGRAMS

Students who wish to change their program of study must make a written request using the Program Change form which is provided by their current Academic Advisor. Such requests are reviewed and approved or denied by the Academic Advisor and Dean/Program Chair of the program in which the student wishes to transfer into. Students should be advised that any change to their program may delay their graduation date. Any additional financial obligation incurred is the responsibility of the student.

The University reserves the right to change or discontinue any program or instruction at any time it deems advisable. Every effort is made to ensure that student objectives are not disturbed if such a change occurs. Students whose program changes while they are attending may have the option to remain in the current version of the program if it is more advantageous for them to do so.

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 tuition and fee obligations under this Agreement unless otherwise expressly stated in writing, and shall be subject to applicable accreditation, regulatory, and licensing requirements.

CANCELLATION POLICY

A student’s notification of cancellation may be conveyed to the institution in any manner. A student has five calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution.

A student enrolled into an academic program requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid.

WITHDRAWAL

The University reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by university rules, regulations or policies may be dismissed and withdrawn from enrollment at the University. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with the University's Grievance Policy set forth on page 59 of this catalog.

Regardless of program, veterans or active military of the United States military may re-enroll into their original programs and program version without supplying new admissions information, providing their return is within five years of the completion of their service obligation and the program is still offered. Students in this situation will receive counseling on the effect the absence may have on student success. If the program is no longer offered, the University will attempt to place the student in an appropriate program of study. Students who wish to petition the University for a one-time program extension, may do so by petitioning the Admissions Reentry Committee which consists of the Academic Deans and Chief Academic Officer within 21 calendar days of notification of program withdrawal due to temporal expiration. The Committee has 14 calendar days in which to respond to student requests. If the student wishes to appeal the Committee's decision, the student may seek a second appeal through the office of the President.

REFUNDS AND ADJUSTMENTS

A student, including military students who must leave for military service, shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

1. has made application and has been accepted for admission by the University.
2. has accepted a schedule of classes for the academic term; and
3. has attended any regularly scheduled sessions.

If a student discontinues attendance in any course before the expiration of the period for which tuition has been paid or obligated and notifies the University of his or her intent to withdraw, the official date of withdrawal is the day the student discontinued the course. If the student registered for classes but did not attend class, the official date of withdrawal is the date of registration.

Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if a student does not officially withdraw. In all instances, the refund shall be based on and computed from the last day of attendance in the withdrawn course.

REFUND CALCULATIONS PROCEDURES

The enrollment period is based on the number of days in the term, beginning on the first day of classes and ending on the last day of the term, including all periods of examination. A student who discontinues his or her studies in any course prior to the end of a term for which he or she was obligated will receive a refund in accordance with the institution's refund policy.

REFUND POLICY

A student who discontinues his or her studies prior to the end of the term for which he or she is obligated will receive a refund in accordance with the following schedule:

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid for tuition or other instructional charges for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment.
2. If after classes have commenced and before expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
3. If after the expiration of 25% or more but less than 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
4. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.
5. Students withdrawing due to serious illness or injury accompanied by documentation may be entitled to a refund settlement.

Return of Title IV Funds

If a student discontinues his or her studies prior to completing 60% of the term for which he or she has received Title IV financial aid funds, federal regulations require that the University and/or the student return Title IV funds which have not been earned for that term. Generally, Title IV funds are earned at the same percentage as that percentage of the term which was completed as of the student's last date of attendance. Unearned funds must be returned within 45 days even if such a return results in a balance due to the University from the student for tuition, fees or other charges which had originally been paid by those Title IV funds. In some circumstances, a student may receive a post-withdrawal disbursement of Title IV funds for which the student was eligible on or before his or her last date of attendance.

Order of Return of Title IV Funds and Title IV Overpayments

In the event that federal regulations require the University to return unearned Title IV funds, such funds will be returned in the following order:

1. to unsubsidized Direct Stafford Loans
2. to subsidized Direct Stafford Loans
3. to Federal Perkins Loans
4. to Direct PLUS Loans
5. to Federal Pell Grants
6. to Federal SEOG Program
7. to other Title IV, HEA Programs

In the event that federal regulations require a student to return unearned Title IV funds, such funds are to be returned to the appropriate source in the order listed above, except that Title IV overpayments due to the federal loan programs are to be made in accordance with the terms of the promissory note. Students who are required to return unearned Title IV funds and who do not do so may lose eligibility for subsequent financial aid.

How Earned Financial Aid is Calculated:

The amount of federal financial aid a student earns is determined on a pro-rated basis. The Financial Aid Office uses the following Department of Education formula to determine the percentage of unearned aid that has to be returned to the federal government:

For Students in Credit Hour Programs:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 consecutive days long.)
- The payment period for most students is the entire term. This is true even if the institution cancels a class or withdraws a student due to lack of prerequisite or other reason.
- The percent unearned is equal to 100 percent minus the percent earned.
- If more than 60% of the payment or semester has been completed by the student, no Title IV aid is required to be returned.

Official Withdrawals: A student's withdrawal date is the last day of attendance, determined once the school receives notice from the student that they are withdrawing.

Unofficial Withdrawals: A student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawal is determined after 14 consecutive days of non-attendance.

Order of Refunds

If a credit balance exists on a student's account after funds have been returned due to the application of the Return of Title IV Funds Policy, or if a refund is payable due to the application of the Institution's Refund Policy, any such credit balance or refund will be paid as set forth below:

- a. Any amount attributable to institutional loan, grant, or scholarship programs will be refunded to such programs up to the amount received for the enrollment period from which the student withdrew.
- b. Any amount attributable to Title IV fund sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the student.
- c. Any amount attributable to state, private or corporate grants or scholarships will be paid to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
- d. Any amount attributable to federal job development, workforce investment, vocational rehabilitation, MyCAA, or similarly purposed sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
- e. Any amount attributable of private lending will be refunded to such programs will be paid to the student, up to the amount received for the enrollment period which the student withdrew, unless directed otherwise by the source of the funds.

- f. Any amount attributable to the student will be paid to the student up to the amount received for the enrollment period from which the student withdrew.
- g. Any amount attributable to sources other than those listed above will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.

Examples of the implementation of these refund policies are available upon request by writing to: University Refund Examples, 1813 East Main Street, Salem, VA 24153.

Refund Procedures

Students should make an application for refunds by contacting the Site Supervisor/Campus Director or the Student Services Office and completing a withdrawal form as soon as they become aware that they must withdraw. The student should note his or her date of withdrawal on the form. The submission of this form by the student will initiate the refund process. If a student does not officially withdraw, the University will initiate the withdrawal process when it is apparent by the student's absences that he or she has withdrawn. The refund policy as stated in the catalog will be implemented in the event of both official and unofficial withdrawals.

Students are obligated to pay their tuition, fees and other institutional charges on or before the first day of class.

If a student expects to receive federal, state, or other financial assistance but ultimately does not receive that assistance, the student is obligated to pay unpaid charges remaining for that period of enrollment.

Veterans Administration Refund Procedure

The refund policy for a student enrolled under the Veterans Administration in a diploma or an associate degree program is in accordance with the standard Refund Policy of the University.

PROGRAM TERMINATION

In the event that the institution decides to terminate a program offering, all students currently enrolled will be notified of the decision to teach out the program. As part of the decision to terminate a program, the institution will develop a teach-out plan for each currently enrolled student to complete the program, assist in the transfer of credit to another institution for program completion, or refund all monies paid as part of the student's enrollment in the program.

COST AND FINANCIAL PLANNING

A major concern of many students' considering college is the cost: "Can I afford to go to college? 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, American National University helps qualified students, and their families apply for various types of assistance.

There are several kinds of financial assistance available – grants and scholarships, which do not have to be repaid; student loans, which must be repaid; and work study, which is part-time employment. Many students find it helpful to meet with a financial services representative when planning how to arrange funding for their education. During these meetings, each student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute

to their education, based on a federal formula developed for this purpose. This amount is called their "Student Aid Index" (SAI). To determine the amount of funding for which a student may qualify, their SAI is compared to their cost of attendance, including tuition, fees, housing, meals, transportation, certain living expenses, books and supplies. Specific information as to the types of financial assistance available are discussed, as well as how to apply for each, and any relevant deadlines. In addition, students may refer to the section of this catalog titled "Types of Financial Assistance" for this information.

All students who will be making payments for tuition must make payment in full before the term begins unless they are enrolling into a program with limited enrollment. Students enrolling into the Associate of Nursing, Radiologic Technology and/or Medical Laboratory Technology programs will need to reserve their seat by ensuring all financial aspects of their enrollment are complete within 5 days of receiving a fully executed enrollment agreement, including any out-of-pocket tuition payments. Students using federal funds and loans must have all paperwork completed and payments scheduled before the term begins. Students utilizing employer, Veteran Education Benefits, or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the University for a delayed payment. Students who do not meet these deadlines may be cancelled during the drop/add period of the term. Students who request to be reinstated that were withdrawn due to lack of payment may be reinstated into their program of study. Students are subject to the late assignment policy and will be charged a reinstatement fee of \$300, payable immediately upon reinstatement.

TUITION, FEES AND CHARGES

The University has the right to implement a change in the tuition and fees and charges below that are applicable to the student and the selected programs of study.

UNDERGRADUATE TUITION – PIKEVILLE, KY

(For all new and continuing students) Per term (in-state and out-of-state domestic and international students) for the programs listed below:

Nursing (ADN)	Per Credit Hour:	\$412
Radiological Technology (RTA)	Per Credit Hour:	\$420
Medical Laboratory Technology (MLT)	Per Credit Hour:	\$260

UNDERGRADUATE TUITION – LOUISVILLE, KY

(For all new and continuing students) Per term (in-state and out-of-state domestic and international students) for the programs listed below:

Medical and Health Services Management	Per Credit Hour	\$325
Medical Assisting Associate	Per Credit Hour	\$321

GRADUATE TUITION – LOUISVILLE, KY

(For all new and continuing students) Per term (in-state and out-of-state domestic and international students) for the programs listed below:

Master of Business Administration	Per Credit Hour	\$430
Master of Cybersecurity	Per Credit Hour	\$411
Master of Science in Information Technology	Per Credit Hour	\$422
Master of Science in Software Development	Per Credit Hour	\$440
Master of Science in Computer Science & Engineering	Per Credit Hour	\$372

FEES – ALL STUDENTS

- Transcript Fee (no charge to Graduates for first copy) \$10
- Return Check Fee \$25
- Transaction Charge Back (10% per occurrence) +\$15
- Duplicate ID Fee \$10
- Diploma Reprint Fee \$50
- Textbooks – the cost of textbooks is included with tuition \$0
- Application Fee (Undergraduate/Graduate) \$0
- Experiential Learning Evaluation Fee (per course) \$50
- Challenge Exam Fee (Effective Dec. 15, 2025) (\$50)
- Re-Application Processing Fee (International Students) \$125

ADDITIONAL PROGRAMMATIC CHARGES

The university's all-inclusive pricing includes the necessary equipment for meeting course objectives, ensuring students can complete their coursework successfully. If a student misplaces, loses, or damages any provided equipment, they will be responsible for the cost of replacement at fair market value.

Certain items not covered by tuition are loaned to the students for the duration of their coursework and must be returned in their original packaging.

These items should be returned at the end of the course or upon withdrawal from the program. The university will cover the return shipping costs. However, if these loaned items are not returned or are returned damaged, the student will be responsible for the replacement cost at fair market value.

The deposit may or may not cover the full cost of such items and the students may be subjected to the current value of replacement cost. To ensure timely reimbursement to the student of the deposited funds, the student should return the loaned items back to the university no later than 15 days post-graduation or withdrawal.

Examples of loaned equipment

EKG machine

Adult manikin

Wound bottom torso manikin

Sure thermometer

Nebulizer

Suction Machine

Programs with Clinicals or Externships:

Students in programs with clinicals or externships must submit medical and immunization records, background checks, and drug screens to be able to perform the required externship or clinical tasks at our clinical or externship partner sites. The cost of obtaining these items is the responsibility of the student.

Additional immunizations, medical insurance, and screenings may be required by the externship and clinical sites and are the student's responsibility and not paid by the university.

In addition to all above-mentioned requirements, students in the Associate of Science in Nursing must have the following items. The following are required prior to beginning the clinical rotation and are the responsibility of the student and not paid by the University:

Nursing:

The following are required prior to beginning the clinical rotation and are the responsibility of the student and not paid by the University:

- Physical
- Bandage Scissors
- Stethoscope
- White Nursing Shoes
- B/P Cuff
- Watch with second hand
- Penlight
- American Heart Association CPR for healthcare provider

Approximate Cost: \$500 (prices may vary)

COST OF ATTENDANCE – AMERICAN NATIONAL UNIVERSITY

The cost of attending the University is not limited to charges that appear on students' university accounts. Additional indirect costs vary by individual, but the following components may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2025–2026 year.

Professional licensure, certification, or first professional credential is a component in the Cost of Attendance if this cost is associated with obtaining a license, certification, or first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification. Discuss with the Financial Services Office if this cost needs to be added to the cost of attendance in the last academic year before graduation.

COMPONENTS	STUDENTS LIVING WITH PARENT/GUARDIAN	STUDENTS NOT LIVING WITH PARENT/GUARDIAN
Tuition	Review Program Cost	Review Program Cost
Food & Housing	\$5,592	\$9,688
Transportation	\$2,656	\$2,656
Books, Course Materials, Supplies and Equipment*	\$891	\$891
Personal Expenses	\$2,416	\$4,224

**The Books, Course Materials, Supplies and Equipment component for students is factored at a decreased rate, because of inclusive tuition.*

CALIFORNIA RESIDENTS

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

FINANCIAL ASSISTANCE ELIGIBILITY

Students must establish and maintain satisfactory progress toward their educational objective in order to receive and retain eligibility for financial aid. This progress is measured according to the standards found in the Standards of Academic Progress section of this catalog.

The Standards of Academic Progress for financial assistance recipients are the same as those required of other students.

Students denied financial assistance as a result of a failure to meet the published standards may subsequently have their assistance eligibility re-established by following the procedures as outlined by the Standards of Academic Progress.

Students who have not met the Standards of Academic Progress eligibility requirements for financial assistance as a result of involuntary military service, serious medical emergencies, personal disaster, or other like circumstances may appeal their case. This appeal should be made in writing to the Office of Financial Services. The appeal will then be directed to the Academic Review Committee, which will act on the appeal.

VERIFICATION POLICY

To ensure that students receive the correct types and amounts of federal financial aid, the Department of Education has established a procedure to verify the accuracy of information reported on students' FAFSAs (Free Application for Federal Student Aid).

Verification documents are collected by American National University from students selected by the Department of Education and for additional students selected by the university. Such students must provide documentation supporting the answers to certain questions on the FAFSA to the Financial Services Office (FSO). This documentation will be used to determine if corrections to the information reported on the FAFSA are required. The documentation required will include some or all of the following information:

1. 2023 income information for anyone required to report income on the FAFSA:
 - Dependent Students - the student and the student's parent(s)
 - Independent Students - the student and the student's spouse, if any (not required if student was separated as of the date the FAFSA is signed)

Tax filers should provide income information by consenting to the direct transfer of their Federal Tax Information (FTI) through the IRS Direct Data Exchange when completing the FAFSA at studentaid.gov. In many cases, this satisfies federal requirements to verify income. However, certain situations may require additional documentation. Students should contact the Financial Services Office to determine whether the IRS Direct Data Exchange is available in their specific case.

Non-tax filers (those who were not required to file taxes) should provide W2s to confirm the amount of their 2023 work income.

2. A 2025-26 Verification Worksheet, available with the FSO.
3. Proof of the student's secondary school completion, such as a high school diploma or transcript, a GED certificate or a state certificate or transcript for students who passed a state authorization examination that the state recognizes as the equivalent of a high school diploma, or, for those who completed secondary school in a homeschool setting, a copy of any state-required credential or a transcript from the parent or guardian. For students who

completed secondary school outside the United States, a copy of the “secondary school leaving certificate” or similar document, obtained from the appropriate government agency, may be used.

4. Proof of the student’s state or federal photo identification and completion of a Statement of Educational Purpose. Students taking courses exclusively online must submit a notarized Statement of Educational Purpose.
5. Proof of the amounts of untaxed income received in 2023.
A student selected for verification will be notified of his/her verification status and required documentation by the FSO. Students should provide the requested documentation to the FSO prior to the beginning of the award year (or by the earliest term of the award year in which he or she expects to be in attendance) whenever possible. Failing to comply with this schedule may result in a delay in the receipt of federal funding, or in some cases a loss of federal funding for the award year. The institution’s deadline for 2025-26 verification is 120 days after the last day of the student’s enrollment. Note that this deadline applies to everyone selected for verification – including those who receive a filing extension from the IRS. Notwithstanding any IRS extension dates, taxpayers must file taxes and complete verification prior to the verification deadline in order to retain any federal financial aid received for the award year.

A student who is selected for verification, but fails to complete the process, will not receive federal financial aid. In addition, 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, as a result of the verification process, a student must make corrections to some of the information on the FAFSA, the FSO will notify them of this requirement. If a student’s financial aid award and Student Aid Index (SAI) change due to the verification process, the FSO will notify the student of the change(s) via a revised Financial Plan. Notification that a student has a revised Financial Plan takes place as soon as possible once it is determined that the award amount(s) have changed and is made using the method(s) most appropriate to the student’s situation, such as by email or SMS messaging. Changes to Financial Plans are typically discussed via video conferencing (Zoom meeting) with enrolled students.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL ASSISTANCE RECIPIENTS

Students who receive state or federal assistance have certain rights and responsibilities. A full understanding of these will place them in a better position to make decisions about their educational goals and how such goals may best be achieved. Students with questions about their rights and responsibilities should contact the Financial Services Office for additional information.

Students have a right to know:

- the total “cost of attendance” for American National University for an academic year, including tuition, fees and estimated costs of personal expenses, housing, meals, supplies, and transportation
- the due dates for mandatory fees and the payment procedures for those receiving financial assistance
- the deadline for submitting applications

- how their financial need is determined
- how much of their financial need has been met
- the types and terms of financial assistance offered by the University
- the method the University uses to determine satisfactory academic progress
- the University refund policy for students who withdraw from a course

Students are responsible:

- to submit honest and accurate information concerning enrollment and family financial circumstances
- to adhere to all agreements signed in the course of applying for and receiving financial assistance
- to report changes to their enrollment status during the award period
- to promptly report to the University the receipts of any scholarships, grants, or loans awarded by organizations or agencies other than the University
- to become familiar with the deadlines for application, the terms of financial assistance received and refund policies for students who withdraw from a course
- if transferring to American National University from another college, to request that the previous college(s) update the National Student Loan Data Service with updated enrollment and financial aid information
- to know student loan repayment terms and to abide by those terms as disclosed on the promissory note
- if awarded student employment, to perform the job in a satisfactory manner

INTERNATIONAL STUDENTS

GOVERNMENT-SPONSORED OR SUBSIDIZED PROGRAMS

Programs sponsored or subsidized by the United States government are generally not available to international students. International students should consult their country's consul or ambassador for educational benefits sponsored by their home country or obtain a private sponsor before departing for study in the United States.

STUDY ABROAD

Although the institution has no study-abroad programs, in compliance with federal regulations (34 CFR Part 668.39 the following statement is made: 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.

FINAL FINANCIAL AND ACADEMIC TRANSACTIONS

All financial and academic transactions and financial awards between this University and students are considered final 12 months after a 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 apply if a financial or academic charge or adjustment is governed by a federal, state, or other controlling jurisdiction.

TO APPLY FOR FINANCIAL ASSISTANCE

Any student interested in attending American National University may apply for financial assistance. The types of financial aid offered at American National University are listed starting on the next page. In addition, 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.

TYPES OF FINANCIAL ASSISTANCE

FEDERALLY FUNDED GRANTS

FEDERAL PELL GRANT

This program was established for undergraduate students with financial need who have not earned a bachelor's, graduate or professional degree. All undergraduate academic programs offered at ANU meet institutional eligibility requirements. Student eligibility is determined according to a formula established by the federal government. For the 2025-26 award year, the Federal Pell Grant annual award is up to \$7,395 for a full-time student. Eligible students who attend less than full-time or who attend less than the full award year are eligible to receive a reduced award. Beginning with the 2017-18 award year, eligible students may receive up to 150 percent of their Federal Pell Grant Scheduled Award. To be eligible for the additional Pell Grant funds, the student must be enrolled at least half-time in the payment period(s) for which the student receives the additional Pell Grant funds in excess of 100 percent of their scheduled award.

Students apply for this program by submitting the Free Application for Federal Student Aid (FAFSA). The completion of the FAFSA results in the calculation of a Student Aid Index (SAI), which is used along with other factors to determine the student's eligibility for this grant. These factors include the academic year structure of the University, the student's enrollment status, and cost of attendance. Pell eligible students may receive no more than the equivalent of 12 semesters (or six years) of full time Pell disbursements during their lifetime.

* An increased Pell amount is awarded to otherwise Pell-eligible children of soldiers whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death, and who has a Pell-eligible SAI greater than 0.

IRAQ AND AFGHANISTAN SERVICE GRANT

This program was established for non-Pell Grant eligible children of military personnel killed as a result of service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death, and who meets all other criteria for Pell Grant eligibility. Awards are made under the same terms and conditions as for Pell Grant and disbursements are calculated in the same manner as for Pell Grants.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This program was established for undergraduate students with exceptional financial need who have not earned a bachelor's, graduate, or professional degree. Priority is given to Federal Pell Grant eligible students with the lowest Student Aid Index (SAI) figures (based on the federal formula). Awards are made in the amount of \$150 for each term of the award year. All undergraduate academic programs at ANU meet the institutional eligibility requirements. Students apply for this program by submitting the Free Application for Federal Student Aid (FAFSA) by the deadlines published each year (see below). Availability of funds depends on the authorization given to the University by the federal government.

INSTITUTIONAL GRANTS AND SCHOLARSHIPS

BLUE RIBBON GRANT

The Blue Ribbon Grant is designed to recognize and assist veterans, active-duty military personnel, spouse, and dependents by providing additional grant funds upon the exhaustion or expiration of military education benefits to support the individual to enhance their educational benefits.

Eligibility

American National University provides a grant of 35% of the total amount that is paid toward the direct cost of education on behalf of an individual qualified by the Veterans Administration under Chapter 30, 31, 33, 35, 1606, Military Tuition Assistance or State National Guard. (MYCAA recipients are not eligible)

Application

See the Financial Services Office staff for an application.

Award

Eligible students may accumulate up to a maximum of \$18,000 to extend or complete their programs of study or assist a current spouse or qualified dependent at American National University. Once earned the accumulated grant amount may be utilized to pay tuition and fees at American National University in any academic program or degree level. The grant can be used in any program or degree level and the grant funds must be used within 10 years of the last day of the term the Blue Ribbon Grant was earned.

The military student earning the grant may elect to transfer the earned grant to a current spouse or qualified dependent under the age of 30. In the event of such transfer, the grant will be considered earned, transferable, and payable toward the transferee spouse or qualified dependent's account following the completion of any term in which the military student's benefits are paid toward the transferor's tuition and fees.

BUSINESS PARTNERSHIP GRANT

The Business Partnership Grant was designed to provide additional assistance to students receiving employer tuition assistance, who are attending the University in order to obtain new job skills or to upgrade existing job skills.

Eligibility: Eligible students are identified through association with a company that has entered into a tuition assistance agreement with the University. Continued eligibility is dependent on the continued receipt of employer tuition assistance. This award is not available to those who are enrolled as international students.

Application Process: Eligible students and their employers will complete the Business Partnership Grant application, available at the Financial Services Office, and will return the completed application to the Financial Services Office.

Award: Awards are made up to \$1 for every \$2 of employer tuition assistance received, limited to the amount of unpaid tuition costs.

ANU LEGACY MERIT SCHOLARSHIP (ALUMNI SCHOLARSHIP FOR DOMESTIC AND NON-I-20 STUDENTS)

American National University is committed to supporting lifelong learning and honoring the dedication of its graduates. The ANU Legacy Merit Scholarship is a one-time, non-renewable merit award of \$750, created to encourage former students who have completed a degree at ANU to return and pursue a second or higher degree at the university or its affiliates.

To be eligible for the merit scholarship, applicants must have earned a prior degree from American National University with the following minimum credit hours and GPA:

- 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

Additionally, students must enroll in a new program within one year of completing their previous ANU degree to remain eligible

The scholarship is awarded as a lifetime maximum of \$750, credited to the student's account during their first term of re-enrollment.

In cases where a student transfers to ANU or one of its affiliates following the completion of a degree, the lifetime maximum may be increased by an additional \$750. This scholarship may not be combined with any other institutional scholarship program and is available only to students who enroll before May 15, 2026.

This scholarship serves as a token of appreciation for our alumni's continued trust in ANU as their partner in education.

ANU LEGACY MERIT SCHOLARSHIP (ALUMNI SCHOLARSHIP FOR INTERNATIONAL STUDENTS)

American National University is proud to support its international alumni who continue to pursue academic and professional advancement. The ANU Legacy Merit Scholarship is a one-time, non-renewable merit award of \$750, designed to recognize and assist international students (on an active I-20 status) who have previously completed a degree at ANU and return to pursue a second or higher degree at the university or its affiliates.

To be eligible for the merit scholarship, applicants must have earned a prior degree from American National University with the following minimum credit hours and GPA:

- 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

The scholarship is awarded as a lifetime maximum of \$750, credited to the student's account during their first term of re-enrollment.

In cases where a student transfers to ANU or one of its affiliates after completing a degree, the lifetime maximum may be exceeded by an additional \$750. The scholarship cannot be combined with any other scholarship program and is only available to students who enroll before May 15, 2026.

This scholarship supports our legacy of education and global connection, continuing the tradition of excellence for our international alumni.

PRESIDENT'S GRANT

This grant has been established by American National University to provide administrators, at the direction of the President, with the ability to assist students in overcoming financial barriers to program completion, including but not limited to students who have experienced a reduction in eligibility for Title IV funds, students who are not eligible for Title IV funds, students whose schedules have created undue financial hardships, and students for whom a financial barrier exists due to a prior withdrawal or the completion of a degree. It is the intent of the University in establishing this grant that its parameters be construed as widely as necessary to effectuate the goal of reducing financial barriers to enrollment, re-enrollment, and program completion.

PRIVATE LOAN SUPPLEMENTAL GRANT

The American National University Private Loan Supplemental Grant assists students who utilize private loan funds to finance their tuition and fee costs at American National University.

Eligibility: American National University students who are financing such costs with private loan funds may qualify. The grant amount depends upon the number of courses financed by the private loan funds. Students who are taking Federal Direct Loans will not qualify for this grant.

Application Process: Students are reviewed for eligibility at the time the institution becomes aware of their private loan.

Award: The maximum grant amount is up to 40% of the amount of the private loan required to fund their education not to exceed tuition cost. The University has allocated \$600,000 to fund this grant program for the 2025-2026 award year. Continued eligibility is determined at the time of reapplication.

REFER A FRIEND GRANT

Sharing the ANU experience just got even more rewarding! Through our Refer a Friend Grant, current students have the exciting opportunity to help friends, family, or colleagues take the next step in their education—while giving them a head start with a \$750 grant.

When an applicant student that is referred by a current student, enrolls at **American National University**, they will receive a **\$750 grant** applied directly to their **first term**. It is a great way to support someone's future while helping build a strong and successful ANU community.

Grant Eligibility & Terms: To qualify for the **Refer a Friend Grant**, the following conditions must be met:

For the Referring Student:

- Must be enrolled at ANU during the term the referred student begins enrollment.

For the Referred Student:

- Must be a first-time applicant to American National University.
- Must list the referring student's name on their application or during the admissions process.
- Must meet all university admissions requirements.
- Must be enrolled for at least half-time enrollment (minimum of 8 credit hours) during their first term.
- Will receive a \$750 grant applied directly to their first-term tuition balance.
- Will receive the grant regardless of multiple referrals (only one grant awarded per eligible student).
- The Grant is a one-time award and is non-renewable.
- The Grant is awarded to the recipients may only be credited to their accounts and used to assist with the payment of their tuition and are not redeemable in cash.
- The Grant cannot be combined with any other institutional grants or scholarships.
- The Grant is only awarded if the referred student remains enrolled until the final week of their first term.

We are proud to grow the ANU community through the enthusiasm and outreach of our students. Help someone start their journey—refer a friend today!

WORKFORCE DEVELOPMENT GRANT

The Workforce Development Grant is awarded and funded by American National University. It is designed to assist eligible displaced or disadvantaged students in financing an education to help them enter or reenter the workforce or to transition into another career.

Eligibility: Eligibility is based on a student's status as dislocated or disadvantaged, as determined through their association with local, state, or federal job training programs such as WIOA or TAA; the amount of a student's remaining tuition and fees after the application of other aid; and the availability of grant funds. Students are required to utilize grant and scholarship funding available through local, state, and federal sources such as WIOA, TAA, Pell, SEOG, etc., institutional grants and institutional scholarships before they may be considered for the Workforce Development Grant. Students may receive this grant for subsequent years if eligibility criteria are met.

Award: If eligibility is established, awards are made annually, in an amount not to exceed \$7,500 or the amount of a student's remaining tuition and fee costs after the application of other financial aid, whichever is less. No more than \$1,500 will be awarded per term.

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 VA will match the same amount as the institution. Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment

directly to the institutions. Most times this is done during the summer term when VA funding has reached its maximum during the year.

Application

Military services students with military education assistance funding are evaluated for eligibility during financial services appointments.

Award

The grant will be awarded up to 50% of the Chapter 33 tuition payment.

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 \$750, credited to the students' account their first term of enrollment, and is non-renewable. The lifetime maximum award may be exceeded by an additional \$750 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, 2026.

STATE FUNDED GRANTS AND SCHOLARSHIPS

COLLEGE ACCESS PROGRAM (CAP)

This program is funded by the state of Kentucky for Kentucky residents who have not completed a first Baccalaureate degree, who are attending college in Kentucky, and are enrolled in at least a two-year degree program. Students apply by filing the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st, as funding availability may expire prior to the state aid deadlines published on the FAFSA. Students must be enrolled on at least a half-time basis and have a 2025-26 Student Aid Index (SAI) that does not exceed \$6,655. Eligibility for this program is based, in part, on financial need, and award amounts are determined by state legislative approval. The maximum award for the 2025-26 award year is \$5,300. Students may access <http://www.kheaa.com> for more information and to register for Zip Access in order to review their individual award information. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

GO HIGHER GRANT

This program is funded by the state of Kentucky, giving Kentucky residents aged 24 or older who are completing their first undergraduate degree or certificate and are attending on a less than half-time basis up to \$1,000 for one academic year. Students must have financial need in order to qualify. To apply, students must complete a Go Higher Grant application and the Free Application for Federal Student Aid (FAFSA). For priority consideration, both should be completed as soon as possible after October 1st. Students may access www.kheaa.com for more information and to access the Go Higher Grant application. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP

This merit scholarship is funded by the state of Kentucky for Kentucky residents who are Kentucky high school graduates, GED recipients or who completed high school in a home school setting, and are attending college in Kentucky, and who have not earned their first Baccalaureate degree. Recipients must be United States citizens, nationals, or permanent residents. Award amounts are determined by the student's academic performance in both high school and college. Certain minimum GPA requirements must be met in order to qualify. Supplemental awards may be made based on a student's ACT or SAT score and other factors. The University submits enrollment and academic performance information to the state for eligibility consideration. Eligibility is based, in part, on enrollment status and financial need. Students may access www.kheaa.com for more information and to register for Zip Access in order to review their individual award information.

FEDERAL STUDENT LOANS

FEDERAL STUDENT LOANS

Federal student loans are made available to students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the US Department of Education is the lender. All programs at American National University are approved to participate in the Federal Direct Loan Program. Within this program, there are two types of federal student loans – direct subsidized loans and direct unsubsidized loans. A student may qualify for one or both depending on the student's need and other factors. In general, the federal government pays interest on Direct Subsidized Loans while the student is attending school at least half-time, for the first six months after leaving school (referred to as a grace period) and during a period of deferment. However, this benefit does not apply to all borrowers. See the Financial Services Office or go to www.studentaid.gov to determine whether, and under what circumstances, the interest subsidy benefit applies to you. Students with Direct Unsubsidized Loans are charged interest from the time the loan is disbursed until it is paid in full. The maximum amount of federal student loans that can be borrowed depends if the student is an undergraduate, a graduate or professional student or parent. An undergraduate student can borrow each academic year in Direct Subsidized Loans and Direct Unsubsidized Loans in the range from \$5,500 to \$12,500, depending on the year in school and dependency status. A graduate or professional student can borrow up to \$20,500 each academic year in Direct Unsubsidized Loans. Graduate students are ineligible for Direct Subsidized Loans but may borrow through the Direct Unsubsidized Loan program.

If the student is a first-time borrower on or after July 1, 2013, some students' Direct Subsidized Loan eligibility is limited to a time period equal to 150% of the length of their program. This is called the "maximum eligibility period". The maximum eligibility period is based on the published length of the program of study. This means that the maximum eligibility period can change if the program of study changes. The published length of each program can be found within the academic section of the catalog.

Please go to <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized> for more information regarding annual and aggregate loan limits and other financial aid information. Interest

rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. After a student graduates, leaves school or enrollment status goes below half-time the grace period will begin. During this period, repayment information will be sent to the student by the loan servicer. Payments are usually due monthly and will be discussed with the student and the loan servicer when determining the repayment arrangements. The loan servicer will provide the options available to repay the federal student loan.

Students may complete and submit the application for federal student aid, complete entrance counseling and sign the master promissory note at <https://studentaid.gov>. Note that Federal Stafford Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible servicers, and eligible institutions of higher education.

In the event a student asserts a borrower defense to repayment of a student loan, the student acknowledges that if they receive a full or partial discharge of the balance of the loan for which the defense to repayment application was submitted and the University is held responsible for repayment of the discharged balance to the Department of Education the University may refuse to provide an official transcript that verifies completion of credit and credentials or verification of enrollment and graduation associated with the discharged loan unless and until the student reimburses the University for any amount it repaid to the Department of Education.

FEDERAL DIRECT PLUS LOANS

All academic programs offered at the institution meet the Federal institutional eligibility requirements. Graduate students and parents of undergraduate dependent students are eligible to apply through the Federal Direct PLUS Loan Program. Such loans are available for students attending the University on at least a half-time basis through the William D. Ford Federal Direct Loan program. The Department of Education is the lender of this loan program. These Direct Plus loans enable borrowers to borrow up to the cost of attendance minus other financial assistance received. The cost of attendance is determined by the University. Eligibility is determined, in part, upon the credit history of the borrower. A credit check is performed during the application process. Students and parents may complete and submit the application for federal student aid, complete entrance counseling and sign the master promissory note at <https://studentaid.gov>.

Students and parents can request a deferment of loan repayment while the student is enrolled at least half-time and for an additional six months after the student graduates, leaves school or drops below half-time enrollment. If a deferment is not requested, payments will begin after the loan is fully disbursed (paid out). Repayment is made in monthly installments until the loan is paid in full. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Additional information is available at www.studentaid.gov. Graduate students must complete entrance counseling prior to the receipt of a loan disbursement. Parent borrowers in certain, limited situations may have to complete entrance counseling as well. You may contact your local Financial Services Office for more information.

The Department of Education's website <https://studentaid.gov/understand-aid/types/loans/plus>, provides more information regarding annual and aggregate loan limits. Note that Direct PLUS Loan information is submitted to the National Student Loan Data System, and information about the loans

is accessible there to certain guaranty agencies, eligible services, and eligible institutions of higher education.

PROFESSIONAL JUDGEMENT: SPECIAL AND UNUSUAL CIRCUMSTANCES

On a case-by-case basis, American National University (ANU) has the discretion to assess extenuating circumstances that currently impact the student's cost of attendance, the data utilized for calculating their Student Aid Index (SAI), and/or their dependency status. The purpose of professional judgment is to ensure that students receive an appropriate amount of financial aid to meet their educational expenses based on their individual circumstances. It provides flexibility for financial aid administrators to consider factors beyond the standard formula, offering a more accurate representation of a student's financial need.

The following are a list of types of requests and some examples of extenuating circumstances:

- **Request for Special Circumstances for change to the Cost of Attendance** – This may include an increase of childcare costs, increase of commuting expenses required for the program of study, increase of rent and utilities, and/or increase of purchasing special books and supplies.
- **Request for Special Circumstances for change to the Student Aid Index (SAI)** – This may include loss or significant change in parents' and/or dependent student's income; loss or significant change in student's (or spouse's, if married) income; excessive medical and dental expenses for most current tax year (not covered by insurance) in excess of amount included in the Federal Methodology Formula (required method of calculating the SAI.)
- **Request for Unusual Circumstances** – This includes a dependency override, or a parent refusal status based on the student's situation and determination is made based on the documentation submitted. If the situation warrants confirmation, the University may require documentation from a third party, e.g. teacher, counselor, medical authority, member of the clergy, prison administrator, government agency or court to establish the unusual circumstances.

Forms are available at the Financial Services Office and will be forwarded to the student as soon as requested. Documentation to support the extenuating circumstances must be received no later than 60 days of enrollment to be considered. ANU will review requests and communicate results to students as soon as practicable.

PRIVATE/EDUCATION LOANS

Not all students are eligible to borrow through the federal loan programs, and some students with financial need may prefer to participate in private loan programs. Accordingly, American National University participates with a variety of private lenders who make educational loans to students. The terms, loan limits and eligibility criteria vary between lenders, and the Financial Services office can assist in reviewing a student's private loan options.

THIRD PARTY PROGRAMS

EMPLOYER TUITION ASSISTANCE PROGRAM

Some employers encourage the professional development of their employees by providing tuition reimbursement to their employees. Students can contact their employers to see if they currently have or will develop an Employer Tuition Assistance Program. The University will partner with employers to

increase the amount of tuition assistance offered through its Business Partnership Grant (see page 96). The University will be pleased to send information about these programs to any employer interested in learning more about our course offerings or degree requirements.

WORKSTUDY PROGRAMS

FEDERAL WORK STUDY PROGRAM

This program provides part-time employment for students with financial need. Jobs are available on and off site, providing student service and community service employment opportunities. Work schedules may not conflict with students' class schedules. Employment under this program is dependent on the availability of federal funds. Applications for this program are available in the campus Financial Services Office. Award amounts are determined based on the hourly rate and hours required for the FWS job, generally for the period of an academic year. Continued eligibility depends upon federal rules and guidelines in place for each year.

INSTITUTIONAL WORK STUDY PROGRAM

American National University offers an institutional work study program which provides additional opportunities for students to help finance their educations. Whenever possible, work study employment is designed to improve students' business skills and to provide experience for the business specialization in which they are enrolled. Students interested in this program should contact the campus Financial Services Office.

VETERANS AFFAIRS WORK STUDY PROGRAM

Qualified students enrolled at a rate of three-quarter time or greater in a college degree, vocational or professional program may "earn while they learn" under the Department of Veterans Affairs (VA) Work Study Allowance Program. This program is open to all individuals eligible for the following VA education programs, not just veterans, and permits eligible students to perform services related to the VA in return for a monetary allowance equal to the prevailing federal or state minimum wage, whichever is higher. The VA education programs are Post-9/11 GI Bill®, Montgomery GI Bill®-Active Duty, Reserve Educational Assistance program, Montgomery GI Bill®-Selected Reserve, Post-Vietnam Era Veterans' Educational Assistance Program, Dependents' Educational Assistance Program, Vocational Training and Rehabilitation for Veterans with service connected disabilities, and the Fry Scholarship. Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a state. Services a VA work study employee performs must be related to VA work, such as working at a VA facility, at educational institutions, or in certain veteran support capacities. For additional information and application procedures, please contact the school's veteran affairs office or the VA Regional Office at (800) 827-1000 or visit the VA website at www.va.gov.

OTHER FEDERAL ASSISTANCE PROGRAMS

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.

ACADEMIC CALENDARS

2025 TERM CALENDAR

Term 250	
Term Begins	February 2, 2025
Last Day to Drop/Add	February 10, 2025
Census	February 11, 2025
Last Day of Term	April 12, 2025
Inter-Term Break – NO CLASSES – April 13, 2025 – April 19, 2025	
Term 250M	
Term Begins	March 9, 2025
Last Day to Drop/Add	March 13, 2025
Census	March 18, 2025
Last Day of Term	April 12, 2025
Inter-Term Break – NO CLASSES – April 13, 2025 – April 19, 2025	
Term 252	
Term Begins	April 20, 2025
Last Day to Drop/Add	April 28, 2025
Census	April 29, 2025
<i>No Zoom Sessions (Memorial Day Observed)</i>	May 26, 2025
Last Day of Term	June 28, 2025
Inter-Term Break – NO CLASSES – June 29, 2025 – July 5, 2025	
Term 252M	
Term Begins	May 25, 2025
Last Day to Drop/Add	May 29, 2025
Census	June 3, 2025
<i>No Zoom Sessions (Memorial Day Observed)</i>	May 26, 2025
Last Day of Term	June 28, 2025
Inter-Term Break – NO CLASSES – June 29, 2025 – July 5, 2025	
Term 254	
Term Begins	July 6, 2025
Last Day to Drop/Add	July 14, 2025
Census	July 15, 2025
<i>No Zoom Sessions (Labor Day Observed)</i>	September 1, 2025
Last Day of Term	September 13, 2025
Inter-Term Break – NO CLASSES – September 14, 2025 – September 20, 2025	
Term 254M	
Term Begins	August 10, 2025
Last Day to Drop/Add	August 14, 2025
Census	August 19, 2025
<i>No Zoom Sessions (Labor Day Observed)</i>	September 1, 2025
Last Day of Term	September 13, 2025
Inter-Term Break – NO CLASSES – September 14, 2025 – September 20, 2025	

Term 256	
Term Begins	September 21, 2025
Last Day to Drop/Add	September 29, 2025
Census	September 30, 2025
<i>No Zoom Sessions (Thanksgiving Day Observed)</i>	November 27, 2025
Last Day of Term	November 29, 2025
Inter-Term Break – NO CLASSES – November 30, 2025 – December 6, 2025	
Term 256M	
Term Begins	October 26, 2025
Last Day to Drop/Add	October 30, 2025
Census	November 4, 2025
<i>No Zoom Sessions (Thanksgiving Day Observed)</i>	November 27, 2025
Last Day of Term	November 29, 2025
Inter-Term Break – NO CLASSES – November 30, 2025 – December 6, 2025	
Term 258	
Term Begins	December 7, 2025
Last Day to Drop/Add	December 15, 2025
Census	December 16, 2025
<i>No Zoom Sessions (Christmas Day Observed)</i>	December 25, 2025
<i>No Zoom Sessions (New Year's Day Observed)</i>	January 1, 2026
Last Day of Term	February 14, 2026
Inter-Term Break – NO CLASSES – February 15, 2026 – February 21, 2026	
Term 258M	
Term Begins	January 11, 2026
Last Day to Drop/Add	January 15, 2026
Census	January 20, 2026
Last Day of Term	February 14, 2026
Inter-Term Break – NO CLASSES – February 15, 2026 – February 21, 2026	

2026 TERM CALENDAR

Term 260	
Term Begins	February 22, 2026
Last Day to Drop/Add	March 2, 2026
Census	March 3, 2026
Last Day of Term	May 2, 2026
Inter-Term Break – NO CLASSES – May 3, 2026 – May 9, 2026	
Term 260M	
Term Begins	March 29, 2026
Last Day to Drop/Add	April 2, 2026
Census	April 3, 2026
Last Day of Term	May 2, 2026
Inter-Term Break – NO CLASSES – May 3, 2026 – May 9, 2026	
Term 262	
Term Begins	May 10, 2026
Last Day to Drop/Add	May 18, 2026

Census	May 19, 2026
<i>No Zoom Sessions (Memorial Day Observed)</i>	May 25, 2026
Last Day of Term	July 18, 2026
Inter-Term Break – NO CLASSES – July 19, 2026 – July 25, 2026	
Term 262M	
Term Begins	June 14, 2026
Last Day to Drop/Add	June 18, 2026
Census	June 19, 2026
<i>No Zoom Sessions (Memorial Day Observed)</i>	May 25, 2026
Last Day of Term	July 18, 2026
Inter-Term Break – NO CLASSES – July 19, 2026 – July 25, 2026	
Term 264	
Term Begins	July 26, 2026
Last Day to Drop/Add	August 3, 2026
Census	August 4, 2026
<i>No Zoom Sessions (Labor Day Observed)</i>	September 7, 2026
Last Day of Term	October 3, 2026
Inter-Term Break – NO CLASSES – October 4, 2026 – October 10, 2026	
Term 264M	
Term Begins	August 30, 2026
Last Day to Drop/Add	September 3, 2026
Census	September 4, 2026
<i>No Zoom Sessions (Labor Day Observed)</i>	September 7, 2026
Last Day of Term	October 3, 2026
Inter-Term Break – NO CLASSES – October 4, 2026 – October 10, 2026	
Term 266	
Term Begins	October 11, 2026
Last Day to Drop/Add	October 19, 2026
Census	October 20, 2026
<i>No Zoom Sessions (Thanksgiving Day Observed)</i>	November 26, 2026
Last Day of Term	December 19, 2026
Inter-Term Break – NO CLASSES – December 20, 2026 -December 26, 2026	
Term 266M	
Term Begins	November 15, 2026
Last Day to Drop/Add	November 16, 2026
Census	November 19, 2026
<i>No Zoom Sessions (Thanksgiving Day Observed)</i>	November 26, 2026
Last Day of Term	December 19, 2026
Inter-Term Break – NO CLASSES – December 20, 2026 – December 26, 2026	

DISTANCE EDUCATION COURSES

American National University of Kentucky offers distance education courses from both its individual campuses in Louisville, KY and Pikeville, KY as well as through consortium agreement with American National University-Salem, VA which is approved to offer distance education in the Commonwealth of Kentucky.

American National University offers flexibility with distance education courses. There are different types of distance education: Video conferencing (Global Learning) classes which require a student to be on a campus and receive instruction through a video instructor and students from other campuses, and Online courses through the Canvas Learning Management System.

American National University understands that students often lead a busy life. With this in mind, we offer blended programs that may include campus-based classes, video conferencing classes and online classes. Our programs offer a convenient and flexible medium for learning, and they are taught by caring faculty dedicated to your success.

Host Institution Course Option

Students have the option to complete a portion of their program of study through distance education courses offered at another institution (Host Institution) which has entered into a consortium agreement with the student's Home Institution. Such courses are supported through services provided by the host institution.

Students enrolled in the following programs may take a portion of their coursework at the Host Institution through a consortium agreement:

- Associate of Science in Medical Assisting
- Associate of Science in Nursing
- Associate of Science in Medical Laboratory Technology
- Associate of Science in Radiologic Technology
- Bachelor of Science in Medical and Health Services Management
- Master of Business Administration
- Master of Science in Cybersecurity
- Master of Science in Information Technology

TECHNOLOGY REQUIREMENTS

Following are the recommended general technical hardware/software specifications for students enrolled in all academic programs at American National University. Please note that:

- a) these specifications are sufficient for the entire duration of the program,
- b) need for specific applications/software would be determined by the actual course(s) registered and the availability of the applications, and
- c) although students with Mac computers can access any applications/software by leveraging remote access tools, Mac platform is not recommended and supported.

MINIMUM RECOMMENDED SPECIFICATIONS

1. Ownership of either laptop or desktop is mandatory. Mobile devices such as Tablets/Smart Phones cannot be used for running any applications. Mobile devices may be used for simple tasks such as accessing Canvas courses for checking messages, grades, due dates, and reading slides. For other tasks such as taking tests, uploading assignments, and participating in discussion forums, mobile devices are not recommended and must not be used.
2. These recommendations are universal across all academic programs and provide a basic format for all courses. As you move further into a degree program, these requirements may increase (only minimal) based on the expectations of the program and the availability of applications.

Platform: Intel-based systems	Minimum	Better	Best
CPU	4 core 3.0 GHz.	6 core 3.0 GHz.	8 core 3.0 GHz.
RAM	16GB	32GB	32GB
Storage	500GB SSD	1TB SSD	1TB SSD
Graphics	{Integrated} OR {2GB} OR {1GB DirectX 11}	{Integrated} OR {4GB} OR {2GB DirectX 11} OR {NVIDIA 4GB} OR {NVIDIA 4GB DirectX 11}	{4GB} OR {NVIDIA 4GB} OR {4GB DirectX 11} OR {NVIDIA 6GB DirectX 11}
Operating System	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition
Required Accessories	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)
Required Productivity Applications (for all programs)	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox,	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox,	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox,

	<p>etc. (recommend the use of multiple browsers)</p> <p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>	<p>etc. (recommend the use of multiple browsers)</p> <p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>	<p>etc. (recommend the use of multiple browsers)</p> <p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>
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STUDENT PORTAL

It is vital that students keep track of their academic performance. Students can do this by logging into the Student Portal, an online student portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. The Student Portal is also where students must complete their registration process within the published deadlines. Students should check their attendance for each course throughout the term, and students should also log into the Student Portal to review the course outline and syllabus for each of their classes. This will help students to keep track of important deadlines and assignments. Missed deadlines could result in termination of enrollment, so it is important for students to log into the Student Portal frequently!

Students can access their profile by visiting our main website, <https://an.edu/> and then clicking on the Student Portal in the top left corner of the page. This will take you to a login screen. Click on “log in with ANU Student SSO”. Use your email address (yourname@students.an.edu) and password. Authenticate your login with a text or phone call and then you will be redirected to your new portal.

Students’ usernames will be automatically created, but students will have the option to select their own password. If students forget their password and are unable to reset it using the “forgot password” option on the Student Portal homepage, they may email anuhelpdesk@an.edu for assistance. Students can also access the career services portal, ANU CareerConnect, by logging into the student portal. ANU CareerConnect provides career-related tools and resources essential for career success.

CANVAS LOGIN INFORMATION

Please access Canvas with the following website URL: <https://anu.instructure.com>. Your login name will be your student email address (the entire email address). Your password will be AnU followed by your student ID number (AnU2001002222).

Course instruction and exams are delivered within the Canvas learning management system. Students must use their Canvas login to access certain course work and submit assessment instruments including homework, tests, quizzes, and exams.

TECHNICAL SUPPORT

CANVAS

Information about Technical Support can be found in the Canvas Online Orientation, which is required to be completed by all students enrolled at American National University. Students may also contact their Student Services Representative if they have any questions regarding technical support.

- [Basic Computer Specifications for Canvas](#)
- [Canvas Student Guide \(Links to an external site\)](#).
- Go to your Canvas Global Navigation and click on “Need Help?” then click **Report a Problem** to submit a ticket or click **Chat with Canvas Support** to chat live with Canvas Support.

Call the Canvas Support Student Hotline at 1-833-715-2291

ANU PHONE APP

Please contact your advisor if there are any issues registering or using your email address. Your email address must match the one currently shown in our database. Registered users can contact studentservices@an.edu if there are any technical issues.

STUDENT EMAIL OR PORTAL ACCOUNT

Students will receive a Microsoft Office 365 subscription upon enrolling into the University. This subscription will remain active for the duration of the student’s enrollment.

Need help with student email or portal account?

Students should call 1-833-388-1100 and select option 2 or email helpdesk@an.edu

QUESTIONS ABOUT COURSE CONTENT

Contact your instructor using the contact information they have listed inside your Canvas course. If you do not receive a response after 24 hours, please email your site supervisor/campus director or program director and include the email you sent to the faculty or the information you left them if you call.

THIRD PARTY VENDORS

- Cengage MindTap: https://www.cengage.com/coursepages/anu_student
- 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>
- TestOut: <https://www.testout.com/support>
- Paradigm: <https://paradigmeducation.com/contact/technical-support>
- SIMTICS: <https://www.simtics.com/contact/>

OTHER ISSUES???

- Attendance
- Financial Aid
- Textbooks
- Registration
- Schedule
- Disabled Canvas account

For help with attendance issues, financial aid, disabled Canvas account and other Student Services issues:

- Online Students should call 833-388-1100 Select Option 2 or email StudentSupport@an.edu
- Ground students should reach out to their campus' Student Services representative for assistance.
- Please do not wait if you are having issues.... ask for help.

CAREER PROGRAMS

Select your degree or diploma program from among these career choices.*

Graduate Programs

Master of Business Administration	116
Master of Science in Cybersecurity	120
Master of Science in Information Technology	122
Master of Science in Software Development.....	124
Master of Science in Computer Science and Engineering.....	126

Undergraduate Programs

Medical and Health Services Management, Bachelor of Science Degree.....	129
Medical Assisting, Associate of Science Degree.....	131
Nursing, Associate of Science Degree (132 Credit Hour Program)	135
Nursing, Associate of Science Degree (119 Credit Hour Program)	137
Medical Laboratory Technology Associate of Science Degree.....	142
Radiologic Technology Associate of Science Degree.....	145

*Check campus program listings on pages 186-187 of this catalog for availability.

GRADUATE PROGRAMS

American National University's graduate programs build upon the solid foundation of our current undergraduate curricula and offer a career-focused opportunity for bachelor's degree holders to earn a master's degree, becoming better-equipped to handle upper-level business challenges and assume leadership roles in business, healthcare, industry, and society. Our programs are designed to improve graduates' opportunities in both the private and public job markets, with a primary focus on career development and enhancement.

Our master's degree programs provide students with a broad, cross-functional approach to numerous business, healthcare and IT fields. The courses for the programs were carefully chosen to help students develop analytical and decision-making skills, while providing the foundational knowledge necessary for managerial proficiency.

Our graduate programs include a Master of Science in Cybersecurity, Master of Science in Information Technology, Master of Science in Computer Science and Engineering, Master of Science in Software Development and a Master of Business Administration with specializations in General Business, International Business, Accounting Management, Organizational Management, Healthcare Management, Hospitality Management, Information Technology and Global Leadership all designed to seamlessly continue your education as you advance in your career.

MASTER OF BUSINESS ADMINISTRATION (MBA)

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 program 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:

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

MBA Specialization in International Business—The MBA, 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.

MBA Specialization in Accounting Management—The MBA, Accounting Management Specialization provides students with both the theoretical and practical accounting and management skills necessary to work in today's for-profit corporations, government entities and non-profit organizations. The program's curriculum also focuses on communication, collaboration and business analysis to heighten students' success in the accounting field.

MBA Specialization in Organizational Management—The MBA, 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.

MBA Specialization in Healthcare Management—The MBA, 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 the specialized knowledge related to healthcare in informatics, health policy, organizational systems, quality improvement, patient safety, and risk management, ethical, legal, and regulatory issues.

MBA Specialization in Hospitality Management – The MBA, Hospitality Management is designed for students to learn about the use and the development of natural and cultural resources in tourism projects, the methods employed to reinvent a destination, and the opportunities to engage a destination's local population. The program challenges students to discover new ways in which technology can support a destination, how to attract and retain markets, and how to procure funding for development projects. The international scope of the program provides a framework for students to understand the interrelationship between business and politics, and how lawmakers develop policies that govern the flow of people and businesses within and between countries. Faculty members are respected experts in areas such as cultural heritage, customer management, and

government policies that foster and sustain tourism and promote broader social and economic development objectives.

MBA Specialization in Information Technology - The MBA, Information Technology 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 market place.

MBA Specialization in Global Leadership - The MBA, Global Leadership Specialization is designed so students will receive in-depth study providing for a solid foundation in global diversity, global leadership, international human resources, and managing global virtual teams 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.

Student Learning Outcomes:

1. Assess their specialized field (General, Accounting, Hospitality, International Business, Organizational Management, Information Technology, Healthcare, or Global Leadership) within a global economy.
2. Generate innovative thinking to solve problems from the customer’s viewpoint, to build financial and operational models that will save business dollars, to understand technology's role in business and to promote healthy sustainable organizations.
3. Determine the functional business knowledge of marketing, operations, information technology, finance, accounting, statistics and quantitative analysis in a global market.
4. Participate in team projects and demonstrate leadership skills.
5. Formulate strategic skills to enable effective decision-making and problem solving.
6. Demonstrate effective oral, written, and presentation communication skills.
7. Evaluate the ethical, social and legal responsibilities of organizations in a global market.

56 credit hours required/168 quality points required. (70 Weeks)

Practitioner Learning Track

Successful entry into the Practicum Learning Track will require an attestation by the students and their supervisors, indicating the average number of hours worked each week and how long the work experience is expected to last.

Program Core (Required) 32 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
ACC513	Financial Management	40	4
MB518	Developing Human Resources**	40	4
MB523	Legal Environment of Business	40	4
MB528	Marketing Management	40	4
MB554	Business Research	40	4
MB570	Business Information Systems	40	4
MB621	Managerial Economics	40	4
MB630	Operations Management	40	4

Choose Track (Required) 4 credit hours required.

STANDARD TRACK

MB695	Business Leadership Policy and Strategy	40	4
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PRACTITIONER LEARNING TRACK

MB699	Practitioner Projects in Business Administration	40	4
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Choose Specialization from below:

General MBA Specialization (Select 5*) - 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
ACC522	Management Control	40	4
ACC610	Financial Reporting	40	4
ACC640	Business Tax Strategies	40	4
MB505	Business and Society	40	4
MB511	Management Communications	40	4
MB517	Dynamics of Organizational Behavior	40	4
MB524	21st Century Leadership	40	4
MB625	International Management	40	4

Organizational Management Specialization – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
MB517	Dynamics of Organizational Behavior	40	4
MB520	Organizational Sustainability	40	4
MB524	21st Century Leadership	40	4
MB588	Managing Quality	40	4
MB611	Project Management Life Cycle	40	4

International Business Management Specialization – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
ACC650	International Accounting/Multinational Enterprises	40	4
MB565	International Finance	40	4
MB582	Managing Global Diversity	40	4
MB584	Managing International Human Resources	40	4
MB625	International Management	40	4

Accounting Management Specialization – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
ACC522	Management Control	40	4
ACC610	Financial Reporting	40	4
ACC640	Business Tax Strategies	40	4
ACC650	International Accounting/Multinational Enterprises	40	4
ACC690	Accounting Management	40	4

Healthcare Management Specialization (Select 5*) – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
MS500	Healthcare Informatics	40	4
MS530	Health Policy, Regulations, and Politics for Healthcare	40	4

MS550	Ethics and Legal Principles for Healthcare	40	4
MS560	Healthcare Organizational Systems and Quality Improvement	40	4
MS615	Health and Patient Safety Risk Management	40	4
MS618	Human Resource Management for Healthcare**	40	4

Hospitality Management Specialization (Select 5*) – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
HS575	Meetings and Events Planning	40	4
HS610	Sales, Marketing and Branding for the Hospitality Industry	40	4
HS615	Managing Quality Service in the Hospitality Industry	40	4
HS550	Principles, Practices and Philosophies for the International Hospitality Industry	40	4
HS620	Legislation and the Hospitality Industry	40	4
HS605	Human Resources in the Hospitality Industry	40	4

Information Technology Specialization - 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
CY501	Information Assurance and Security Management	40	4
IT540	Marketing Innovation and Technology	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

Global Leadership Specialization – 20 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
MB524	21 st Century Leadership	40	4
MB582	Managing Global Diversity	40	4
MB583	Global Virtual Teams	40	4
MB584	Managing International Human Resources	40	4
MB625	International Management	40	4

Program Totals **560** **56**

MODE OF DELIVERY: Blended, Full Distance Education

All program admission criteria must be satisfied prior to admission to the program.

For all courses: See course description for applicable prerequisites.

* Based on availability

** If taking the Healthcare Management Specialization – course MS618 replaces MB518 in the program core

MASTER OF SCIENCE IN CYBERSECURITY (MSC)

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 the 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.

Student Learning Outcomes

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.

56 credit hours required/168 quality points required (70 Weeks)

Practitioner Learning Track

Successful entry into the Practicum Learning Track will require an attestation by the students and their supervisors, indicating the average number of hours worked each week and how long the work experience is expected to last.

Program Core (Required) 40 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
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

Choose Track (Required) 4 credit hours required.

STANDARD TRACK

MSC650	Certification and Accreditation	40	4
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PRACTITIONER TRACK

MSC699 Practitioner Projects in Cybersecurity	40	4
Electives (Select 3*) 12 total credit hours required.		
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
CHP555 Ethical Hacking and Penetration Testing (CEH/LPT)	40	4
CFE565 Forensic Evaluation and Analysis (CCFE)	40	4
CBC575 Business Continuity Planning (CBCP)	40	4
Program Totals	560	56

MODE OF DELIVERY: Blended, Full Distance Education

All program admission criteria must be satisfied prior to admission to the program.

* Based on availability

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MS-IT)

The Master of Science in Information Technology (MS-IT) 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, in order to prepare students for the real-world work environment and build their professional networks.

Possible career paths: Network Administrator, Network Architect, IT Manager, Chief Technology Officer, Network and Security Engineer, Web Developer, Integration Engineer, and Network and Systems Administrator.

Student Learning Outcomes:

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.

56 credit hours required/168 quality points required. (70 Weeks)

Practitioner Learning Track

Successful entry into the Practicum Learning Track will require an attestation by the students and their supervisors indicating the average number of hours worked each week and how long the work experience is expected to last.

Program Core (Required) 32 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
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

Choose Track (Required) 4 credit hours required.

STANDARD LEARNING TRACK

IT672	Advanced Web Development	40	4
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PRACTITIONER LEARNING TRACK

IT699	Practitioner Projects in Information Technology	40	4
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Electives (Select 5*) 20 total credit hours required.

CY501	Information Assurance and Security Management	40	4
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IT540	Marketing Innovation and Technology Products and Services	40	4
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IT590	Enterprise Architecture and IT Governance	40	4
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IT610	Global IT Products and Services Outsourcing	40	4
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IT620	Decision Models for Technology Management	40	4
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MB554	Business Research	40	4
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MB570	Business Information Systems	40	4
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MB611	Project Management Life Cycle	40	4
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Program Totals		560	56
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MODE OF DELIVERY: Blended, Full Distance Education

All program admission criteria must be satisfied prior to admission to the program.

* Based on availability

MASTER OF SCIENCE IN SOFTWARE DEVELOPMENT (MSD)

The American National University (ANU) Master of Science in Software Development (MSD) degree program has been developed in close coordination with industry leaders to ensure that it meets current workplace needs in software development. This program enhances software development skills with a focus on understanding and application of Web Development, Mobile Application Development, Database Management, Software Design, Operating Systems, and Programming Language principles. This program is a good fit for students seeking to advance their career and/or to advance their education to a doctoral level of study. Upon successful completion of this degree program, students will be able to:

Student Learning Outcomes:

1. Evaluate a business or technical problem and understand the requirements of developing a solution.
2. Work and communicate effectively in a software development team environment.
3. Effectively design software solutions that are secure and reliable.
4. Gather requirements from customers and create a variety of diagrams and models that programmers could use to write the software code.
5. Document aspects of software application as a reference for future maintenance upgrades.

49 credit hours required/147 quality points required. (60 Weeks)

Practitioner Learning Track

Successful entry into the Practicum Learning Track will require an attestation by the students and their supervisors indicating the average number of hours worked each week and how long the work experience is expected to last.

Program Core (Required) 33 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
RM525	Web-Based Research Methods	50	5
SD600	Database Design & Management	40	4
SD610	Operating Systems	40	4
SD620	Software Design	40	4
SD630	Software Engineering	40	4
SD640	Software Architecture	40	4
IA570	Design and Development of Security Architectures	40	4
PM510	Information Security Project Management	40	4

Choose Track (Required) 4 credit hours required.

STANDARD LEARNING TRACK

SD690	Capstone in Software Development	40	4
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PRACTITIONER LEARNING TRACK

SD699	Practitioner Projects in Software Development	40	4
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Electives (Select 3*) 12 total credit hours required.

SD650	Java Programming	40	4
SD660	NoSQL Programming	40	4

SD670	C-Programming	40	4
SD680	Python	40	4
Program Totals		490	49

MODE OF DELIVERY: Blended, Full Distance Education

All course prerequisites must be satisfied prior to admission to the program.

* Based on availability

MASTER OF SCIENCE IN COMPUTER SCIENCE AND ENGINEERING (MCSE)

The Master of Science in Computer Science Engineering (MCSE) degree program is designed for working professionals in the computer science arena with a concentration in Computer Science and Engineering development that already have an undergraduate degree and are seeking a graduate degree in the Computer Science and Engineering field. This program is offered in an online setting to accommodate the working schedules of the Information Technology professional. Computer Science and Engineering is a joint discipline between Computer Science and Electrical Engineering. Computer Science Engineers are electrical engineers who specialize in a variety of IT specializations such as software design, hardware design, and systems that integrate both.

Student Learning Outcomes:

1. Compare and contrast the various elements that comprise the field of Computer Science Engineering.
2. Create new and evolving concepts within Computer Science.
3. Assess the growing trend toward globalization and its effect on Information Technology.
4. Defend concepts of distributed systems.
5. Recommend appropriate principles to apply in a distributed system for a specific distributed infrastructure.
6. Argue the basic and advanced concepts associated with networking and telecommunications.

49 credit hours required/147 quality points required. (60 weeks)

Practitioner Learning Track

Successful entry into the Practitioner Learning Track will require an attestation by the students and their supervisors, indicating the average number of hours worked each week and how long the work experience is expected to last.

Program Core (Required) 45 credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
RM525	Web-Based Research Methods	50	5
SD600	Database Design & Management	40	4
SD610	Operating Systems	40	4
SD630	Software Engineering	40	4
IA570	Design and Development of Security Architectures	40	4
PM510	Information Security Project Management	40	4
CS650	Computer Networking and Telecommunications	40	4
CS660	Distributed Systems	40	4
CS670	Cloud Computing	40	4
CS680	Big Data Analytics	40	4
CS690	Capstone in Computer Science Engineering	40	4

Choose Track – (4 credit hours required)

STANDARD LEARNING TRACK

IA500	Security in the Digital Age	40	4
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PRACTITIONER LEARNING TRACK

CS699	Practitioner Projects in Computer Science Engineering	40	4
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Program Totals

490

49

MODE OF DELIVERY: Blended, Full Distance Education

All program admission criteria must be satisfied prior to admission to the program.

* Based on availability

UNDERGRADUATE PROGRAMS

American National University offers undergraduate programs at the Baccalaureate, Associate, and Certificate credential levels. The majority of the institution's undergraduate programs are in the health science field which focus on educating learners for productive careers in their chosen field.

The health science programs at American National University are a great fit for those who are both compassionate and career oriented. The academic programs offered train students for a variety of in-demand, entry-level health care careers, whether you are looking for direct patient contact or prefer an administrative setting.

Industry professionals help build the program curricula, which are taught by faculty with real-world experience. The programs offered provide the in-depth knowledge and skills needed to seek health care-related certifications and legal knowledge relative to the student's field of study. Most health science programs include externship or practicum placements in clinical settings, as well as lab experience with up-to-date equipment and technologies. Many graduates of our programs find employment in hospitals, private medical practices, clinics, and labs.

MEDICAL AND HEALTH SERVICES MANAGEMENT (MHSM) – BACHELOR’S DEGREE

The Medical and Health Services Management Bachelor of Science degree provides health care 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.

Student Learning Outcomes

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.

180 credit hours required/360 quality points required.

(80 Weeks)

Program Core (Required) 52 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
BUS420	Project Management	40	4
HSM301	Introduction to Healthcare Management and Human Resources	40	4
HSM302	Accounting & Billing Procedures for HSM	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

Transfer Credit 72 credits transferred from an accredited allied health or nursing program if the student has an associate degree. (Additional transfer credits may be awarded based on individual student associate degree)

General Education: 56 total credit hours required - 24 credits transferred from an accredited allied health or nursing program. The remaining 32 credits must be taken from those below with a minimum of three (3) 300-400 level courses.

Course Code	Course Title	Contact Hours	Credit Hours
Written and Oral Communication			
ENG102	English Composition	40	4
ENG126	Oral Communication	40	4
Mathematics, Statistics, and Logic			
LOG215	Thinking Critically	40	4
LOG357	Logic and Critical Thinking	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra	40	4
MAT220	Algebra and Basic Statistics	40	4
MAT419	Introduction to Statistics*	40	4
Arts and Humanities			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
REL330	World Religion	40	4
Social and Behavioral Sciences			
GOV340	American Government	40	4
HIS290	American History 1945–Present	40	4
HIS490	American Economic History	40	4
POL202	Political Science	40	4
PRO453	Parliamentary Procedures/Group Dynamics	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4
SOC463	Social Problems	40	4
Physical/Natural Science			
BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy & Physiology I	40	4
BIO202	Basic Anatomy & Physiology II	40	4
CHM105	General, Organic Biochemistry	50	4
ENV101	Environmental Science	40	4
PER330	Personal Health	40	4
PROGRAM TOTALS		1,800	180

MODE OF DELIVERY: Full Distance Education

For all courses: See course description for applicable prerequisites.

MEDICAL ASSISTING (MAA) – ASSOCIATE OF SCIENCE DEGREE

The Medical Assisting associate of science degree program 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 Associate (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 the CMAC (Clinical Medical Assistant Certification) exam, administered by AMCA (American Medical Certification Association).

Student Learning Outcomes

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.

In addition to the program outcomes listed above, students will take the following certification exams:

- CPR through the American Red Cross as part of MED202 Clinical Medical Assisting – Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician exams offered through National Healthcareer Association (NHA) as part of MED295 Medical Assisting Exam Success Class and Externship. *Students must successfully complete the CCMA certification exams to pass that class in which they are offered and to complete the program.*

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.

96 credit hours required/192 quality points required. (80 Weeks)

Program Core (Required) 52 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
BIO206	Diseases of the Human Body	40	4
MED110	Dosage and Calculation of Medications _s (**)	40	4
MED160	Health Care Law and Ethics _s	40	4
MED175	Pharmacology I for the Medical Assistant _s (**)	40	4
MED202	Clinical Medical Assisting _s (**)	60	4
MED208	Medical Office Procedures _s (**)	60	4
MED218	Communication for the Healthcare Professional _s (**)	60	4
MED225	Pharmacology II for the Medical Assistant _s (**)	40	4
MED273	Invasive Clinical Procedures _s (**)	60	4
MED275	Non-Invasive Clinical Procedures _s (**)	60	4
MED285	Medical Office Finance _s (**)	60	4
MED295	Medical Assisting Exam Success Class & Externship (**)	190	8

(Must also pass certification exam to pass MED295)

NHA eligibility requirements state that students must:

- complete a medical assistant training program within the last 5 years
- possess a high school diploma or GED

Electives (Required) Select 5 20 credit hours required – students may only take two COM classes

Course Code	Course Title	Contact Hours	Credit Hours
MED107*	Medical Terminology _s (**)	40	4
COM151*	The Microsoft® Office _s	55	4
COM234	Desktop Applications	55	4
COM235	Spreadsheet Applications	55	4
BUS125	Principles of Management	40	4
BUS225	Business Communications	40	4
MED200	Medical Office Management _s	40	4
MED247	Health Insurance Billing and Coding _s	40	4
EHR100	Electronic Health Records _s	40	4

*This program requires this course as a selection.

_s this course also offered in Spanish

(**) this course requires a minimum grade of "C" to pass

Lab Components: MED202, MED208, MED218, MED273, MED275, and MED285 include lab components which are delivered through simulation or lab kits sent to the student's home.

General Education: At least 1 from each discipline required; 24 total credit hours required.

*This program requires this General Education course or equivalent

Course Code	Course Title	Contact Hours	Credit Hours
Written and Oral Communication			
ENG102	English Composition* s	40	4
ENG126	Oral Communication s	40	4
Mathematics, Statistics, and Logic			
LOG215	Thinking Critically s	40	4
MAT101	Understanding Mathematics s	40	4
MAT214	Algebra s	40	4
MAT220	Algebra and Basic Statistics s	40	4
Arts and Humanities			
ETH205	Ethics s	40	4
GEN241	Cultural Appreciation s	40	4
Social and Behavioral Sciences			
POL202	Political Science s	40	4
PSY127	Psychology s	40	4
PSY200	Human Growth and Development s	40	4
SOC103	General Sociology s	40	4
Physical/Natural Science			
BIO201	Basic Anatomy and Physiology I* s	40	4
BIO202	Basic Anatomy and Physiology II* s	40	4
PROGRAM TOTALS:		1220	96

MODE OF DELIVERY: Full Distance Education

For all courses: See course description for applicable prerequisites.

NURSING (ADN) ASSOCIATE OF SCIENCE DEGREE (132 CREDIT HOUR PROGRAM)

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 in the state of Kentucky and across the nation.

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.

Student Learning Outcomes

1. Practice within the standards of professional practice, adhering to the ANA Standards of Clinical Nursing Practice, code of ethics, professional behavior, and licensing law.
2. Demonstrate effective communication which reflects caring, compassion, and cultural sensitivity across the life span.
3. Use the nursing process to perform a complete comprehensive assessment and make effective clinical decisions in collaboration with other health care providers to find solutions to individual care problems.
4. Demonstrate critical thinking skills in practice within a variety of health care settings to organize care, set priorities, and cope effectively with multiple demands.
5. Provide health education for the client and community to facilitate health promotion, informed decision making, positive outcomes, and client self-care activities.
6. Respond appropriately to supervision and guidance and be able to delegate aspects of nursing care to other health care workers commensurate with their educational preparation and experience.
7. Function as a client advocate, liaison, and coordinator of care within the health care arena.
8. Recognize the role of the associate degree nurse in nursing research and evidence-based practice to advance the practice of nursing.

132 credit hours required/266 quality points required.

(90 Weeks)

Program Core (Required)

100 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
BIO105	Microbiology with Lab	80	6
BIO261	Anatomy and Physiology I with Lab	80	6
BIO262	Anatomy and Physiology II with Lab	80	6
HSC100	Pharmacology for Nurses	40	4
NUR102	Fundamentals of Nursing	180	11
NUR103	Nutrition	40	4
HSC200	Pharmacology for Nurses II	40	4
NUR201	Medical/Surgical Nursing I	210	12
NUR202	Medical/Surgical Nursing II	210	12
NUR208	Maternal Newborn Nursing	120	7
NUR209	Pediatric Nursing	110	6
NUR210	Pathophysiology	120	6
NUR211	Mental Health Nursing	100	6

NUR226	Roles Transition/Leadership	100	6
NUR299B	Medical/Surgical Nursing IV: Integrated Practicum	120	4

Career Support (Required) 8 total credit hours required.

MED110	Dosage and Calculation of Medications	40	4
MED160	Health Care Law and Ethics	40	4

General Education (Select 6): 24 total credit hours required.

*This program requires this general education course or equivalent

Written and Oral Communication

ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4

Mathematics, Statistics, and Logic

LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra*	40	4
MAT220	Algebra and Basic Statistics	40	4

Arts and Humanities

ETH205	Ethics*	40	4
GEN241	Cultural Appreciation	40	4

Social and Behavioral Sciences

POL202	Political Science	40	4
PSY127	Psychology*	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4

Physical/Natural Science

BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy and Physiology I	40	4
BIO202	Basic Anatomy and Physiology II	40	4
CHM105	General, Organic Biochemistry	50	4
ENV101	Environmental Science	40	4

PROGRAM TOTALS **1,920** **132**

MODE OF DELIVERY: Blended

For all courses: See course description for applicable prerequisites.

SIMULATION

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.

NURSING (ASN) ASSOCIATE OF SCIENCE DEGREE (119 CREDIT HOUR PROGRAM)

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 in the state of Kentucky and across the nation.

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.

Student Learning Outcomes

Upon completion of the associate degree program, the graduates will have the necessary knowledge 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.

119 credit hours required/238 quality points required. (90 Weeks)

Program Core (Required) 69 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
NUR104	Critical Thinking in Nursing	40	4
NUR105	Introduction to Pharmacology	40	4
NUR108	Drug Dosage Calculation	40	4
NUR112	Fundamentals of Nursing with Pharmacology	170	9
NUR206	Medical Surgical Nursing I with Pharmacology	150	8
NUR207	Medical Surgical Nursing II with Pharmacology	150	8

NUR212	Mental Health Nursing with Pharmacology	90	5
NUR214	Maternal Child Nursing Care with Pharmacology	150	8
NUR215	Pediatric Nursing with Pharmacology	130	7
NUR217	Comprehensive Review and Preceptorship	160	8
NUR227	Nursing Leadership and Management	60	4

General Education: 50 total credit hours required.

*This program requires this general education course or equivalent

Written and Oral Communication

ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4

Mathematics, Statistics, and Logic

LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra*	40	4
MAT220	Algebra and Basic Statistics	40	4

Arts and Humanities

ETH205	Ethics	40	4
GEN241	Cultural Appreciation*	40	4

Social and Behavioral Sciences

POL202	Political Science	40	4
PSY127	Psychology*	40	4
PSY200	Human Growth and Development*	40	4
SOC103	General Sociology	40	4
SOC463	Social Problems*	40	4

Physical/Natural Science

BIO101	Introduction to Biology	40	4
BIO105	Microbiology with Lab*	60	6
BIO261	Anatomy & Physiology I with Lab*	60	6
BIO262	Anatomy & Physiology II with Lab*	60	6
CHM105	General, Organic and Biochemistry*	50	4
ENV101	Environmental Science	40	4
HNU103	Principles of Nutrition*	40	4

PROGRAM TOTALS **1740** **119**

MODE OF DELIVERY: Blended

For all courses: See course description for applicable prerequisites.

SIMULATION

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.

CLINICAL COURSES:

Clinical courses include clinical rotations in health care facilities as well as 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 no more than 50% of their clinical hours in supervised simulation sessions.

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 early in your program to update and submit all documents required by the clinical sites prior to practice as a nursing student.

The clinical coordinator is committed to identifying and 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, but are not limited to, BLS certification obtained from an American Heart Association training center, 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. These will be arranged at a time set by the facility. Your program administrator/dean works closely with the clinical coordinator in approving and monitoring attendance and outcomes as your clinical experience progresses. Each new ASN student is enrolled in a non-credit Clinical Prep course in Canvas to begin clinical site planning.

An expanding list of affiliate sites is provided in the prep course. Every effort will be made to accommodate students with a site within a reasonable commute; however, all should be prepared to travel for one or more clinical rotations. While travel expenses and accommodations are the responsibility of the student, the clinical coordinator can assist in planning for students to stay near their clinical rotation sites.

CLINICAL COURSES AND NURSING SKILLS ASSESSMENTS:

The clinical and laboratory components of a nursing course are taught by instructors who are 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 or skills lab instructor. Clinical evaluations are performed during 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 at skills evaluation will have a second chance, after remediation, to make 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 always maintain professional and ethical conduct. Any behavior that is disruptive to the academic environment is 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 facility badges (if required by site) 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.

A white lab jacket is required for preplanning. It must be worn with student ID badges for all agency visits or for preclinical site visits for obtaining patient assignments. When wearing lab jackets, students must wear business casual (skirts and dresses must be appropriate length). Jeans and tennis shoes cannot be worn to clinical sites for preplanning. Lab jackets can be purchased through the American National University approved vendor.

ATTENDANCE POLICY:

Attendance in didactic, skills lab, clinical rotation, and practicum classes are mandatory. The student must notify the instructor prior to an absence to be eligible for consideration of a make-up day. Make-up sessions for skills lab or clinical rotations are at the discretion of the instructor and program administrator. The student may request consideration from the program administrator 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 for the time missed at the date and time arranged by the faculty and program administrator. The 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 rotation until the student makes up the absence and successfully completes the required 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 with a failing grade.

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 program administrator/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 faculty and program administrator/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 considered 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.

SIMULATION:

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 like in-person interaction.

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 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 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.

PROGRESSION AND READMISSION:

Progression and readmission for students in the nursing program will follow the rules outlined in the Standards Satisfaction of Academic Progress (SAP) policy. Students will likely need to sit out at least one term or more in instances where their needed courses may not be offered.

MEDICAL LABORATORY TECHNOLOGY (MLT) – ASSOCIATE IN SCIENCE DEGREE

The Medical Laboratory Technology Associate in Science (AS) Degree is a comprehensive program designed to provide students with the knowledge, skills, and practical experience necessary to pursue a rewarding career in the field of medical laboratory technology. This program combines theoretical coursework with hands-on laboratory training to prepare students for entry-level positions in medical laboratories, hospitals, research institutions, and other healthcare settings.

Throughout the program, students will gain a deep understanding of the principles and practices of medical laboratory technology, with a focus on laboratory techniques, procedures, and instrumentation used in clinical diagnosis and research. The curriculum covers a wide range of subjects, including:

Medical Terminology: Students will learn the language and vocabulary used in healthcare settings, enabling effective communication within the medical laboratory team.

Anatomy and Physiology: This course provides an in-depth study of the structure and function of the human body, with a particular emphasis on organ systems relevant to medical laboratory technology.

Clinical Chemistry: Students will explore the chemical analysis of bodily fluids, including blood, urine, and other samples, and gain knowledge of various biochemical tests used in diagnosing and monitoring diseases.

Hematology: This course focuses on the study of blood cells, their morphology, functions, and abnormalities. Students will learn to perform blood cell counts, identify various blood disorders, and interpret test results.

Microbiology: Students will study microorganisms, including bacteria, viruses, fungi, and parasites. They will learn techniques for isolating, identifying, and culturing microorganisms, as well as testing for antibiotic susceptibility.

Immunology and Serology: This course covers the principles of immunology and the role of antibodies and antigens in disease diagnosis. Students will learn techniques for detecting and measuring antibodies, as well as conducting serological tests.

Clinical Microscopy: This course focuses on the examination of body fluids and tissues under the microscope. Students will learn to identify cellular components, microorganisms, and abnormal cells, aiding in the diagnosis of various diseases.

Laboratory Management and Quality Control: Students will gain an understanding of laboratory operations, including quality control measures, safety protocols, and regulatory compliance.

In addition to classroom lectures, students will have ample hands-on laboratory training, where they will develop essential skills in sample handling, specimen processing, equipment operation, data analysis, and result interpretation. They will also have the opportunity to work with real patient samples under the supervision of experienced instructors.

Upon completion of the program, graduates will be well-prepared to take the national certification examination for medical laboratory technicians.

With their Medical Lab Technology Associate in Science degree, they will be equipped to pursue entry-level positions in various healthcare settings, such as hospital laboratories, clinics, public health laboratories, research institutions, and pharmaceutical companies.

This program provides a solid foundation for further academic advancement, allowing graduates to pursue higher-level degrees or specialized certifications in areas such as medical technology, clinical laboratory science, or pathology.

Overall, this program offers a comprehensive and practical education that equips students with the knowledge, skills, and professional competence necessary to excel in the dynamic and vital field of medical laboratory technology.

96 credit hours required/ 192 quality points required. (80 Weeks)

Program Core (Required) 68 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
MLT110	Introduction to Laboratory Practices**	55	4
MLT115	Clinical Chemistry**	65	5
MLT120	Hematology and Hemostasis**	90	6
MLT205	Advanced Microbiology**	70	5
MLT210	Immunology and Serology**	65	5
MLT215	Advanced Clinical Chemistry**	65	5
MLT225	Immunoematology**	50	4
MLT297	MLT Externship I (<i>this course must be completed in Pikeville, KY unless the institution has a valid affiliation agreement with a medical facility at the student's chosen location.</i>)	240	8
MLT298	Career Development and Certification Preparation**	40	4
MLT299	MLT Externship II (<i>this course must be completed at a clinical site with which the institution has a valid affiliation agreement.</i>)	240	8
MED160	Healthcare Law and Ethics	40	4
MED273	Invasive Clinical Procedures**	60	4
BIO105	Microbiology with Lab	80	6

(**) *this course requires a minimum grade of "C" to pass*

General Education (Select 7) 28 total credit hours required.

At least 1 from each discipline required.

*this program requires this General Education course or equivalent

Written and Oral Communications

ENG102*	English Composition	40	4
ENG126	Oral Communications	40	4

Mathematics, Statistics, and Logic

LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra	40	4
MAT220	Algebra and Statistics	40	4

Arts and Humanities

ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4

Social and Behavioral Sciences

POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4

Physical/Natural Science

BIO201*	Basic Anatomy & Physiology I	40	4
BIO202*	Basic Anatomy & Physiology II	40	4
CHM105*	General, Organic Biochemistry	40	4

Program Totals **1450** **96**

MODE OF DELIVERY: Distance Education

RADIOLOGIC TECHNOLOGY (RTA) – ASSOCIATE OF SCIENCE DEGREE

The Associate of Science in Radiologic Technology program is designed to provide students with comprehensive knowledge and practical skills necessary to pursue a career in the field of radiologic technology. This program prepares individuals to become competent and professional radiologic technologists who can perform diagnostic imaging procedures with precision and compassion.

Throughout the program, students will gain a strong foundation in medical sciences, radiation physics, and imaging techniques. They will learn to operate sophisticated imaging equipment such as X-ray machines, computed tomography (CT) scanners, and magnetic resonance imaging (MRI) machines. Emphasis is placed on developing critical thinking skills, problem-solving abilities, and effective communication with patients, physicians, and other healthcare professionals.

The curriculum covers a wide range of subjects, including anatomy, physiology, patient care, radiation safety, image analysis, and radiographic positioning. Students will learn to assess patient needs, position them correctly, and apply appropriate radiation protection measures. They will also acquire knowledge of human anatomy and pathology to accurately interpret and evaluate diagnostic images.

Hands-on clinical experience is a vital component of the program, allowing students to apply their theoretical knowledge in real-world healthcare settings. Under the supervision of experienced radiologic technologists, students will engage in clinical rotations in hospitals, medical clinics, and imaging centers. These clinical experiences provide an opportunity for students to refine their technical skills, develop professional ethics, and gain exposure to various specialties within radiologic technology.

Upon successful completion of the program, graduates will be eligible to take the national certification examination offered by the American Registry of Radiologic Technologists (ARRT). Certification is a requirement for employment in most healthcare facilities and ensures that graduates meet the standard of competence and professionalism in the field.

Career prospects for graduates of the Associate of Science in Radiologic Technology program are promising. Graduates can pursue entry-level positions as radiologic technologists in hospitals, diagnostic imaging centers, outpatient clinics, and physicians' offices. They may specialize in areas such as radiography, computed tomography (CT), magnetic resonance imaging (MRI), or mammography. With further education and experience, individuals may advance to supervisory or administrative roles, pursue specialization in specialized modalities, or explore opportunities in education or research.

The Associate of Science in Radiologic Technology program provides a solid foundation for individuals seeking a rewarding career in healthcare. By blending theoretical knowledge with practical experience, the program equips students with the necessary skills and competencies to excel in the dynamic field of radiologic technology.

The University will cover the cost of the ARRT exam for first-time test takers within 30 days of graduation.

Student Learning Outcomes

The Radiologic Technology Associate of Science degree prepares students to become an entry-level professional in radiography. Students will:

1. Demonstrate clinical competencies by obtaining diagnostic radiographs and performing radiation safety practices.
2. Learn critical communication skills necessary in the radiography field by communicating with other health professionals and obtaining accurate patient histories.
3. Demonstrate critical thinking skills by determining the appropriate sequences for multiple exams and adjusting exposure variables for unacceptable radiographs.

94 credit hours required/188 quality points (60 Weeks)

Program Core (Required) 58 total credit hours required.

Course Code	Course Title	Contact Hours	Credit Hours
RTA101	Introduction to Medical Imaging and Radiologic Sciences and Healthcare	40	4
RTA103	Ethics and Law in Medical Imaging and Radiologic Sciences	40	4
RTA105	Safety and Protective Practices	40	4
RTA121	Pharmacology and Venipuncture for Radiologists	50	4
RTA123	Radiographic Procedures	50	4
RTA125	Radiographic Pathology	40	4
RTA201	Radiation Physics and Instrumentation	50	4
RTA203	Image Production and Analysis	70	6
RTA205	Radiation Biology and Health Physics	50	4
RTA221	Clinical Practice	50	4
RTA223	Imaging Concentrations	40	4
RTA298	Radiologic Technology Certification Exam Review	40	4
RTA299	Radiology Externship (RTA299 must be completed at a clinical site with which the institution has a valid affiliation agreement.)	120	4
COM151	The Microsoft Office	55	4

Electives (Select 3) 12 total credit hours required. (Students may only take a total of two COM classes)

Course Code	Course Title	Contact Hours	Credit Hours
BUS125	Principles of Management	40	4
BUS225	Business Communications	40	4
COM234	Desktop Applications	55	4
COM235	Spreadsheet Applications	55	4
EHR100	Electronic Health Records	40	4
MED107	Medical Terminology	40	4
MED200	Medical Office Management	40	4
MED247	Health Insurance Billing and Coding	40	4
BIO206	Diseases of the Human Body	40	4

General Education (Select 6): 24 total credit hours required.

At least 1 from each discipline required.

*This program requires this General Education course or equivalent

Course Code	Course Title	Contact Hours	Credit Hours
Written and Oral Communication			
ENG102	English Composition	40	4
ENG126	Oral Communication	40	4

Mathematics, Statistics, and Logic			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra	40	4
MAT220	Algebra and Basic Statistics	40	4
Arts and Humanities			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
Social and Behavioral Sciences			
POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4
Physical/Natural Science			
BIO201	Basic Anatomy and Physiology I*	40	4
BIO202	Basic Anatomy and Physiology II*	40	4
BIO101	Introduction to Biology	40	4
CHM105	General, Organic Biochemistry	40	4
ENV101	Environmental Science	40	4
PROGRAM TOTALS:		1095	94

Mode of Delivery: Blended

Lab Components: RTA121, RTA123, RTA201, RTA203, RTA221 include lab components which are delivered through simulation or lab kits sent to the student's home.

UNDERGRADUATE COURSE DESCRIPTIONS

PRE-ENTRANCE REQUIREMENT COURSES

ENG090 Basic English

0 Non-Degree Credits

Course offered blended and online

This course is designed to develop and enhance students' basic English skills.

MAT090 Basic Math

0 Non-Degree Credits

Course offered blended and online

This course is designed to develop and enhance students' basic math skills.

SCI090 Basic Science

0 Non-Degree Credits

Course offered blended and online

This course is designed to develop and enhance students' basic science skills.

ACCOUNTING COURSES

ACC101 Principles of Accounting I 4 Credit Hours

Course offered blended and online

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.

BUSINESS COURSES

BUS125 Principles of Management 4 Credit Hours

Course offered blended and online

This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.

BUS225 Business Communications 4 Credit Hours

Course offered blended and online

(Prereq.- ENG090) 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 a professional in today's digital, social, and mobile world.

BUS420 Project Management 4 Credit Hours

Course offered blended and online

(Prereq. – This course can only be taken during the last two terms of a student's program) 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.

COMPUTER COURSES

COM151 The Microsoft® Office 4 Credit Hours

Course offered blended and online

This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lecture and hands-on training.

COM234 Desktop Applications 4 Credit Hours

Course offered blended and online

(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Word and Microsoft® PowerPoint to prepare documents and presentations.

COM235 Spreadsheet Applications 4 Credit Hours

Course offered blended and online

(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.

GENERAL EDUCATION COURSES

BIO101 Introduction to Biology 4 Credit Hours

Course offered blended and online

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.

BIO105 Microbiology with Lab 6 Credit Hours

Course offered Blended.

(Prereq. – BIO262) The characteristics of microorganisms and their relation to health and disease are studied.

BIO201 Basic Anatomy and Physiology I 4 Credit Hours

Course offered blended and online

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.

BIO202 Basic Anatomy and Physiology II 4 Credit Hours

Course offered blended and online

(Prereq. – BIO201) 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 basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.

BIO261 Anatomy and Physiology I with Lab 6 Credit Hours

Course offered blended.

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.

BIO262 Anatomy and Physiology II with Lab 6 Credit Hours

Course offered blended.

(Prereq. – BIO261) 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.

CHM105 General, Organic and Biochemistry 4 Credit Hours

Course offered blended and online

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.

ENG102 English Composition 4 Credit Hours

Course offered blended and online

(Prereq. – ENG090 if applicable) Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.

ENG126 Oral Communication 4 Credit Hours

Course offered blended and online

Students taking this course will develop the ability to express themselves effectively in public and private settings.

ENV101 Environmental Science 4 Credit Hours

Course offered blended and online

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.

ETH205 Ethics 4 Credit Hours

Course offered blended and online

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.

GEN241 Cultural Appreciation 4 Credit Hours

Course offered blended and online

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 in light of cultural influence and understand how those values affect their work ethic and

working relationships. Course content will incorporate experiences similar to those that will occur in the vocations students have chosen to study.

GOV340 American Government 4 Credit Hours

Course offered blended and online

Students taking this course will study constitutional principles, institutions, functions, and processes as they relate to government in the United States.

HIS290 American History 1945–Present 4 Credit Hours

Course offered blended and online

This course documents the exciting political, social, and corporate events that forged the United States' industrial and technological power from 1945 to the present.

HIS490 American Economic History 4 Credit Hours

Course offered blended and online

Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.

HNU103 Principles of Nutrition 4 Credit Hours

Course offered through distance education

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.

LOG215 Thinking Critically 4 Credit Hours

Course offered blended and online

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.

LOG357 Logic and Critical Thinking 4 Credit Hours

Course offered blended and online

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.

MAT101 Understanding Mathematics 4 Credit Hours

Course offered blended and online

(Prereq. – MAT090 if applicable) 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.

MAT214 Algebra 4 Credit Hours

Course offered blended and online

(Prereq. – MAT090 if applicable) Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.

MAT220 Algebra and Basic Statistics 4 Credit Hours

Course offered blended and online

(Prereq. MAT090, if applicable) 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.

MAT419 Introduction to Statistics 4 Credit Hours

Course offered blended and online

(Prereq. – MAT214) 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.

PER330 Personal Health 4 Credit Hours

Course offered blended and online

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.

POL202 Political Science 4 Credit Hours

Course offered blended and online

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.

PRO453 Parliamentary Procedures/ Group Dynamics 4 Credit Hours

Course offered blended and online

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.

PSY127 Psychology 4 Credit Hours

Course offered blended and online

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.

PSY200 Human Growth and Development 4 Credit Hours

Course offered blended and online

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.

REL330 World Religion 4 Credit Hours

Course offered blended and online

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.

SOC103 General Sociology 4 Credit Hours

Course offered blended and online

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.

SOC463 Social Problems 4 Credit Hours

Course offered blended and online

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.

HEALTH INFORMATION MANAGEMENT COURSES

EHR100 Electronic Health Records 4 Credit Hours

Course offered online.

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.

HEALTH SERVICES MANAGEMENT COURSES

HSM301: Introduction to Healthcare Management and Human Resources 4 Credit Hours

Course offered online.

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 is vital to human resources professionals in the healthcare organization.

HSM302 Accounting & Billing Procedures for HSM 4 Credit Hours

Course offered online

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.

HSM315 Management in a Medical Practice Setting 4 Credit Hours

Course offered online

(Prereq. – HSM301) 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.

HSM323 Advanced Healthcare Law & Bioethics 4 Credit Hours

Course offered online.

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.

HSM324 Healthcare Economics 4 Credit Hours

Course offered online.

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.

HSM390 Quality Improvement in Healthcare 4 Credit Hours

Course offered online

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.

HSM400 Inter-Professional Healthcare Collaboration 4 Credit Hours

Course offered online

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.

HSM410 Revenue Management and Compliance 4 Credit Hours

Course offered online

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.

HSM425 Healthcare Data Analytics 4 Credit Hours

Course offered online

(Prereq. – MAT419) 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.

HSM430 Healthcare Policy 4 Credit Hours

Course offered online

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.

HSM440 Healthcare Evidence Based Practice and Research 4 Credit Hours

Course offered online

(Prereq. – MAT419) 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.

HSM490 Leadership in Healthcare 4 Credit Hours

Course offered online.

(Prereq. – HSM301; can only be taken during the last 2 terms of a student’s program) 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.

MEDICAL COURSES**BIO206 Diseases of the Human Body 4 Credit Hours**

Course offered online

This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and older adults.

MED107 Medical Terminology 4 Credit Hours

Course offered online

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 the primary skills to use terminology to accurately describe the body and associated 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.

MED110 Dosage and Calculation of Medications 4 Credit Hours

Course offered online

(Prereq. – MAT090 if applicable) 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 letter grade of "C" is required for successful completion of this course.

MED160 Health Care Law and Ethics 4 Credit Hours

Course offered online

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.

MED175 Pharmacology I for the Medical Assistant 4 Credit Hours

Course offered online

(Prereq. – MED110) 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.

MED200 Medical Office Management 4 Credit Hours

Course offered online

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.

MED202 Clinical Medical Assisting 4 Credit Hours

Course offered online

(Prereq. –BIO201, BIO202 or BIO261, BIO262) 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.

MED208 Medical Office Procedures 4 Credit Hours

Course offered online

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.

MED218 Communication for the Healthcare Professional 4 Credit Hours

Course offered online

Effective communication is a critical skill for the healthcare professional. 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.

MED225 Pharmacology II for the Medical Assistant 4 Credit Hours

Course offered online

(Prereq. – MED175) 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.

MED247 Health Insurance Billing and Coding 4 Credit Hours

Course offered online

(Prereq. - BIO201, BIO202) 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.

MED273 Invasive Clinical Procedures 4 Credit Hours

Course offered online

(Prereq. –BIO201 or BIO261) This course provides an introduction to 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. Instruction 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.

MED275 Non-Invasive Clinical Procedures 4 Credit Hours

Course offered online

(Prereq. – BIO202 or BIO262) 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.

MED285 Medical Office Finances 4 Credit Hours

Course offered online

(Prereq. – MED208, MAT090 if applicable) 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.

MED295 Medical Assisting Exam Success Class and Externship 8 Credit Hours

Course offered online

(Prereq. – Should be taken in the final term after students have completed all core program courses) 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. Must also pass the certification exam to pass the course.

MEDICAL LABORATORY TECHNOLOGY COURSES

MLT110 – Introduction to Medical Laboratory Practices - 4 Credit Hours

Course offered online

This course provides an overview of the concepts, procedures, and clinical applications necessary for working in a clinical laboratory and performing routine clinical lab tests involving urine and other body fluids. The course will cover basic laboratory techniques and key topics for urinalysis and body fluids such as safety, specimen collection, specimen preservation, testing, microscopy, and disease conditions. A minimum letter grade of “C” is required for successful completion of this course.

MLT115- Clinical Chemistry - 5 Credit Hours

Course offered online

(Prereq. – CHM105) Students in this course will gain an understanding of chemical reactions, both organic and inorganic. They will gain exposure to clinical methodologies and will be able to perform calculations of clinical results. A minimum letter grade of “C” is required for successful completion of this course.

MLT120 – Hematology and Hemostasis - 6 Credit Hours

Course offered online

Students in this course will learn to perform basic hematology and coagulation procedures. This course will also introduce the Levey Jennings charts and Westgard Rules. A minimum letter grade of “C” is required for successful completion of this course.

MLT205 – Advanced Microbiology - 5 Credit Hours

Course offered online

(Prerequisite: BIO105) A study of specimen processing and identification. This course will teach students how to properly select culture media, distinguish between normal and pathogenic growth, and identify bacteria and other samples they have isolated. A minimum letter grade of “C” is required for successful completion of this course.

MLT210 – Immunology and Serology - 5 Credit Hours

Course offered online

(Prerequisite: MLT110) This course delivers instruction on the principles and procedures in immunology and serology as they pertain to the clinical laboratory. It covers immune responses, autoimmunity, immune disorders, and immune response to disease. There will be a major emphasis on serum and serological testing. A minimum letter grade of “C” is required for successful completion of this course.

MLT215 – Advanced Clinical Chemistry - 5 Credit Hours

Course offered online

(Prerequisite: MLT115) This course expands on MLT115 – Chemistry and teaches students to perform requisition and specimen processing of various analytes using patient samples. Students will develop an understanding of chemical analysis and metabolic panels/profiles for use with diagnostic testing in a medical laboratory. A minimum letter grade of “C” is required for successful completion of this course.

MLT225 – Immunoematology – 4 Credit Hours

Course offered online

(Prerequisite: MLT110) This course provides an overview of the principles and practices related to human blood group systems, antibody screening and identification, compatibility testing, donor selection and processing, and component and processing. A minimum letter grade of “C” is required for successful completion of this course.

MLT297 – MLT Externship I – 8 Credit hours

Course offered Residentially

(Prerequisites: All core and competency classes. Should be taken in next to last quarter of enrollment.) Students in this course will perform competencies in a supervised, clinical setting. (*this course must be completed in Pikeville, KY unless the institution has a valid affiliation agreement with a medical facility at the student’s chosen location.*)

MLT298 - Career Development and Certification Preparation – 4 credit hours

Course offered online

(Prerequisites: All core classes, co-requisite, MLT299) Students in this course will learn the importance of certification, membership in a professional organization, and continuing education in the Medical

Laboratory Technology field. They will develop career readiness skills and prepare for a national certification exam. A minimum letter grade of “C” is required for successful completion of this course.

MLT299 - MLT Externship II – 8 Credit Hours

Course offered residually

(Prerequisites: All core and competency classes. Should be taken in the last quarter of enrollment; Coreq.- MLT298) - Students in this course will perform competencies in a supervised, clinical setting. *(this course must be completed in Pikeville, KY unless the institution has a valid affiliation agreement with a medical facility at the student’s chosen location.)*

NURSING COURSES

HSC100 Pharmacology for Nurses I 4 Credit Hours

Course offered through distance education.

(Prereq. – BIO261) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.

HSC200 Pharmacology for Nurses II 4 Credit Hours

Course offered through distance education

(Prereq. – HSC100) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.

NUR102 Fundamentals of Nursing 11 Credit Hours

Course offered blended.

(Prereq. – HSC200) 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.

NUR103 Nutrition 4 Credit Hours

Course offered through distance education

(Prereq: BIO262/LAB262) This course is designed to provide a detailed outline of nutrition and diet therapy. The course will use a wellness approach based on health promotion and primary prevention, the basics of nutrition, and nutritional needs across the lifespan. The course will also offer the most current guidelines and evidence-based information on key nutritional topics throughout the lifespan. The course will provide information concerning the role of inflammation in common diseases and medical nutrition therapy for a variety of systems disorders and conditions. Computerized case studies, assignments, and simulations will be utilized to build student competency toward successfully passing the nutritional content on the NCLEX-RN examination.

NUR104 Critical Thinking in Nursing 4 Credit Hours

Course offered through distance education

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.

NUR105 Introduction to Pharmacology 4 Credit Hours

Course offered through distance education

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.

NUR108 Drug Dosage Calculation 4 Credit Hours

Course offered distance education

(Prerequisites: MAT214) 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.

NUR112 Fundamentals of Nursing with Pharmacology 9 Credit Hours

Course offered through residential, blended, and distance education

(Prerequisites: NUR105, NUR108, Corequisite NUR104) 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.

NUR201 Medical/Surgical Nursing I 12 Credit Hours

Course offered blended.

(Prereq. – NUR102 and NUR103) The 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 and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion with integration of Gordon's 11 functional health patterns. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR202 Medical/Surgical Nursing II 12 Credit Hours

Course offered blended.

(Prereq. – NUR201) The course will provide an expansion on previous medical/surgical nursing concepts with a more in-depth focus on the application of the nursing process as it relates to health promotion and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion. Classroom theory and clinical practice integrate all eleven of Gordon's Functional Health Patterns. The nursing process and critical thinking skills are applied to increase the student's autonomy in the delivery of patient care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR206 Medical Surgical Nursing I with Pharmacology 8 Credit Hours

Course offered through residential, blended, and distance education

(Prerequisites: NUR104, NUR105, NUR108, NUR112) 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.

NUR207 Medical Surgical Nursing II with Pharmacology 8 Credit Hours

Course offered through residential, blended, and distance education

(Prerequisites: NUR104, NUR105, NUR108, NUR112, NUR206) 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.

NUR208 Maternal Newborn Nursing 7 Credit Hours

Course offered blended.

(Prereq. – NUR102, NUR103, NUR201, NUR202) Areas of study include the application of the nursing process, developmental theory, and therapeutic interventions to promote optimal health of newborns and women while incorporating the entire childbearing family. Specific emphasis is placed on health promotion and application of Gordon's functional framework to the care of the family. The focus is on the nursing care of persons who have actual/potential health problems related to health patterns of: Nutritional/Metabolic, Elimination, Sexuality/Reproduction, Coping/Stress, Activity and Exercise. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to Maternal /Newborn areas.

NUR209 Pediatric Nursing 6 Credit Hours

Course offered blended.

(Prereq. – NUR102, NUR103, NUR201, NUR202) Areas of study for this course include the application of the nursing process, developmental theory, and therapeutic interventions to promote optimal health of children, beginning at birth and their families. This course focuses on the theory and clinical application of concepts related to the nursing care of children and their families by emphasizing the holistic care of the child that include the developmental, physiological, psychosocial, cultural, and spiritual care of the child within the family unit. Health care concepts discussed in this course will include family dynamic development and functional abilities related to care of the child. Professional nursing concepts including clinical judgement, pharmacological concepts, communication, ethical-legal, evidenced-based practice, health promotion, informatics, patient education, professionalism, safety, and collaboration will also be presented.

NUR210 Pathophysiology 6 Credit Hours

Course offered blended.

(Prereq. – NUR102, NUR103, NUR201, NUR202, NUR208, NUR209) This course will cover complex mechanisms of human disease processes. This course will include application of the nursing process as it relates to the client in a variety of settings. This pathophysiology course will emphasize mechanisms of diseases, including cell injury, fluid and electrolyte imbalances, acid-base imbalances, and genetic defects that cause aberrations resulting inflammation and dysfunction of the immune, endocrine and cardiovascular systems. Classroom theory and clinical practice integrate all 11 of Gordon's Functional Health Patterns.

NUR211 Mental Health Nursing 6 Credit Hours

Course offered blended.

(Prereq. – NUR102, NUR103, NUR201, NUR202, NUR208, NUR209) This course will cover mental health and care of the adult client experiencing difficulties meeting selected 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 nursing process

and critical thinking skills will be applied in the delivery of care. Pharmacological concepts will be discussed as they relate to psychiatric conditions.

NUR212 Mental Health Nursing with Pharmacology 5 Credit Hours

Course offered Blended

(Prerequisites: NUR100, NUR101, NUR104, NUR112, NUR206) 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.

NUR214 Maternal Child Nursing Care with Pharmacology 8 Credit Hours

Course offered through residential, blended, and distance education

(Prerequisites: NUR104, NUR105, NUR108, NUR206, NUR207) 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.

NUR215 Pediatric Nursing with Pharmacology 7 Credit Hours

Course offered blended

(Prerequisites: NUR104, NUR105, NUR108, NUR206, NUR207) 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 the

opportunities to learn their nursing skills, clinical experiences in various pediatric settings, and virtual simulations that mimic clinical settings.

NUR217 Comprehensive Review 8 Credit Hours

Course offered Blended

(Prerequisites: All general education courses and nursing core courses) 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.

NUR226 Roles Transition/Leadership 6 Credit Hours

Course offered blended.

(Prereq. – To be taken within the last two terms of the program. Co-Requisite: NUR299B)

This course is designed to assist the nursing student in transitioning from the role of student nurse to 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.

NUR227 Nursing Leadership and Management 4 Credit Hours

Course offered blended

(Prerequisites: To be taken within last two terms of the program; Co-Requisite: NUR217)

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.

NUR299B Medical/Surgical Nursing IV: Integrated Practicum 4 Credit Hours

Course offered blended.

(Prereq. – NUR210, NUR211, Co-Req. – NUR226) Integrates previous knowledge and utilizes basic human needs, developmental theory, the nursing process, therapeutic nursing interventions, and critical thinking skills to provide the delivery of care for clients in selected populations. This course includes a 120-hour practicum. With increasing autonomy, students assume the role of the associate degree nurse by providing direct bedside care under the supervision of an assigned preceptor.

RADIOLOGIC TECHNOLOGY COURSES

RTA101: Introduction to Medical Imaging and Radiologic Sciences and Healthcare – 4 credit hours

Course offered online

This course will introduce students to the imaging sciences and provide a comprehensive overview of the profession while also focusing on professionalism.

RTA 103: Ethics and Law in Medical Imaging and Radiologic Sciences – 4 credit hours

Course offered online

This course is an overview of ethics, ethical issues and dilemmas, and medical law within medical imaging radiologic sciences. Ethical professional conduct and adherence to the Code of Ethics set forth by the American Society of Radiologic Technologists is expected of every member. By the end of the course, students will be able to describe the basis of ethics and characteristics of ethical behavior, list ethical dilemmas and ethically complex areas of health care and medical imaging, discuss the basis of law and major legal concerns in health care and explain the types of consent, as well as the conditions and documentation of consent. A minimum letter grade of “C” is required for successful completion of this course and a score of 70% on all skills-based competencies, if required.

RTA105: Safety and Protective Practices – 4 credit hours

Course offered online

This course prepares students to apply current safety techniques to promote personal and patient safety. Students will also learn how to recognize traumatic injuries and respond to other medical emergencies and monitor patient health.

RTA121: Pharmacology and Venipuncture for Radiologists – 4 credit hours

Course offered blended

This course introduces students to pharmacological nomenclature, drug classifications, pharmacokinetics, and drugs used in imaging. It also reviews diagnostic contrast agents, along with drug administration procedures, emergency responses to drug reactions, and legal and ethical aspects of medication administration.

RTA123: Radiographic Procedures – 4 credit hours

Course offered blended

The Radiographic Procedures course provides students with comprehensive knowledge and practical skills necessary to perform a variety of radiographic procedures with accuracy, efficiency, and patient centered care. This course focuses on understanding the principles, techniques, and positioning required for obtaining high-quality diagnostic images in various anatomical regions. Students will develop the foundational skills essential for success as radiologic technologists in clinical settings.

RTA125: Radiographic Pathology – 4 credit hours

Course offered online

This course is designed to provide students with a comprehensive understanding of the pathological conditions and diseases that can be visualized through radiographic imaging. This course focuses on the correlation between radiographic findings and various pathological processes occurring within the human body. Students will develop the knowledge and skills necessary to recognize and interpret radiographic images, identify pathological conditions, and understand the implications for patient care and treatment planning.

RTA201: Radiation Physics and Instrumentation – 4 credit hours

Course offered blended

(Prerequisite: RTA101) This course will help students develop the radiography skills needed to produce high-quality images. The course will cover imaging principles, describe exposure techniques, and how to acquire, process, and display digital images.

RTA203: Image Production and Analysis – 6 credit hours

Course offered blended

(Prerequisite: RTA101) This course is designed to help students master the critical thinking needed to produce quality radiographs. Students will learn the steps of how to carefully evaluate an image, how to identify the improper positioning or technique that caused a poor image, and how to correct the problem.

RTA 205: Radiation Biology and Health Physics – 4 credit hours

Course offered blended

(Prerequisite: RTA125) This course is an overview of radiation biology and health physics within medical imaging radiologic sciences. As medical imaging professionals, protection of self and patients is a priority when using ionizing radiation. By the end of the course, students will be able to recognize the various health effects of radiation exposure and explain the variations in cell radiosensitivity and response. Students will be able to describe basic cellular biology and the molecular effects of ionizing radiation. Students will be able to list the units and measures used to evaluate radiation exposure and discuss the agencies and regulations involved in radiation safety. Students will be able to outline the elements of a personnel monitoring program, identify radiation protection tools and methods, and apply personnel and patient radiation protection techniques when using ionizing radiation. A minimum letter grade of “C” is required for successful completion of this course and a score of 70% on all skills-based competencies, if required.

RTA221: Clinical Practice – 4 credit hours

Course offered blended

(Prerequisite: RTA121) This course will help students to develop a better understanding of diagnostic imaging of soft tissue and the human skeleton.

RTA223: Imaging Concentrations – 4 credit hours

Course offered online

(Prerequisite: RTA201) This course will help students compare and contrast various concentrations in radiology. Students will be introduced to equipment and technology used outside of standard imaging.

RTA298: Radiologic Technology Certification Exam Review – 4 credit hours

Course offered online

(Prerequisite: All core classes, co-requisite, RTA299) The Radiological Technology Certification Exam Review course is designed to equip students pursuing a career in radiologic technology with the essential knowledge, skills, and resources needed to excel in their professional journey. This course focuses on providing comprehensive guidance and preparation for national certification examinations, as well as fostering career development and success in the field of radiologic technology.

RTA299: Radiologic Technology Externship – 4 credit hours

Course offered residentially

(Prerequisite: All core and competency classes; should be taken in the last quarter of enrollment.

Corequisite RTA298) Students in this course will perform competencies in a supervised, clinical setting.

GRADUATE COURSE DESCRIPTIONS

ACCOUNTING COURSES

ACC513 Financial Management 4 Credit Hours

Course offered blended and online

This course introduces students to the fundamentals of valuation, financial forecasting, risk and return analysis, cost of capital, debt policy, and project evaluation.

ACC522 Management Control 4 Credit Hours

Course offered blended and online

Students taking this course will obtain an in-depth understanding of the analysis and design of control systems to facilitate short-term decisions in order to aid in focus on long-term strategic issues. Integrates the development, implementation, and evaluation of control systems in various business environments.

ACC610 Financial Reporting 4 Credit Hours

Course offered blended and online

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.

ACC640 Business Tax Strategies 4 Credit Hours

Course offered blended and online

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.

ACC650 International Accounting and Multinational Enterprises 4 Credit Hours

Course offered blended and online

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. Particular 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 make more informed decisions in an increasingly complex and dynamic international business environment.

ACC690 Accounting Management 4 Credit Hours

Course offered blended and online

Students in this culminating course integrate knowledge and skills learned throughout the MBA program. Students apply what they have learned to challenges faced by accountants balancing the

needs of customers, shareholders, employees and other stakeholders within ethical and legal considerations.

This course guides the student in dealing with internal control, financial statement analysis, U.S. taxes, business law (as it relates to accounting), financial accounting and business consulting. The course will require students to confront and resolve techniques acquired in previous courses. It prepares students to develop a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. It will also help the student understand financial statement analysis.

BUSINESS COURSES

MB505 Business and Society 4 Credit Hours

Course offered blended and online

This course focuses on the 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.

MB511 Management Communications 4 Credit Hours

Course offered blended and online

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.

MB517 Dynamics of Organizational Behavior 4 Credit Hours

Course offered blended and online

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.

MB518 Developing Human Resources 4 Credit Hours

Course offered blended and online

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.

MB520 Organizational Sustainability 4 Credit Hours

Course offered blended and online

Students will explore how organizations seek to implement strategies and commitment to provide 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.

MB523 Legal Environment of Business 4 Credit Hours

Course offered blended and online

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.

MB524 21st Century Leadership 4 Credit Hours

Course offered blended and online

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.

MB528 Marketing Management 4 Credit Hours

Course offered blended and online

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.

MB554 Business Research 4 Credit Hours

Course offered blended and online

This research course provides students with an introduction to research for business. Topics covered will include: theory, analysis and application of research techniques; processes and methods for collecting information; developing and utilizing research information for interpretation, judgment, decision-making, and development of business strategies. This course will focus on applied business research in directed and independent numerical assessment, will integrate research and analysis with available statistical software, and will provide techniques for communicating results in meaningful and effective ways.

MB565 International Finance 4 Credit Hours

Course offered blended and online

This course deals with monetary interactions between two or more countries, concerning itself with topics such as financial flows, currency exchange rates, international monetary systems, foreign direct investment, balance of payment considerations and issues of international financial management including political risk.

MB570 Business Information Systems 4 Credit Hours

Course offered blended and online

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.

MB582 Managing Global Diversity 4 Credit Hours

Course offered blended and online

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.

MB583 Global Virtual Teams 4 Credit Hours

Course offered blended and online

(Prereq: MB630 Operations Management) Students in this course will study best practices for managing global virtual teams. Concepts covered will include asynchronous communication in teams, collaboration among team members, time zone differences, cultural differences, coaching for performance, and business applications for global virtual teams.

MB584 Managing International Human Resources 4 Credit Hours

Course offered blended and online

This course is concerned with identifying and understanding how the Multinational organizations manage their geographically dispersed worked force in order 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. Particular emphasis is placed on staffing, compensation, training, performance management, labor relations, communication and regulatory compliance within the global business environment.

MB588 Managing Quality 4 Credit Hours

Course offered blended and online

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.

MB611 Project Management Life Cycle 4 Credit Hours

Course offered blended and online

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.

MB621 Managerial Economics 4 Credit Hours

Course offered blended and online

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.

MB625 International Management 4 Credit Hours

Course offered blended and online

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.

MB630 Operations Management 4 Credit Hours

Course offered blended and online

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 of the other functional areas within an organization.

MB690 Organizational Management 4 Credit Hours

Course offered blended and online

(Prereq. – Students must be enrolled in the MBA Spec. program; to be completed in the students' last term) Students taking this course will complete a personal, guided capstone 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.

MB695 Business Leadership Policy and Strategy 4 Credit Hours

Course offered blended and online

(Prereq. – Can only be taken in the last three terms of the Master's program). 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.

MB699 Practitioner Projects in Business Administration 4 Credit Hours

(Pre-Req. – to be taken in the last quarter of the program) 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.

HEALTHCARE MANAGEMENT SPECIALIZATION COURSES**MS500 Healthcare Informatics 4 Credit Hours**

Course offered blended and online

This course includes concepts of computers and the internet, a review of the healthcare information systems, and the contribution of informatics to the foundation of knowledge in healthcare. Analysis of current and emerging trends in healthcare technology will be addressed. Concepts include administrative information systems, electronic security, telehealth, and research. Students explore the use of information technology to support decisions that promote safety and quality in patient centered care while addressing concerns about information protection in the use of electronic healthcare records.

MS530 Health Policy, Regulations, and Politics for Healthcare 4 Credit Hours

Course offered blended and online

This course provides students with an in-depth view of healthcare policy and regulatory issues at the local, state, national, and global level for the advanced practice nurse and the healthcare administrator. Concepts examined include the regulatory agencies effect on patient care and scope of nursing and other healthcare professionals, implications of policy and legislative processes on healthcare delivery, and vulnerable populations. Policy and politics in the work environment, in the government, in associations and interest groups, in the community and related to quality and safety in healthcare will be included.

MS550 Ethics and Legal Principles for Healthcare 4 Credit Hours

Course offered blended and online

This course gives a perspective on healthcare law and ethics for professionals in the healthcare industry. The principles and theories that guide ethical practice, ethical dilemmas that exist in a variety of settings, local and federal guidelines, end of life issues, and scarce healthcare resources will be addressed. Ethical issues for health services will be examined in a global perspective. Content includes legal principles, responsibilities of healthcare professionals, medical records management, liability and duties of a health care professional, informed consent, and workplace issues.

MS560 Healthcare Organizational Systems and Quality Improvement 4 Credit Hours

Course offered blended and online

This course studies the internal organization and management of health-care facilities including delivery models and roles of health care professionals. The principles and theories of healthcare organizational systems and concepts of organizational behavior will be addressed. Topics include quality improvement to ensure patient safety, delivery of evidence-based practices to improve patient care outcomes, and recognized benchmarks demonstrating delivery of higher-value care.

MS615 Health and Patient Safety Risk Management 4 Credit Hours

Course offered blended and online

(Prereq. MS560) This course is for health care professionals who require the knowledge and skills in the area of health care risk management, compliance, and patient safety. This content prepares administrators to reduce medical errors and control adverse events. The healthcare administrator will develop the skills for working effectively with the risk management department and various healthcare departments to ensure patient safety.

MS618 Human Resource Management for Healthcare 4 Credit Hours

Course offered blended and online

Examines the complexities and multiple issues involved in human resources management, which are due to the unique nature of health-care organizations that employ a highly regulated workforce with specific technical discipline based on expertise with continual educational development and involved in a business devoted to patient care. Offers health-care administrators the knowledge and tools to manage people in all aspects of their work from recruiting, to hiring, to compensation, and benefits, to training and development, to motivational strategies and performance appraisals, to promotions and terminations. Content includes the use of volunteers, employment laws, and the support provided the manager by the human resources professional.

HOSPITALITY SPECIALIZATION COURSES

HS550 Principles, Practices and Philosophies for the International Hospitality Industry 4 Credit

Hours Course offered blended and online

A consideration of various environments within which the hospitality and tourism firm operates. Organizational, financial, and marketing factors are of major concern and focus in the course. Emphasis is placed on those problems and constraints which are uniquely different from problems of firms engaged in other business fields other than hospitality.

Contemporary global issues in Hospitality Management are also explored in terms of the major emerging issues or problems that impact the domestic and global hospitality and tourism industry. Students will learn to use appropriate methodologies to identify and analyze relevant industry problems and issues facing management and personnel in the global and domestic hospitality and tourism industry.

HS575 Meetings and Events Planning 4 Credit Hours

Course offered blended and online

An advanced course for students to examine the management and planning strategies utilized in the hospitality field to organize meetings, expositions, events, and conventions (MEEC). The course provides a broad overview of the MEEC industry and students will learn to clearly define the stakeholders and sponsors of gatherings in today's hospitality industry. Distinction will be made for the required strategies and planning techniques required for different types of events. Identification and delineation will be provided for the associations that help to support the professional development of those responsible for producing hospitality gatherings.

HS605 Human Resources in the Hospitality Industry 4 Credit Hours

Course offered blended and online

A study of personnel, consumer relations, and diversity in the Hospitality industry within a multicultural, multiracial, and Multi-ethnic society through an examination of value systems and cultural characteristics. The course also analyzes supervision, team building and the importance of training in the hospitality industry.

HS610 Sales, Marketing and Branding for the Hospitality Industry 4 Credit Hours

Course offered blended and online

In this course, students will analyze strategic processes for competitive sales and marketing management in the hospitality industry. Students will use critical thinking models, decision making simulations and field operation assessments for managing sales, marketing and branding functions within the hospitality industry.

HS615 Managing Quality Service in the Hospitality Industry 4 Credit Hours

Course offered blended and online

An advanced course in the organization, integration, and presentation of the guest experience in the hospitality industry. The course utilizes the findings of the most significant research on hospitality services and the "best practices" of leading hospitality organizations to understand a guest-focused culture and successful business strategy.

HS620 Legislation and the Hospitality Industry 4 Credit Hours

Course offered blended and online

An advanced study of the legislative requirements imposed upon the hospitality industry. Special emphasis is placed on the prevention of potential legal violations by identifying specific actions and precautions necessary to avoid in order to minimize the number of lawsuits. Students will examine the legal fundamentals for the Hospitality industry and explore the laws relevant to casinos, theme parks, spas, restaurants, and hotels.

INFORMATION TECHNOLOGY/CYBERSECURITY COURSES**CBC575 Business Continuity Planning 4 Credit Hours**

Course offered blended and online

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.

CFE565 Forensic Evaluation and Analysis 4 Credit Hours

Course offered blended and online

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 to 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.

CHP555 Ethical Hacking and Penetration Testing 4 Credit Hours

Course offered blended and online

(Prereq. MSC640) 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.

CIS525 Legal and Ethical Practices in Information Security (CISSP) 4 Credit Hours

Course offered blended and online

(Prereq. MSC560) In this course, students will explore how laws, ethics, and technology interact within an organization. Students will develop an understanding and awareness into 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.

CS650 Computer Networking and Communications – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) This course is designed to help students with an understanding of various methods of networking and telecommunications. The course will start with a basic foundation of networking. Topics to be covered include signal generation and analysis at the physical layer, Ethernet and WLAN performance, IP addressing and management, IP router generation, TCP connection control, and packet filtering. While the main focus of this course covers various methods of networking and telecommunications, software tools and techniques will also be examined.

CS660 Distributed Systems – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) This course is designed to help students to understand distributed system application in today's business environment. Topics covered include peer-to-peer sharing, collaborative computing, interactive services, and distributed computing. Students will also learn the underlying principles associated with distributed systems. These principles include processes, communication, security, fault tolerance, synchronization and naming conventions. By the end of this course, students will have a fundamental understanding of distributed computing and will have the understanding necessary to develop distributed systems and applications.

CS670 Cloud Computing – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) This course is designed to provide students with an understanding of the concepts of Cloud computing and its capabilities. The capabilities covered include Cloud service model infrastructures such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). This course will also include the security aspects of Cloud computing and the associated challenges. Configuration and implementation of IaaS services will also be discussed in this course.

CS680 Big Data Analytics – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) Big Data Analytics provides an introduction to business intelligence and analytics. Big Data Analytics include the use of data, statistical and quantitative analysis and evidence-based methods to inform business decisions. This course is designed to help students gain an understanding of Big Data Analytics. Students will learn how to deploy Big Data applications in both a desktop and business setting. Some of the concepts discussed include Big Data Storage, processing, analysis, visualization, and applications. Students will also explore social and security issues associated with Big Data.

CS690 Capstone in Computer Science Engineering – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) This course teaches students how proper application of Information technology enhances the overall operations of an organization and contributes to the overall success of the organization. The emphasis will be on the deployment of tools, applications, functions, and theories associated within the computer science discipline for the purpose of enhanced organization effectiveness.

CS699 Practitioner Projects in Computer Science Engineering - 4 Credit Hours

Course offered blended and online

(Prereq. To be taken in the last quarter of the program) 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.

CSM535 Information Security Management 4 Credit Hours

Course offered blended and online

(Prereq. MSC620) 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.

CSP545 Secure Software Development 4 Credit Hours

Course offered blended and online

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.

CY501 Information Assurance and Security Management 4 Credit Hours

Course offered blended and online

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.

IA500 Security in the Digital Age – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students explore the eight domains of the (ISC)2 Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) in information security as a framework to critically analyze security awareness issues and to evaluate best practices in implementing security systems within the enterprise.

IA570 Design and Development of Security Architectures – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students evaluate the principles, attributes and processes used in designing and deploying a comprehensive and resilient layered security architecture that supports the business and technical objectives of the enterprise.

IT523 Advanced Database Systems 4 Credit Hours

Course offered blended and online

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.

IT531 Networking-Advanced Management 4 Credit Hours

Course offered blended and online

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.

IT540 Marketing Innovation and Technology Products and Services 4 Credit Hours

Course offered blended and online

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.

IT550 Network Security 4 Credit Hours

Course offered blended and online

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.

IT572 Web Application Development- Mobile Applications 4 Credit Hours

Course offered blended and online

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.

IT582 Systems Analysis 4 Credit Hours

Course offered blended and online

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.

IT590 Enterprise Architecture and IT Governance 4 Credit Hours

Course offered blended and online

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.

IT610 Global IT Products and Services Outsourcing 4 Credit Hours

Course offered blended and online

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.

IT620 Decision Models for Technology Management 4 Credit Hours

Course offered blended and online

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.

IT623 Pattern Discovery in Data Mining 4 Credit Hours

Course offered blended and online

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 data sets, students will spend time with software analyzing and mining data.

IT630 Data Warehousing- Cloud Based 4 Credit Hours

Course offered blended and online

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.

IT660 Social Media and Society: Theoretical and Empirical 4 Credit Hours

Course offered blended and online

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.

IT672 Advanced Web Development 4 Credit Hours

Course offered blended and online

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.

IT699: Practitioner Projects in Information Technology 4 Credit Hours

Course offered blended and online

(Prereq.- to be taken in the last quarter of the program) 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.

MSC510 Information Security Systems and Organizational Awareness 4 Credit Hours

Course offered blended and online

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.

MSC520 Intrusion Detection Attack and Countermeasures 4 Credit Hours

Course offered blended and online

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.

MSC530 Information Security and Organizational Change 4 Credit Hours

Course offered blended and online

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.

MSC540 Business and Security Risk Analysis 4 Credit Hours

Course offered blended and online

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.

MSC550 Information Security Project Management 4 Credit Hours

Course offered blended and online

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.

MSC560 Strategic Analysis in Information Security 4 Credit Hours

Course offered blended and online

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.

MSC610 Design, Development and Evaluation of Security Controls 4 Credit Hours

Course offered blended and online

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.

MSC620 Security Policies, Standards and Procedures 4 Credit Hours

Course offered blended and online

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.

MSC630 Information Security and Assurance Policy Planning and Analysis 4 Credit Hours

Course offered blended and online

This course provides students with the 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.

MSC640 Risk Management and Compliance 4 Credit Hours

Course offered blended and online

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.

MSC650 Certification and Accreditation 4 Credit Hours

Course offered blended and online

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 the data as well as the systems.

MSC699 Practitioner Projects in Cybersecurity 4 Credit Hours

Course offered blended and online

(Pre-Req. – to be taken in the last quarter of the program) 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.

PM510 Information Security Project Management – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) 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.

RM525 Web-Based Research Methods– 5 Credit Hours

Course offered blended and online

In this course, students acquire information retrieval skills and research competencies to identify and evaluate industry-relevant sources of information for the purposes of analysis and research information security. Students compare and contrast the utility of publicly available and subscription-based information sources for the purposes of meeting academic and professional requirements.

SD600 Database Design & Management – 4 Credit Hours

Course offered blended and online

(Co-Req. RM525) In this course, students will explore database design, development, data warehousing, and the usage of data specification. Students will explore how to generate, patch, and reverse engineer databases utilizing the Entity Relationship Diagram (ERD). This course also includes Best Practices in database design and management as well as usage of data specifications.

SD610 Operating Systems – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will explore computer architecture and various operating systems. Students will explore processing, storage, networking, monitoring, and the inner workings of how operating systems are configured and communicate with other computers and server-based systems.

SD620 Software Design – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will learn how to apply the methods and techniques for creating software systems using the best practices in modeling, architecture, process analysis, design, and object-orientated design patterns. This course will provide students with the principles and concepts involved in the analysis and design of large software systems.

SD630 Software Engineering – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will learn how to apply the best practices for large-scale software system engineering, including information security, user interface, architectural design, system models, verification, and validation. Students will strengthen their technique and deepen their understanding of high-level languages and system programming.

SD640 Software Architecture – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will how to apply the best practices in software architectural design, including object orientated design techniques, design reviewing, software design patterns, UML, OCL, and applying various architectural styles, methods, and techniques. This course will provide students with the skills required to face the increasingly complex future in architecting systems, systems of systems and software-intensive systems.

SD650 Java Programming – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will be introduced to various aspects of Java programming logic. This will include logical form areas such object-oriented, transaction, linear, and other such programming concepts and procedural program writing using variables, arrays, control statements, loops, recursion, data abstraction, and objects.

SD660 NoSQL Programming – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will be introduced to various aspects of NoSQL programming logic and what distinguishes it from traditional database systems. We will explore the relationship between data's big data storage needs and the development and growth of NoSQL as an example of a non-relational database.

SD670 C-Programming – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) This course is designed to introduce students to the C programming language. Students will learn concepts such as functional abstraction, the object-oriented programming paradigm and application programming Interfaces (APIs). Students will learn how to write procedural

programs using variables, arrays, control statements, loops, recursion, data abstraction and objects in an integrated development environment.

SD680 Python Programming – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will be introduced to various aspects of Python programming logic. This will include logical form areas such object-oriented, transaction, linear, and other such programming concepts and procedural program writing using variables, arrays, control statements, loops, recursion, data abstraction, and objects.

SD690 Capstone in Software Development – 4 Credit Hours

Course offered blended and online

(Pre-Req. RM525) In this course, students will develop a comprehensive, synthesizing project that applies the knowledge and skill set that has been learned in previous course work that comprises the software development program. Projects must have an academic and an applied component.

SD699 Practitioner Projects in Software Development – 4 Credit Hours

Course offered blended and online

(Pre-Req. – to be taken in the last quarter of the program) 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.

ADMINISTRATION AND ORGANIZATION

The following locations operating as American National University are owned and controlled by American National University, Inc., a Kentucky corporation: Louisville, KY and Pikeville, KY; The Officers and Directors of American National University of Kentucky, Inc., a Kentucky Corporation are:

Frank Longaker Chairman, Treasurer, Director
Steven Cotton Director
Joel Musgrove Director
Stephanie Damanti Secretary

ADVISORY BOARD MEMBERS

The University utilizes Advisory Boards to gather information from community members and employers to ensure that the programs are current and relevant to their field. The membership of the committee must include a minimum of three members from each professional health science community. The other members of this board should include faculty, staff, students, alumni, Site Supervisors/Campus Directors and Program Directors.

Advisory Boards meet a minimum of once per year. The agenda includes a review of the outcome's assessment data, a discussion on curriculum and relevance to the current career field, and review of the community job outlook.

UNIVERSITY ADMINISTRATIVE STAFF

President..... Dr. Frank Longaker
Senior Executive Vice President of OperationsDr. Joel Musgrove
Executive Vice President, Legal and Regulatory AffairsSteven Cotton
Provost.....Dr. Lucas Kavlie
Chief Academic Officer Dr. Carolyn Scott
Chief Financial Officer April Howard
ComptrollerCarl Robertson
Vice President of Academic AffairsShawn Hershey
Vice President of Marketing..... Andrea DiTonno
Vice President of Financial ServicesBeth Overbey
Vice President of Student Services..... Jessica Williams
Executive Director of Compliance and Accreditation..... Kimberly Walsh
Director of Compliance and Accreditation.....David Yeaman
Director of International Student Affairs Rebekah Custer
Director of Information Technology.....Felix Baez
Director of Customer Relationship Management System..... Elisa Landgraf
Director of Instructional Technology..... vacant
Cloud Systems AdministratorMohammad Khan
Curriculum DesignerVacant
Director of Admissions Trent Ramey
International Director AdmissionsTuul Spencer
Director of Career Services.....Wendolyn Larkins
Re-Entry Coordinator.....Karen Williams

Dean of Graduate Business Programs Dr. Lyndsey Obringer
 Dean of Graduate IT/Cybersecurity Programs Dr. Richard Lightcap
 Program Director of Health Science Education Laura Diggie (Interim)
 Program Director of Radiologic Technology Quincita Dennis
 Program Director of Medical Laboratory Technology Lindsey Hooper
 Program Director of General Education Liz Ashy
 Nursing Administrator Betty Sue Reynolds
 International Academic Advisor/DSO (Louisville) Mike Sutton
 Medical Assisting Spanish Academic Advisor Maria Diaz

Site Supervisors for American National University’s Kentucky Campuses

Michael Sutton Louisville, KY (Main)
 James Cyrus Hess Pikeville, KY (Non-Main)

LOCATIONS AND CONTACT INFORMATION

American National University—Kentucky

Louisville (Main)

10509 Timberwood Circle
 Suite 200
 Louisville, KY 40223
 833.388.1100

Pikeville (Non-Main)

130 South Mayo Trail
 Suite 101
 Pikeville, KY 41501
 833.388.1100

OFFICE HOURS

Monday–Friday: 8:00 a.m.–5:00 p.m. | Saturday by appointment

WHOM TO CONTACT

Students may contact the representatives listed below during regular business hours.

School security policies and crime statistics Student Services Representative
 Information on completion and graduation rates Student Services Representative
 School Information Admissions Representative
 Financial Assistance Information Financial Services Officer

CAMPUS DESCRIPTIONS

AMERICAN NATIONAL UNIVERSITY – LOUISVILLE, KY (MAIN CAMPUS)

American National University has helped students in Louisville and surrounding areas achieve their education goals since 1991 and continues to build on its reputation among local employers for its skilled graduates. The Louisville campus is located in the Plainview Point II Office Building at 10509 Timberwood Circle, Suite 200 just 0.1 mile from Hurstbourne Lane near I-64. There is also an easily accessible stop on the TARC bus route for this campus. Through its career programs, ANU helps educate students to capitalize on the many opportunities the local economy affords. This campus location houses lecture rooms and Medical Labs to facilitate the delivery of the institutions' medical programs.



Louisville, KY Campus

Master's Degrees

- Master of Business Administration
- Master of Science in Cybersecurity
- Master of Science in Information Technology
- Master of Science in Software Development
- Master of Science in Computer Science and Engineering

Bachelor of Science Degrees

- Medical and Health Services Management

Associate of Science Degrees

- Medical Assisting

Staff

Site Supervisor – Mr. Michael Sutton

Receptionist – Sarah Parker

Student Services Representative – Katie McIlvain

Senior Financial Services Officer – Richard Brown

Senior Director of Admissions– Trent Ramey

Admissions Representatives – Cheria Goodson, Jennifer Hall, Patricia Bailey, Terry Bartley

Director of Health Science Education – Laura Diggle (Interim)

Dean of Graduate Business Programs – Dr. Lyndsey Obringer

Dean of Graduate IT/Cybersecurity Programs – Dr. Richard Lightcap

International Academic Advisor/DSO – Mike Sutton

Medical Assisting Spanish Academic Advisor – Maria Diaz

AMERICAN NATIONAL UNIVERSITY – PIKEVILLE, KY (NON-MAIN CAMPUS)

American National University brought its educational programs to the Eastern Kentucky region in 1975. ANU's business programs have experienced tremendous success, due in large part to the banking industry's strong presence in the region. Pikeville also boasts one of the leading medical centers in the tri-state area. Located just off US Highway 23, the campus is in one of the fastest growing regions in Eastern Kentucky with over 1,400 businesses contributing to its growing economy, enabling our graduates to explore possible career opportunities in a wide variety of industries. This campus location houses lecture rooms and medical labs to facilitate the delivery of the institution's medical programs.



Pikeville, KY Campus

Associate of Science Degrees
Nursing
Medical Laboratory Technology
Radiological Technology

Staff

Site Supervisor – Mr. James C. Hess

Receptionist – Kayla Thacker

Student Services Representative – Bobbi Steelman

Senior Financial Services Officer – Richard Brown

Senior Director of Admissions – Trent Ramey

Admissions Representatives – Patricia Bailey, Cheria Goodson,
Jennifer Hall, Terry Bartley, Chelsea Varney

Nursing Administrator – Betty Sue Reynolds

Nursing Administrative Assistant – Kayla Thacker

Program Director of Radiologic Technology – Quincita Dennis

Program Director of Medical Laboratory Technology – Lindsey Hooper



Addenda A
2025-26 University Catalog

Faculty and Staff
Louisville, KY Campus
Term 260

Staff

Michael Sutton..... Site Supervisor
Trent Ramey.....Senior Director of Admissions
Cheria Goodson Admission Representative
Jennifer Hall Admission Representative
Terry Bartley Admission Representative
Patricia Bailey..... Admission Representative
Richard Brown..... Senior Financial Officer
Katie McIlvain Student Services Representative
Carrie Rodriguez..... Director of Health Science Programs
Maria Diaz MA Spanish Academic Advisor
Dr. Lyndsey Obringer Director of Graduate Business Programs
Dr. Richard Lightcap..... Director of Graduate IT/Cybersecurity Programs
Mike Sutton..... International Academic Advisor/DSO
Sarah Parker..... Receptionist

Faculty

Akers, Paula Health Science
MS, Exercise Physiology, West Virginia University
BSPed, Exercise Physiology, West Virginia University
Certified Exercise Physiologist (ACSM)
Registered Clinical Exercise Physiologist (ACSM)
Certified Cancer Exercise Trainer (ACSM/ACS)

Alexander, Shanna Pharmacy Technology
BA, University of Arizona, Complementary and Alternative Health
AS, Virginia College, Medical Assistant
CPhT, Certified Pharmacy Technician

Ashy, Liz Foundation Courses
M.Ed., American Intercontinental University, Leadership
BA, Warren Wilson College, Sociology

Ayala, Linda Health Science
BS, Ashworth College, Healthcare Administration
AS, Ashworth College, Healthcare Administration
CCMA, CPT

Bennett, Jayme Health Science
MS, Trine University, Leadership
BAM, Trine University, Applied Management
AAS, Ivy Tech Community College, Medical Assisting

Blackmon, Tonya Business Administration
PhD., Argosy University, International Business
MBA, National University, Business Administration
BS, Southeastern Illinois University, Educational Development
AA, College of Alameda, Social Science

Blocker, Angela Health Science
MA, Liberty University, Counseling
BS, Liberty University, Counseling
AS, Daymar College, Medical Assisting
CCMA

Bolton, Robin Health Science
MBA, American Intercontinental University
BS, Indiana Wesleyan University, Management

Brewer (Epps), Rhonda.....Health Science

MBA, Strayer University, Health Services Administration
BBA, Strayer University, Health Services Administration
AS, South College, Medical Assisting
Registered Medical Assistant (RMA)

Chelstowski, AbigailHealth Science

MBA, Herzing University, Healthcare Management
BS, Mercy College, Healthcare Administration
AA, Washtenaw Community College, Human Services
Medical Assisting Certificate, Ross Medical Education Center

Chisum, Dr. MistyGeneral Education

E.D.D., University of Missouri, Educational Leadership
M.A., Southeast Missouri State University, English
B.S., Drury University, English

Clark, Johanna ----- Health Science

BS, University of West Florida, Health Sciences
AS, Piedmont Virginia Community College, General Studies
Medical Assistant Certificate, Pima Medical Institute
RMA

Clay, Yolanda.....Nursing

DHA, University of Phoenix, Healthcare Administration
MBA, Brenau University
BA, Alabama State University, Biology/Chemistry

Cochran, Brad.....Business Administration

MS, Strayer University, Accounting
BS, Virginia Commonwealth University, Accounting

Cole, SandraBusiness Administration

PhD, Columbia International University, Organizational Leadership
MBA, National University, General Business
BA, Lehman College, Speech and Theater

Cook, Carma ----- General Education

PhD, Auburn University, Chemistry
BS, Auburn University, Chemical Engineering

Cooper-Sweat, Rodney..... Information Technology

PhD, University of Cumberlands, Leadership and Business
MBA, Keller Graduate School of Management, Project Management
BS, Florida Institute of Technology, Science Education

DaSilva, Carlos ----- General Education

PhD, Wiliam and Mary University, Applied Science (Neuroscience)
MS, Federal University of San Carlos, Physiological Science
BS, Sao Paulo State University, Biological Science

Dekle, MerrieGeneral Education

MA, Austin Peay State University, Communications
MS, Capella University, Psychology
BS, Middle Tennessee State University, Mass Communication
BS, Middle Tennessee State University, Psychology

Denton, Dr. Stephanie..... Health Science/GE

DC, Logan University
MS, Logan University, Nutrition and Human Performance
BS, Logan University, Human Biology
AAS, Southern Illinois University, Mortuary Science & Funeral Service

DeVore, Paula ----- Health Science/GE

MSN, Western Kentucky University, Nursing
BSN, Western Kentucky University, Nursing
AB, Western Kentucky University, Public Relations/Psychology
ASN, Western Kentucky University, Nursing

Diaz, StevenGeneral Education

MS, University of Phoenix, Math Education
BS, University of Puerto Rico, Mathematics

Diggle, LauraHealth Science

MS, Franklin University, Instructional Design and Learning Techniques
BS, Franklin University, Allied Healthcare Management
AAS, Ivy Tech Community College, Medical Assisting

Dingle, Traci ----- General Education

PhD, Capella University, Criminal Justice
MS, Central Michigan University, International Administration
JD, Charleston School of Law, Law
BA, Columbia College, Political Science

El Gbouri, AbdessamadInformation Technology/Cybersecurity

DIA, University of Fairfax, Information Assurance
MS, Excelsior University, Cybersecurity
BBA, Northwood University, Computer Information Management
AA, Northwood University, Management Information Systems

Foley, Patricia Information Technology

DIA, University of Fairfax, Information Assurance
MPS NY Institute of Technology, Human Relations
BE Stevens Institute of Technology, Engineering
MCT, MCP, A+, Network+, Security+

Frenzel, Ervin Information Technology

PhD, Capitol Technology University, Cybersecurity Leadership
MS, Western Governor's University, Cybersecurity
MIS, University of Phoenix, Management
BA, Excelsior University, Liberal Arts
AAS, Amirilo College, Networking/Cybersecurity

Gancea, Uliana General Education

PhD, University of Paris, French Language and Literature
MBA, Miami Regional University
MEd., Miami Regional University, Educational Administration
BA, University of Paris, English and French Literature

Garcia, Paola General Education

PhD, Ponce Health Science University, Clinical Psychology
MS, Ponce Health Science University, Psychology
BS, University of Puerto Rico, General Education

Garza, Alejandra Health Science

MS, Loyola University of New Orleans, Healthcare Management
BA, University of Texas at San Antonio, Politics and Law
CCMA Certification

Ginn, Michelle General Education

MA, University of Alabama at Birmingham, Sociology
MS, University of Phoenix, Psychology
BS, Saint Leo University, Computer Information Systems
AA, North Florida Community College,

Godlove, Timothy Information Technology

PhD, University of Fairfax, Information Assurance
MS, Central Michigan University, Information Resource Management
BA, Chapman University, Social Science
AS, Northern Virginia Community College, Liberal Arts

Gutierrez, Johanna Health Science

BS, Southern New Hampshire University, Health Science
Diploma, Lincoln Technical Institute, Medical Assistant

Halverson, Andrew General Education

JD, Louisiana State University
MS, University of Louisiana, Mathematics
BCL, Louisiana State University, Civil Law
BS, University of Louisiana, Mathematics

Henriksen, David General Education

MA, Austin Peay State University, Military History
BA, Austin Peay State University, History
BS, University of Maryland, Business Management
AAS, Colorado Technical University, Criminal Justice

Hopkins, Terrie Health Science

BHS, South University, Health Science and Public Health
MA Certificate/Diploma, EHOVE Career Center

Jasso, Emilia Health Science

MEd., American Intercontinental University, Adult Education and Training
BHM, American Intercontinental University, Healthcare Management

Jenkins, Courtney General Education

MFA, Chatham University, Creative Writing
MA, Virginia State University, English Education
BS, Virginia State University, English/Mass Communications

Johnson, Darryl General Education

MA, Prairie View A&M University, Sociology
BA, American Public University, Political Science

King, Lisa Health Science

BS, American National University, Healthcare Management
AS, American National University, Medical Assisting
RMA

Libell, James Business Management

MS, Colorado Technical University, Management
BSBA, Robert Morris University, Accounting
AA, Robert Morris University, Business Administration

Lightcap, Richard Information Technology

PhD, Capital Technology University, Cybersecurity Leadership
DSc., Capital Technology University, Cybersecurity
Ed.D., American College of Education, Leadership
MS, Western Governor's University, Cybersecurity and Information Assurance
MS, University of Phoenix, Computer Information Systems
Graduate Certificate, Organizational Leadership, South College

Lizano, Marcela Health Science

MS, University of North Carolina-Charlotte, Health Informatics and Analytics
BS, University of North Carolina-Charlotte, Psychology, Public Health
AA, Central Piedmont Community College
Diploma, Brightwood College, Medical Assisting

Machado, Marcella Health Science

Diploma, South Florida Institute of Technology, Medical Assisting
RMA Certification

Mathew, David Business Administration

JD, Appalachian School of Law
MS, Strayer University, Business Administration
BS, William Paterson University, Accounting
BA, New Jersey City University, Biology

McCormick, Mathew Information Technology

PhD, Capitol Technology University, Cybersecurity Leadership
MS, DePaul University, Telecommunication Systems
MBA, Lake Forest Graduate School of Management
BS, University of Virginia, Systems Engineering

McGowan Mako, Donna McGowan Health Science

BS, Neumann University, Liberal Science
NRCMA

Merritt, Jennifer Information Technology

PhD, Nova Southeastern University, Computing Technology in Education
Med, Park University, Adult Education
MS, University of Phoenix, Computer Information Systems
BS, University of Phoenix, Business Information Systems

Mora, Yanela Health Science

Bachelors in Medicine, Pedro Henríquez Ureña National University
CMAC, PTC, ETC Certifications

Nazarko, Eralda Information Technology

PhD., Oakland University, Computer Science & Informatics
MBA, Regent University, Business Administration

Obringer, Lyndsey Business Administration

DSL, Liberty University, Strategic Leadership
MA, Chatham University, Leadership and Organizational Transformation
BBA, Wilkes University, Business Administration

Oliva, Estephania Health Science

BA, Arkansas Tech University, Spanish
AAS, Arkansas Tech University, Medical Assistant
Certificate, Purdue University Global, Medical Coding and Billing
CCMA Certification

O'Reilly, Kathleen General Education

MA, University of Connecticut, Sociology
BA, University of Connecticut, General Studies

Ousley, Tina General Education

DBA, Northcentral University, Project Management
MBA, American InterContinental University, Business Administration
MIT, American InterContinental University, Information Technology
BA, Espiritu Santo, University, Computer Administration

Pandya, Shardul Information Technology

PhD, Old Dominion University, Engineering Management
MS, Colorado State University, Mechanical Engineering

Reyes-Fournier, Paul Business Administration

PhD, Keiser University, Industrial and Organizational Psychology
MBA, DeVry University, Business Administration
BS, California State University, Physics

Rios, Angel**Business Administration**
DBA, North Central University, Public Administration
MBA, American InterContinental University
BBA, University of the Sacred Heart, Accounting

Rodriguez, Carrie**Health Science**
MS, Brenau University, Organizational Leadership
BS, Valdosta State University, Organizational Leadership

Rosas, Alejandra**Health Science**
MS, Northeast College of Health Sciences, Human Anatomy & Physiology Instruction

Sabo, Gail**General Education**
MA, National Louis University, Psychology
BA, Bowling Green University, Sociology, Psychology

Sawyer, Cherry**General Education**
PhD, Argosy University, Clinical Psychology
MA, Argosy University, Clinical Psychology
BS, Houston Baptist University, Biology and Psychology

Scott, Carolyn**Business Administration**
DBA, Argosy University
MBA, South University, International Business
BS, Argosy University, Business Administration
AA, Western International University, Business Administration

Sedlack, Derek **Computer Science**
PhD, Nova Southeastern University, Information Systems
MS, Nova Southeastern University, Management Information Systems

Sendar, Lisa**Health Science**
MHA/ED, University of Phoenix, Health Care Administration/Education
MBA, Strayer University, Human Resources
BS, NC A&T State University, Liberal Studies
AAS, University of Alaska, Medical Assistant

Sharma, Swati **Information Technology**
MBA, American National University
MBA-IT, American National University, Information Technology

Shaver, Don**General Education**
MA, Bowling Green State University, Political Science, Public Administration
BA, Otterbein College, Political Science

Smith, Amy**Health Science**
MSN, University of Phoenix, Nursing
BSN, East Carolina University, Nursing

Sovak, Lisa**Health Science**
DBA, Argosy University, Marketing
MS, Robert Morris University, Communication and Information Systems
BA, Robert Morris University, Communication –Advertising

Sullivan, Nathan **Information Technology**
MS, Western Governors University, Cybersecurity
BA, Grantham University, Criminal Justice
AAS, J.F. Drake CTC, Computer Information Systems

Sullivan-Kitchen, Kristina**Nursing**
MSN, Liberty University, Nursing
BSN, Liberty University, Nursing
AAS, J. Sergeant Reynolds Community College, Nursing

Thompson-Best, Racquel **Business Administration**
DBA, Walden University, Finance
MBA, Nova Southeastern University
BA, Saint Leo University, Business Administration
AA, Saint Leo University, Liberal Arts

Ukpere, Oscar **Information Technology**
PhD, Capella University, Information Technology
MS, DePaul University, Computer, Information, Net Security

Villanueva, Noah **Business Administration**
PhD, Capella University, Organization and Management
MA, St. Bonaventure University, Strategic Leadership
MBA, American Public University, Business Administration
BS, Campbell University, Biology

Waymack, Matthew **General Education**
PhD, University of Georgia, Educational Leadership
MEd, University of Georgia, Mathematics Education
BS, University of Georgia, Mathematics

Webb, James Information Technology

PhD, Capella University, Information Technology

MS, Boston University, Computer Information Systems

BS, University of Maryland, Information Systems Management

Williams, Curtis Business Administration

DBA, Walden University, Business Administration-Marketing

MBA, Embry-Riddle Aeronautical University, Aviation

BS, Southern Illinois University, Aviation Management

Williams, Teatrice Health Science

MBA, Bethel University

BS, Bethel University, Organizational Leadership

Ziegler, Ashley Health Science

MS, Indiana Wesleyan University, Nursing Education

BS, Indiana Wesleyan University, Nursing

AAS, Cincinnati State Technical and Community College, Nursing



Addenda A
2025-26 University Catalog

Faculty and Staff
Pikeville, KY Campus
Term 260

Staff

James Cyrus Hess Campus Director
Trent Ramey.....Senior Director of Admissions
Cheria Goodson Admission Representative
Jennifer Hall Admission Representative
Terry Bartley Admission Representative
Patricia Bailey..... Admission Representative
Chelsey Varney Admission Representative
Betty Reynolds Nurse Administrator
Kayla Thacker Nursing Administrative Assistant
Quincita Dennis..... Program Director of Radiologic Technology
Lindsey HooperProgram Director of Medical Laboratory Technology
Bobbi Steelman..... Student Services Representative
Richard Brown..... Senior Financial Services Officer
Kayla Thacker Receptionist

Blocker, AngelaHealth Science
MA, Liberty University, Counseling
BS, Liberty University, Counseling
AS, Daymar College, Medical Assisting
CCMA

Brewer (Epps), Rhonda.....Health Science
MBA, Strayer University, Health Services Administration
BBA, Strayer University, Health Services Administration
AS, South College, Medical Assisting
Registered Medical Assistant (RMA)

Britton, KellyRadiologic Technology
MS, The University of Texas Rio Grande Valley, Health Science
BS, Midwestern State University, Radiologic Sciences
AAS, Tarrant County College, Radiologic Technology

Brown, Shelly D..... Nursing
M.S.N. – Walden University
B.S.N. – Morehead State University

Chisum, Dr. MistyGeneral Education
E.D.D., University of Missouri, Educational Leadership
M.A., Southeast Missouri State University, English
B.S., Drury University, English

Cochran, Brad.....Computer Science
MS, Strayer University, Accounting
BS, Virginia Commonwealth University, Accounting

Faculty

Akers, PaulaGeneral Education
MS, Exercise Physiology, West Virginia University
BSPEd, Exercise Physiology, West Virginia University
Certified Exercise Physiologist (ACSM)
Registered Clinical Exercise Physiologist (ACSM)
Certified Cancer Exercise Trainer (ACSM/ACS)

Alexander, ShannaHealth Science
BA, University of Arizona, Complementary and Alternative Health
AS, Virginia College, Medical Assistant
CPhT, Certified Pharmacy Technician

Cook, Carma ----- General Education

PhD, Auburn University, Chemistry
BS, Auburn University, Chemical Engineering

DaSilva, Carlos ----- General Education

PhD, Wiliam and Mary University, Applied Science (Neuroscience)
MS, Federal University of San Carlos, Physiological Science
BS, Sao Paulo State University, Biological Science

Dekle, Merrie ----- General Education

MA, Austin Peay State University, Communications
MS, Capella University, Psychology
BS, Middle Tennessee State University, Mass Communication
BS, Middle Tennessee State University, Psychology

Dennis, Quincita ----- Radiologic Technology

PhD, Trident University, Educational Leadership
MS, Trident University, Health Administration
MS, Trident University, Health Sciences-Public Health
BS, Trident University, Health Sciences-Radiologic Technology
BS, Trident University, Computer Science, Cybersecurity
RT(R) Certification

DeVore, Paula ----- Health Science

MSN, Western Kentucky University, Nursing
BSN, Western Kentucky University, Nursing
AB, Western Kentucky University, Public Relations/Psychology
ASN, Western Kentucky University, Nursing
Registered Nurse (RN)

Dingle, Traci ----- General Education

PhD, Capella University, Criminal Justice
MS, Central Michigan University, International Administration
JD, Charleston School of Law, Law
BA, Columbia College, Political Science

Ginn, Michelle ----- General Education

MS, University of Phoenix, Psychology
MA, University of Alabama at Birmingham, Sociology
BS, Saint Leo University, Computer Information Systems
AA, North Florida College

Halverson, Andrew ----- General Education

JD, Louisiana State University
MS, University of Louisiana, Mathematics
BCL, Louisiana State University, Civil Law
BS, University of Louisiana, Mathematics

Hampton, Glenda ----- Radiologic Technology

MAT, University of the Cumberlands, Teaching
MAEd., University of the Cumberlands, Education
BUS, Morehead State University, University Studies
AAS, Morehead State University, Radiologic Technology
RT Certification

Hopkins, Terrie ----- Medical Laboratory Technology

BHS, South University, Health Science and Public Health
MA Certificate/Diploma, EHOVE Career Center

Jenkins, Courtney ----- General Education

MFA, Chatham University, Creative Writing
MA, Virginia State University, English Education
BS, Virginia State University, English/Mass Communications

Johnson, Darryl ----- General Education

MA, Prairie View A&M University, Sociology
BA, American Public University, Political Science

Keith, Rebecca ----- Radiologic Technology

MS, Thomas Jefferson University, Radiologic and Imaging Sciences
BS, Virginia Commonwealth University, Clinical Radiation Sciences
RT (R) (CT) (ARRT) Certification

King-Hutchinson, Tracyon ----- Radiologic Technology

MS, Saint Joseph's College of Maine, Adult Education and Training
BS, Saint Joseph's College of Maine, Radiologic Science
AAS, County College of Morris, Radiography
RT (R) (M) (MR) Certifications

Leslie, Keisha ----- Radiologic Technology

MBA, Southern New Hampshire University
BS, Tuskegee University, Animal & Poultry Science
RT (R) (T) (ARRT) Certifications

Martinez, JenniferNursing

MSN, University of Phoenix, Nursing
MHA, University of Phoenix, Health Administration
BS, ECPI University, Registered Nursing
RN License

Obringer, Lyndsey Computer Science

DSL, Liberty University, Strategic Leadership
MA, Chatham University, Leadership and Organizational Transformation
BBA, Wilkes University, Business Administration

Reynolds, Jeanette Medical Laboratory Technology

MS, University of Saint Joseph, Biology
BA, Columbia International University, Bible
ASCP Microbiology Technologist Certification

Ross, AllisonRadiologic Technology

BS, Western Governors University, Health and Human Services
AAS, Bowling Green Technical College, Radiology
R.T. (R)(MR)(ARRT) Certifications

Sendar, LisaGeneral Education

MHA/ED, University of Phoenix, Health Care Administration/Education
MBA, Strayer University, Human Resources
BS, NC A&T State University, Liberal Studies
AAS, University of Alaska, Medical Assistant

Sloan-Rose, Kenetha.....Nursing

MSN, Indiana Wesleyan University, Nursing
BSN, Indiana Wesleyan University, Nursing
AS, Pikeville College, Nursing
RN License

Smith, Amy.....General Education

MSN, University of Phoenix, Nursing/Healthcare Education
BSN, East Carolina University, Nursing

Sovak, Lisa..... Computer Science

DBA, Argosy University, Marketing
MS, Robert Morris University, Communication and Information Systems
BA, Robert Morris University, Communication –Advertising

Thacker, LaverneNursing

MSN, Galen College of Nursing, Nursing Education
BSN, Galan College of Nursing, Nursing
ASN, Pikeville College of Nursing, Nursing
RN License

Waymack, MatthewGeneral Education

PhD, University of Georgia, Educational Leadership
MEd, University of Georgia, Mathematics Education
BS, University of Georgia, Mathematics

Webb, Angela.....Nursing

MSN, Walden University, Nursing
BSN, Chamberlain University, Nursing
AS, Pikeville College, Nursing

Ziegler, Ashley.....Nursing

MS, Indiana Wesleyan University, Nursing Education
BS, Indiana Wesleyan University, Nursing
AAS, Cincinnati State Technical and Community College, Nursing

American National University - Kentucky

Catalog Addenda

April 28, 2026

Areas of change in the current College catalog will be identified by effective date and page number; language requiring a change or deleted will be printed as a ~~strike-through~~. New or revised working will be underlined.

EFFECTIVE DATE: April 28, 2026

Page 38

Infection Control and Safety Policy

American National University (ANU) is committed to maintaining 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 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.