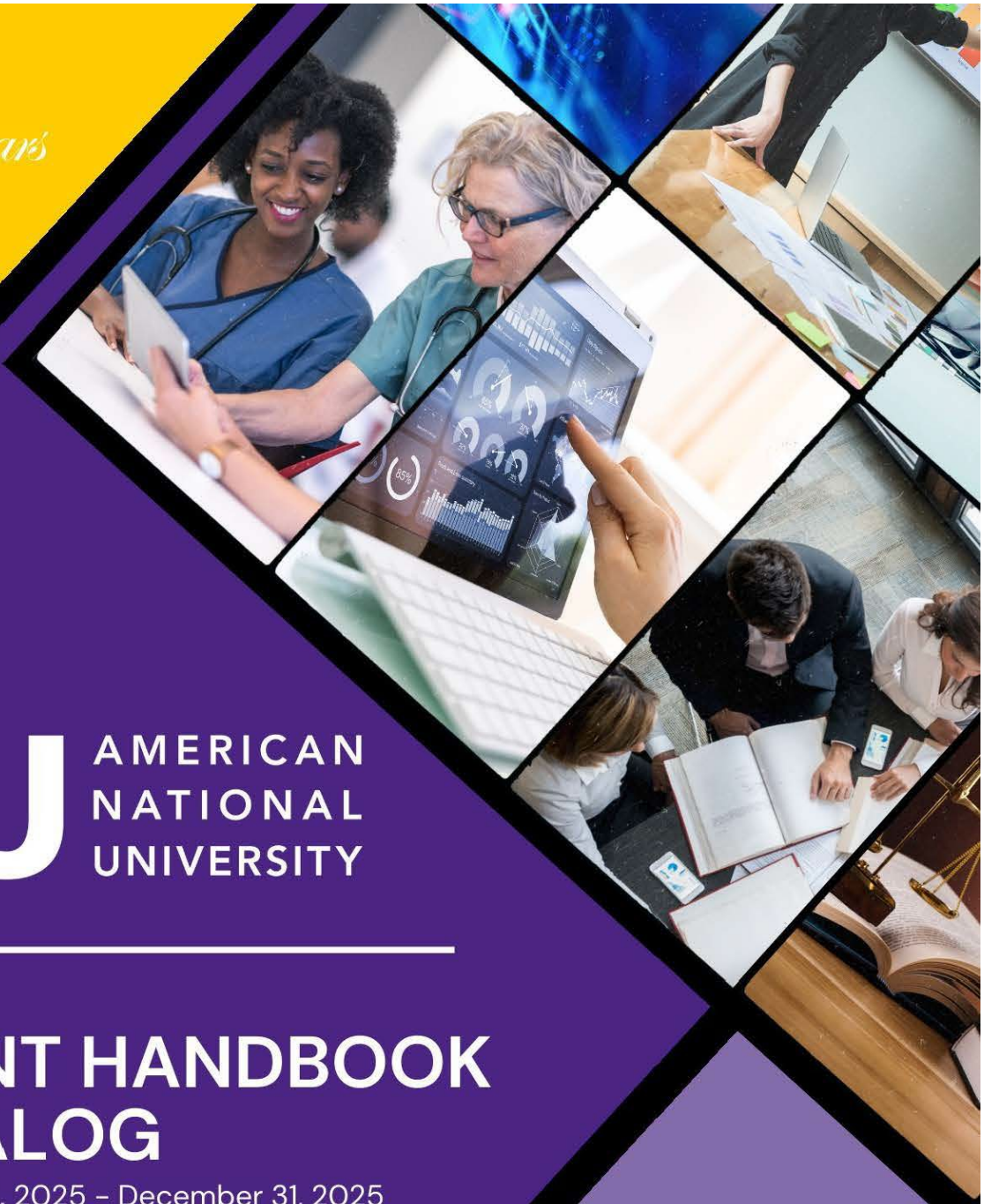
139 years
1886 - 2025



AMERICAN NATIONAL UNIVERSITY

STUDENT HANDBOOK & CATALOG

Effective: January 1, 2025 - December 31, 2025
Last Revised: September 1, 2025

1813 E. Main Street
Salem, VA 24153

AN.EDU

WELCOME

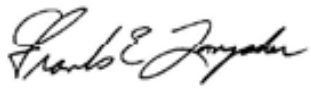
Thank you for taking a closer look at American National University. We understand that choosing a university is one of the most important decisions you'll ever make. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you will find ANU is the 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 ANU 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

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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.

STATEMENT OF MISSION AND GOALS

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

American National University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA) and is located at:

DEAC
1101 17th Street, NW, Suite 808
Washington, D.C. 20036
Tel: (202) 234-5100
www.deac.org

American National University is authorized by the State Council on Higher Education for Virginia to provide educational programs beyond secondary education in the Commonwealth of Virginia; however, the institution is not subject to the requirements of certification by the State Council of Higher Education for Virginia.

State Council of Higher Education for Virginia
101 N. 14th St. 10th FL, James Monroe Building
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
http://www.schev.edu

American National University is a member of the National Council of State Authorization Reciprocity Agreements (NC-SARA) and is therefore authorized to deliver distance education to students in other states and territories which participate in NC-SARA.

The Nashville, TN location is authorized by the Tennessee Higher Education Commission, located at 312 Rosa Parks Ave., 9th Floor, Nashville, TN 37243 and can be reached at (615) 741-3605. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

The Medical Assisting associate degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at: 9355 113th St. N, #7709, Seminole, FL 33775 and can be reached at (727) 210-2350.

The Health Information Management associate degree program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). CAHIIM is located at 200 East Randolph St., Suite 5100, Chicago IL 60601 and can be reached at 312-235-3255.

The Pharmacy Technician associate degree and diploma program are accredited by the American Society of Health-System Pharmacists (ASHP). ASHP is located at 4500 East-West Highway, Suite 900, Bethesda, MD 20814 and can be reached at: 1-866-279-0681.

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

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 in-residence site. The University makes available to students a copy of the documentation describing the school's accreditation. Contact your local in-residence site director for more information.

THE UNIVERSITY

EVOLUTION 2086 VISION

In 1886, a group of visionary educators and business people saw a need for focused, career-based training in the southeastern United States. American National University was thus born, to fulfill the need for trained business, banking, accounting, administrative, and other professionals.

Through its first century, American National University (known back then as National Business College) steadily developed a reputation for providing men and women with an efficient and effective education preparing them for the world of professional work. Students from many states 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 appearance even as it continued to remain true to its original purpose. The dormitories and large central campus gave way to multiple community-based campuses throughout Southwest Virginia, Kentucky, and Tennessee. Business curricula were supplemented by career-focused programs in computers and healthcare. Certificate programs were no longer the norm—students pursued more in-depth study leading to associate's degrees and the college's first baccalaureate programs had been introduced.

The university's reputation for excellence has been affirmed through numerous awards and acknowledgments; including 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 40 years of service to the career college sector, as well as numerous national rankings – to name just a few.

The university continues to evolve. In an effort to recognize the college's continuous history of adapting to change in the worldwide economy and provide a vision for our anticipated development to carry us to our 200th anniversary in 2086, we have followed the theme of "Evolution 2086."

In the 21st century, Evolution 2086 has freed ANU students and educators alike from a campus-centric environment. Today, American National University has developed into a master's-level career-focused institution whose motto is "We Bring our University to You." In leveraging technology to make education possible for even greater numbers of students, we have developed the three-fold concepts of **Global Meet**, **Global Teach**, and **Global Learn**. **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 are. **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 now attend synchronous, face-to-face **Global Learn** video conferencing classes as well as online courses, with a small number of on-campus courses for specialized labs or international students.

While continuing to focus on the fundamentals of business, computers, and health care, we will expand our offerings in developing fields. We 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, making use of digital and home-based laboratory approaches to implement our **High Tech, High Touch** philosophy through distance education. We will continue to pursue programmatic accreditation in those fields for which such accreditation is essential as we do for current programs and maintain the institutional accreditation most appropriate to the institution's future goals.

Our focus on support services, long a hallmark of the University, will provide continued improvement in this area as well. Consolidation of financial aid, library, career services, and other functions at the University level has leveraged the latest technology to provide students with improved features and benefits. Consolidating enrollment at the main campus level has given students access to a wider array of programs, course offerings, and other services than would have been available at the local campus level.

Physical locations will be limited to those necessary to serve the on-campus residency requirements for international students. Programmatic needs, where necessary, will also be fulfilled through these locations until such time as those requirements have been transitioned to completely online delivery. 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, ESL, and corporate training programs.

What **does not** change are the hallmarks of the experience our tens of thousands of graduates have enjoyed since 1886.

With our continued evolution, current students will not see dramatic changes. American National University will continue to offer the career-focused, hands-on learning environment that has characterized our more than 130 years of excellence, while steadily evolving new programs, venues, methods of instruction, and educational fields appropriate to the 21st-century global economy. Students will continue to reap the benefits of our decades of tradition and experience as well as new opportunities and resources.

ACADEMICS

Career opportunities in business, health care, 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 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.

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.
Both the Associate of Science in Pharmacy Technician and Pharmacy Technician Diploma meet the educational requirements for licensure in all 50 states of the United States.

The Bachelor of Science in Nursing program meets the educational requirements for licensure in all 50 states of the United States.

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

There are no educational or professional licensure requirements for work in many of the fields for which ANU prepares graduates. No other programs offered at ANU are designed to meet educational requirements for state licensure.

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 location. Therefore, consumer information is made available in this catalog, on the University website (www.an.edu), and at each university educational resource center location. Students requesting additional information, or who wish to receive paper copies of information disclosed electronically, may obtain such information from the above sources.

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 any of the University Educational Resources Centers to have an ID created for them. If a student is not close to one of the Resource Centers, they may 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

ANU 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 Chair 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.

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 Educational Resource Center to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit a University Educational Resource Center 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 211 for the address and telephone number of the Admissions Office nearest you.

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.

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 deliver in person or mail it to the university educational resource center you wish to attend or fill out an application online at www.an.edu. The addresses of university educational resource center locations are on Page 211 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.

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 in all 25 academic disciplines. 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), AICE (Association of International Credential Evaluators) or AACRAO (American Association of Collegiate Registrars and Admissions Officers) International Credential Evaluator.
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.

Students who do not meet the stated criteria for Graduate Admission but feel that they have the academic background necessary to successfully complete a graduate program may apply for an exception to the admissions criteria. Students who wish to pursue an exception to the stated graduate admission criteria should write a letter to the Chief Academic Officer requesting an exception. The letter requesting an exception should include all supporting documentation.

Possible exception may include a bachelor's degree from a foreign institution, completion of a master's degree from an appropriately accredited institution, or other documentable academic achievement which demonstrates the knowledge and skill required for success in a graduate program.

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 97 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), a **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), a **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
d. ESL Sentence Meaning: Score of 90
e. 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 (where applicable)
- 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 the Tuition and Fees section of this catalog on Page 77 for details on the fees required.

PROGRAMMATIC ADMISSION REQUIREMENTS

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

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.
- Students must complete the additional required general education courses included as part of an academic associate's 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.

MEDICAL ASSISTING ASSOCIATE DEGREE AND CERTIFICATE 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.

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.

MEDICAL ASSISTING CERTIFICATE AND ADMINISTRATIVE MEDICAL ASSISTING CERTIFICATE ADMISSION REQUIREMENTS

Students entering the certificate programs in Medical Assisting or Administrative Medical Assisting must have either:

A. Completed an academic associate degree in any academic major from an accredited institution. No grade in the prior program in English grammar, structure, or writing (including composition) may be below a "C" letter grade. Any grade in those subjects below a "C" would require successful completion of the placement exam for English prior to acceptance into the certificate program OR
B. Completed a bachelor's degree in any major from an accredited institution; and ENG102 English Composition or the equivalent.

BACHELOR OF SCIENCE DEGREE IN NURSING (BSN) COMPETITIVE ADMISSION CRITERIA

Admission to the program is limited to residents of the states of Tennessee and Virginia.

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

1. Submit all college and high school/GED transcripts for academic review. A minimum GPA of 2.5 is required; however, preference will be given to applicants with a GPA of 3.0 or higher.
2. Submit an updated resume (Preference may be given to applicants who supply proof of 1 year of experience in a health care field within the last 3 years or hold active certification or license).

Additional Considerations:

1. Students with no prior college experience will be evaluated on their cumulative high school GPA of 2.5 or higher or GED score of 500 or higher.
2. Credits from other institutions will be evaluated for transfer on a case-by-case basis.
3. Due to the unique nature of nursing programs, it may not be appropriate to transfer nursing program core courses. Residents of Virginia are not eligible to transfer courses into the BSN program at this time.
4. No additional transfer credit will be accepted after admission to the BSN program.

HEALTH INFORMATION MANAGEMENT ASSOCIATE DEGREE ADMISSION REQUIREMENTS

Students enrolling in the Health Information Management 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, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Health Information Management 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. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

PHARMACY TECHNICIAN ASSOCIATE AND DIPLOMA ADMISSION REQUIREMENTS

Students enrolling in the Pharmacy Technician programs will be required to pass a background check prior to the start of the program. Any costs associated with this service are the responsibility of the student. Students who have a drug misdemeanor or felony will not be able to enroll in the program.

Students will be required to obtain immunizations and/or proof of immunity, and/or tuberculosis screening, and/or clean drug test results 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. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations, screening and drug testing is the responsibility of the student.

Some states require externship licenses. Students are advised to investigate the provisions for licensure to ensure they meet them before applying to the Pharmacy Technician programs.

PHLEBOTOMY AND ECG TECHNICIAN DIPLOMA ADMISSION REQUIREMENTS

To qualify for the PBY/ECG program, students shall meet at least *two* of the following:

- High school GPA of 2.5 or higher
- College entrance exam score:
  - 1000 minimum for SAT (current national average is 1050)
    or
  - 20 minimum for ACT (current national average is 21)
- Minimum passing score on ANU placement exams:
  - A 70% or higher on the SCI001 Science Placement Exam
  - An 80% or higher on the ENG001 English Placement Exam
  - A 70% or higher on the MAT001 Math Placement Exam

- Previous college courses:
  - Minimum 24 credits completed

- GPA of 2.5 or higher

Students enrolling in the Phlebotomy and ECG 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, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Phlebotomy and ECG 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. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

PARALEGAL ASSOCIATE DEGREE ADMISSION REQUIREMENTS

Students enrolling in the Paralegal associate degree program must have a minimum of a high school diploma or GED and must achieve a passing score on the English and Math placement exams. Transfer of credits for a 100 level or higher English and Math class can substitute for the placement exam. Students enrolling in the Paralegal associate degree program who have earned an associate or bachelor's degree from an accredited institution will not be required to take/pass the placement exams.

To pass the placement exams, students must score the following on each test:
•English – 85%
•Math – 65%

Students without a passing score will not be allowed to begin the program but may retake either exam 2 more times. If the student does not achieve a passing score, he or she must wait 7 calendar days between exams before attempting to take the exam again.

PARALEGAL STUDIES ADMISSION REQUIREMENTS

Students entering the certificate program in Paralegal Studies must have either:

A. Completed an academic associate degree in any academic major from an accredited institution with a 2.5 CGPA or above on all classes attempted. No grade in the prior program in English grammar, structure, or writing (including composition) may be below a 'C' letter grade. Any grades in those subjects below a 'C' would require successful completion of the placement exam for English prior to acceptance into the certificate program. OR
B. Completed a bachelor's degree in any major from an accredited institution; and ENG102 English Composition or the equivalent.

BUSINESS ADMINISTRATION DIPLOMA, BUSINESS ADMINISTRATION MANAGEMENT ASSOCIATE DEGREE AND BACHELOR OF BUSINESS ADMINISTRATION MANAGEMENT DEGREE PROFICIENCY REQUIREMENTS

Students entering the diploma, associate or bachelor's program must demonstrate functional proficiency with the Word, Excel, and PowerPoint software applications from the Microsoft Office Suite. This proficiency can be demonstrated in one of three ways:

1. Successful completion of COM151 The Microsoft Office course offered at American National University.
2. Achieving a score of 70% or better on the COM151 The Microsoft Office advanced placement test; or
3. Transfer credit from another institution which demonstrates proficiency with the Word, Excel, PowerPoint, and Access software applications from the Microsoft Office Suite.

*see additional business administration diploma program admission requirements below

ACCOUNTING DIPLOMA ADMISSION REQUIREMENTS

Students entering the diploma program in Accounting must have either:

A. Completed an academic associate degree in any academic major from an accredited institution with a 2.5 CGPA or above on all classes attempted. No grade in the prior program in English grammar, structure, or writing (including composition) may be below a 'C' letter grade. Any grades in those subjects below a 'C' would require successful completion of the placement exam for English prior to acceptance into the certificate program. OR
B. Completed a bachelor's degree in any major from an accredited institution; and ENG102 English Composition or the equivalent.

BUSINESS ADMINISTRATION DIPLOMA ADMISSION REQUIREMENTS*

Students entering the diploma program in Business Administration must have either:

A. Completed an academic associate degree in any academic major from an accredited institution with a 2.5 CGPA or above on all classes attempted. No grade in the prior program in English grammar, structure, or writing (including composition) may be below a 'C' letter grade. Any grades in those subjects below a 'C' would require successful completion of the placement exam for English prior to acceptance into the certificate program. OR
B. Completed a bachelor's degree in any major from an accredited institution; and ENG102 English Composition or the equivalent.

ENGLISH AS A SECOND LANGUAGE NON-CREDIT CERTIFICATE ADMISSION REQUIREMENTS

The purpose of the English as a Second Language Program is to develop English skills that are necessary to enable the applicant to use already existing knowledge, training, or skills, and upon completion, pursue utilization of the skill(s).

Applicants are required to have a high school diploma or equivalency. If transcripts are requested, all Foreign Transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services).

A complete application form is required to initiate the admission process. Please, visit https://an.edu/ to complete the form in its entirety.

A government-issued photo ID or copy of their passport.

Evaluation of the students already existing knowledge, training, or skills in alignment with the D.O.T (Directory of Occupational Titles).

PLACEMENT TEST
The ESL Placement Test determines the starting course level in the ESL Program. Once the Applicant has been accepted to the ESL program, they will be scheduled to take the ESL Program Placement Test.

ESL PLACEMENT TEST FORMAT
The CaMLA Exam Placement Test is used to determine the level of the student.

Part 1 Listening / Grammar / Vocabulary / Reading
There is a 60-minute time limit, which includes 80 multiple choice questions. Test-takers must manage their time for completing this part of the test. Listening includes approximately 25 questions. 10 questions in the first section and 15 in the second. Grammar includes 20 questions; Vocabulary includes 20 questions; Reading includes approximately 15 questions.

Part 2: Writing
There is a 60- minute time limit which includes:

Task 1: Students answer three questions about a topic in a short paragraph format.
Task 2: Students write an opinion or position essay on one specific topic.

Part 3: Speaking
It is a 10-minute interview which includes:

Three questions in part 1
Two questions in part 2

The ESL staff will use the results of the ESL Program Placement Test to place students into ESL classes.

There is no fee for the ESL Placement Test and instructions on how to take it will be sent to the applicant's email address by the Student Services office.

RE-TAKING ESL PLACEMENT TEST
Placement tests results are valid for one year.

Applicants who do not get enrolled in the program by any circumstances upon having taken the test and decide to enroll after a year of having taken it, will have to retake the placement test.

Students who stop studying in the program and decide to resume their studies after a year, will have to retake the placement test as well.

ACKNOWLEDGEMENT OF PROGRAMMATIC ADMISSION REQUIREMENTS

FOR STUDENTS ENROLLED IN PROGRAMS WITH EXTERNSHIPS

Certain programs offered by American National University include an externship as part of the curriculum. These programs include, but are not necessarily limited to Medical Assisting, Health Information Management, Phlebotomy and ECG Technician, and Pharmacy Technician. Because an externship is a learning experience provided at a third-party extern site and is subject to the scheduling requirements and availability of such site, American National University cannot guarantee that externships in any program will be available in the academic term in which they are intended to be scheduled. In the event that there are not sufficient externship opportunities to schedule all eligible students in any particular term, some or all students may experience a delay of one or more academic terms before they are able to complete their program of study. Students should be aware of and prepared for this possibility. Ultimately, it is the student's responsibility to secure and maintain an externship site. The university department chair or dean will assist employers and students with the process.

FOR STUDENTS ENROLLED IN THE PHARMACY TECHNICIAN (DIPLOMA OR ASSOCIATES) PROGRAMS

American National University may obtain information about students enrolled in programs which require an externship or a clinical experience (including but not limited to Pharmacy Technician) from a consumer reporting agency. Students with adverse information in such consumer background reports (including but not limited to felony convictions and/or other criminal drug convictions) may be unable to participate in an externship or clinical experience in some programs, which would result in a failure to graduate. Students in the Pharmacy Technician programs are required to pass a background check prior to enrollment. Prospective students with possible adverse information in a consumer background report should consult with their program director prior to enrolling.

FOR STUDENTS ENROLLED IN THE INFORMATION TECHNOLOGY (ASSOCIATE OR BACHELORS) PROGRAMS

Many positions in Information Assurance, Security Systems Analysis and Architectures, Network Security, Homeland Security, Security Administration and Management, Computer Forensics or other positions involving the operation, security and analysis of fixed and mobile computing devices are generally treated by prospective employers as "positions of trust." Applicants for these positions are routinely subjected to drug, consumer, and criminal background screening. Adverse information discovered during such screening may result in loss of employment opportunities.

FOR STUDENTS ENROLLED IN MEDICAL ASSISTING (CERTIFICATE OR ASSOCIATES) AND PHLEBOTOMY AND ECG TECHNICIAN (DIPLOMA) PROGRAMS

Prospective students with possible adverse information in drug, consumer or criminal background reports should consult with their program director prior to enrolling.

REQUESTING AN EXCEPTION TO ADMISSION REQUIREMENTS

Students applying to undergraduate programs that have admissions requirements beyond high school graduation or equivalency who do not meet the published GPA admissions requirements for

their program but believe they possess the education, skills, or experience necessary for success may request an exception. Please note this policy does not extend to English proficiency requirements.

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 program:

- Bachelor of Science in Nursing (Virginia and Tennessee)

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

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 University Educational Resource Center 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 indefinitely. 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 40).

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
- International American University
- Ohio Valley College of Technology
- Moravian College
- Royal International University
- Institute of Medical and Business Careers
- Sullivan University
- West Virginia Junior College
- Graduate University of Mongolia
- Ajeenkya D.Y. Patil University

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:

- Taking a Test out Exam
- 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 student 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 Phlebotomy and ECG Certificate program, the Paralegal Certificate, Paralegal associate degree, Health Information Management associate degree, and the Medical Billing and Coding Diploma 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, except for nursing, will also take the University Placement Evaluation in Science. This requirement is waived for students who have previously earned an associate 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 Requirements 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%

ADVANCED PLACEMENT EVALUATIONS

Advanced Placement Evaluations are designed for students who wish to demonstrate their current skill level in selected areas. If successful, the student will receive full credit for that particular course. There is no charge for these evaluations or for any credit received. Advanced Placement Evaluations cannot be attempted if the student has enrolled or sat in the course. A complete list of Advanced Placement Evaluations and administration times is available from your In-Residence Site Director or the Student Services office.

The University has established criteria that will allow students to request an evaluation of recognized industry certifications and receive credit for appropriate courses. Students should contact the Student Services staff for more information on required documentation used for evaluation.

CREDIT BY EXAMINATION

The University offers opportunities for award of credit to students who demonstrate competency in specific subject areas. The College Level Examination Program (CLEP) and the DANTES 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.

Advanced Placement exams and Work Experience credit do 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 technological 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.

Paralegal Program: Only 16 credits of Legal Specialty courses can be transferred in. ABA requires that all graduates must take at least 9 semester credits of legal specialty courses, or the equivalent, in a synchronous instruction format.

Legal Specialty courses include:
PLG102 Introduction to Paralegal Studies
PLG207 Legal Research and Writing
PLG214 Family Law
PLG215 Torts and Personal Injury
PLG216 Estate Administration and Elder Law
PLG218 Intellectual Property
PLG219 Labor and Employment Law
PLG220 Immigration and Citzenship
PLG229 Legal Office Procedures
PLG232 Bankruptcy and Collections Procedures
PLG250 Pretrial Discovery and Trial Preparation
PLG262 Criminal Law and Procedure

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. 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 25 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 102 for each specific program.

For successful completion of the associate degree programs, a student must complete 24 credit hours (28 credit hours for Paralegal associate degree program) 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
POL202 Political Science
PSY127 Psychology
PSY200 Human Growth and Development
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 the bachelor's degree programs, a student must complete 56-64 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)
- Phlebotomy/ECG = 120 hours (12 hours/week)
- Health Information Management = 120 hours (12 hours/week)
- Pharmacy Tech = 2 externships = 120/130 hours (12 hours/13 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 the Externship Coordinator (kamole@an.edu) 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 Dean and/or Program Chair 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, HIM001, PTECH001). 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, HIM002, PTECH002). 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 have never 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 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 the 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 In-Residence Site 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.

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 40 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 a 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 after July 1, 1995
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 Credit) 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 SATISFACTION OF 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 CALCULATIONS

Repeated Classes – only the highest grade will count in the CGPA calculation. All course attempts count toward the 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.

28-Credit Hour Program:
Students who have attempted 1-13 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.
Students who have attempted 14-27 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.
Students who have attempted 28 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

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.

60 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-fourth 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 completed two-thirds of the hours attempted.

92 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-fourth 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 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.***

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%).

**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, and Master of Science in Cybersecurity 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 a 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 students' 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 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 38.) The final course grade will affect the students' CGPA as well as their maximum time frame for completion and successful course completion.

NON-DEGREE CREDIT COURSES (PRE-ENTRANCE REQUIREMENTS 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

These 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 102.

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 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.*

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 copyright(s) 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, and 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.

<u>Reporting of Possible Policy Violations</u>

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.

Should the issue not be resolved at the University level, the student may at any time contact the Distance Education Accrediting Commission at 1101 17th St. NW, Suite 808, Washington DC 20036 or by phone at (202) 234-5100.

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.

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

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

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

West Virginia Students: West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard East, Suite 700, Charleston, WV 25301, (304) 558-2101.

American National University is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. The Virginia State Approving Agency investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia State Approving Agency via email at saa@dvs.virginia.gov

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 it 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 and 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 is 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/

UNIVERSITY IN-RESIDENCE SITE 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 in-residence site safety policies and procedures and statistics concerning whether certain crimes took place on site. The latest report is posted on the website and is available upon request by contacting the university in-residence site 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 In-Residence Site Director, who will immediately notify the appropriate local law enforcement agency. In the absence of the In-Residence Site 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 In-Residence Site 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 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 an in-residence site. Please remember that your in-residence 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 in-residence 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 video-conferencing 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 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 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 student's 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.

<u>TERM LEAVE OF ABSENCE</u>
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.

<u>INTERNATIONAL TERM BREAK</u>

*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.

**Students studying in the US on an F-1 visa may request a Medical Reduced Course Load if an illness or medical case arises requiring them to interrupt their studies. Students may be excused from all classes or attend classes part-time. In addition to the process stated above, students must provide medical documentation from a Licensed Medical Doctor, Doctor of Osteopathy, or Clinical Psychologist/Psychiatrist for the term dates when the Medical Reduced Course Load is needed. A Medical Reduced Course Load may be used for multiple terms, but it cannot exceed 12 months aggregate per program level. Students must renew their Medical Reduced Course Load each term with updated medical documentation.

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.

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 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 53 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.

The institution may retain the application fee (if applicable). Cost of materials ordered will be excluded from the refund calculations.

If the student has received University funded grants or scholarships a refund of that funding will be made in the same percentage as was applied to the applicable charges.

REFUND POLICY

1. **Institutional Refund Policy –Official Withdrawal**

When a student officially withdraws from a course or from all courses in which they are enrolled for the academic term, the institutional refund policy calculation will be performed for the tuition charges applied to the course(s). Certification fees associated with the withdrawn class will be fully refunded.

Official Withdrawals: A student officially withdraws from a course or from all courses in an academic term by notifying the university's Student Services office in writing that they are withdrawing. In this event their official withdrawal date is the last day of attendance, determined once the school receives notice from the student that they are withdrawing.

5 Week Terms

Time of Withdrawal	Refund
Within 7 days of term start date	100%
8-14 days after term start date	70%
15-21 days after term start date	40%
22-28 days after term start date	20%
29 days or more after term start date	0%

Refund Policy Example:

This is an example only. Student finances are individualized and vary from student to student.

For example, if a student's last day of attendance in any course is day 11 of a five-week term; he or she does not attend any course in which he or she is enrolled after day 11 of the term, he or she will be refunded 70% of his or her tuition charged for all courses in the term. In this situation, the following calculation would apply:

$1,332 (tuition for one four-credit hour course)

$1,332 total charges for the course

-$932.40 (the refund amount, which equates to 70% of the tuition)

$1,332 – $932.40 = $399.60 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 30% of the course tuition for the withdrawn course)

10 Week Terms

Time of Withdrawal	Refund
Within 7 days of term start date	100%
8-14 days after term start date	80%
15-21 days after term start date	60%
22-28 days after term start date	40%
29-35 days after term start date	20%
36 days or more after term start date	0%

Refund Policy Example:

This is an example only. Student finances are individualized and vary from student to student.

For example, if a student's last day of attendance in any course is day 11 of a ten-week term; he or she does not attend any course in which he or she is enrolled after day 11 of the term, he or she will be refunded 80% of his or her tuition charged for all courses in the term. In this situation, the following calculation would apply:

$1,332 (tuition for one four-credit hour course)

$1,320 total charges for the course

-$1,065.60 (the refund amount, which equates to 80% of the tuition)

$1,332 - $1,065.60=$266.40 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 20% of the course tuition for the withdrawn course).

2. Institutional Refund Policy – Unofficial Withdrawal

When a student ceases attendance in a course in which they are enrolled for the academic term but does not officially withdraw from the course, no institutional refund calculation will be made unless the student ceases attendance in all of the courses in which they are enrolled for the academic term. If a student ceases attendance in all of the courses in which they are enrolled for the academic term, the student will be unofficially withdrawn from enrollment in all courses and the institutional refund policy calculation will be performed for the tuition charges applied to all courses. NOTE: A student who ceases attendance in one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes in which he or she has ceased attendance unless he or she has officially withdrawn from that class or classes.

Unofficial Withdrawals: A student is unofficially withdrawn from a course or from all courses in an academic term once he or she ceases attendance in all courses in which he or she are enrolled during the term for 14 consecutive days, in accordance with the attendance policy. In that event their withdrawal date is the last day of attendance, determined after 14 consecutive days of non-attendance.

5 Week Terms

Time of Withdrawal	Refund
Within 7 days of term start date	100%
8-14 days after term start date	70%
15-21 days after term start date	40%
22-28 days after term start date	20%
29 days or more after term start date	0%

Refund Policy Example:

This is an example only. Student finances are individualized and vary from student to student.

For example, if a student's last day of attendance in any course is day 11 of a five-week term; he or she does not attend any course in which he or she is enrolled after day 11 of the term, he or she will be refunded 70% of his or her tuition charged for all courses in the term. In this situation, the following calculation would apply:

$1,332 (tuition for one four-credit hour course)

$1,320 total charges for the course

-$932.40 (the refund amount, which equates to 70% of the tuition)

$1,332 – $932.40 = $399.60 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 30% of the course tuition for the withdrawn course)

10 Week Terms

Time of Withdrawal	Refund
Within 7 days of term start date	100%
8-14 days after term start date	80%
15-21 days after term start date	60%
22-28 days after term start date	40%
29-35 days after term start date	20%
36 days or more after term start date	0%

Refund Policy Example:

This is an example only. Student finances are individualized and vary from student to student.

For example, if a student's last day of attendance in any course is day 11 of a ten-week term; he or she does not attend any course in which he or she is enrolled after day 11 of the term, he or she will be refunded 80% of his or her tuition charged for all courses in the term. In this situation, the following calculation would apply:

$1,332 (tuition for one four-credit hour course)

$1,332 total charges for the course

-$1,065.60 (the refund amount, which equates to 80% of the tuition)

$1,332 - $1,065.60=$266.40 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 20% of the course tuition for the withdrawn course).

3. 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 Services 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.

4. 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.

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

6. **Refund Procedures**
   Students should make an application for refunds by contacting the University Educational Resource Center 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.

7. **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.

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

Administrative Medical Assisting Associate	Per Credit Hour:	$292
Administrative Medical Assisting Certificate	Per Credit Hour:	$300
Business Administration-Management	Per Credit Hour:	$246
Business Administration-Accounting	Per Credit Hour:	$246
Cybersecurity	Per Credit Hour:	$255
Health Information Management	Per Credit Hour:	$392
Medical and Health Services Management	Per Credit Hour:	$325
Medical Assisting Associate	Per Credit Hour	$292
Medical Assisting Certificate	Per Credit Hour:	$330
Medical Billing and Coding	Per Credit Hour:	$403
Network Support, Network Administration	Per Credit Hour:	$302
Nursing -Bachelor of Science*	Per Credit Hour:	$332
Paralegal Associate	Per Credit Hour	$325
Paralegal Studies Certificate	Per Credit Hour:	$460
Pharmacy Technician Associate	Per Credit Hour	$382
Pharmacy Technician Diploma	Per Credit Hour	$382
Phlebotomy and ECG Technician	Per Credit Hour:	$385

Non-Credit Certificate

English as a Second Language - Total All-Inclusive Tuition Rate: $5,550 ($925 per term)

***ADDITIONAL EQUIPMENT DEPOSIT** – $1,000 (Fully Refundable after return of equipment to the University)
For all NEW in-state and out-of-state domestic and international students enrolling in BSN program. (Charged when enrolling in the NUR303 course).

GRADUATE TUITION – (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	$391
Master of Cybersecurity	Per Credit Hour	$374
Master of Science in Information Technology	Per Credit Hour	$384

FEES – ALL STUDENTS (Non-Refundable after 5 calendar day enrollment /cancellation period)

Transcript Fee (No Charge 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) $0
Application Fee (Graduate).....$0
Experiential Learning Evaluation Fee (per course) $50
Re-Application Processing Fee (International Students) $125
Out of Country shipping rates will be the responsibility of the student (Amount will vary)

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 loans equipment
EKG machine
Adult manikin
Wound bottom torso manikin
Sure thermometer
Nebulizer
Suction Machine

Medical Assisting:
The Hepatitis B Vaccine is optional for the Medical Assisting program and is the responsibility of the student.

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

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 2024–2025 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	$8,720	$8,216
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 Student Service. 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 Aide 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 an 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. 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 completed and 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 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.

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 on 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 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 servicers 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 85).

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.

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.

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 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 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 Approval 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 17, 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
No Zoom Sessions (Memorial Day Observed)	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 30, 2025
Census	June 3, 2025
No Zoom Sessions (Memorial Day Observed)	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
No Zoom Sessions (Labor Day Observed)	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 18, 2025
Census	August 19, 2025
No Zoom Sessions (Labor Day Observed)	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
No Zoom Sessions (Thanksgiving Day Observed)	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	November 3, 2025
Census	November 4, 2025
No Zoom Sessions (Thanksgiving Day Observed)	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
No Zoom Sessions (Christmas Day Observed)	December 25, 2025
No Zoom Sessions (New Year's Day Observed)	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 19, 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
No Zoom Sessions (Memorial Day Observed)	May 26, 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
No Zoom Sessions (Memorial Day Observed)	May 26, 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
No Zoom Sessions (Labor Day Observed)	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
No Zoom Sessions (Labor Day Observed)	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
No Zoom Sessions (Thanksgiving Day Observed)	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
No Zoom Sessions (Thanksgiving Day Observed)	November 26, 2026
Last Day of Term	**December 19, 2026**
Inter-Term Break – NO CLASSES – December 20, 2026 – December 26, 2026	

COURSE DELIVERY

American National University offers flexibility with distance education courses. Global Meet (Video conferencing) classes and synchronous and asynchronous classes are considered distance education classes. Global Meet classes are offered at In-Residence Sites based on availability or students can connect live from anywhere with a live video instructor and students from other connected locations. All classes are offered through the Canvas Learning Management system. This level of instruction provides students with a culturally and geographically diverse educational experience, which is highly sought after in today's global economy. Students should be prepared to take the courses required for their program of study in the format in which the courses are offered each term in accordance with their program requirements. The University provides a number of resources to assist students in adapting to all course delivery methods. All degree programs included proctored exams in specific courses within the program. Proctored exams will be identified on the specific syllabus for courses in which they are included. Proctored examinations will be administered via synchronous learning sessions as designated by the course instructor. Prior to administering the exam, faculty proctors will verify each student's identity by photo ID. If the student is unable to provide the required photo ID, they will not be able to take the proctored exam.

HOST CAMPUS COURSE OPTION

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

DOMESTIC U.S. STUDENTS

Full-time graduate students who are classified as U.S. Residents may take only one residential course per term. Graduate U.S. students attending part-time (4 credit hours per term) may not take more than two (2) residential courses in successive terms. Full-time (8 credit hours or more) may take unlimited online courses.

Full-time undergraduate students who are classified as U.S. Residents may take only two residential courses per term. Undergraduate U.S. students attending part-time (8 hour or less per term) may not take more than two (2) residential courses in successive terms. Full-time (12 credit hours or more) students may take unlimited online courses.

INTERNATIONAL STUDENTS

Full-time graduate and undergraduate international students attending under the Student and Exchange Visitor Program (SEVP) may only take one fully online 4-credit hour course per term. An online course is defined as a course offered predominantly at a distance through one or more online modalities and does not require the student's presence at a campus or other physical location of the university. Any additional courses must be taken in a residential delivery format. A residential course is defined as a course that is offered predominantly at a campus or other physical location of the university requiring the student's physical presence at that location. A blended program includes both online and residential courses. A blended format offers the student the opportunity to interact in a

real time basis with other students in the program, receive direct instruction from the professor, satisfy employer or government requirements, and enjoy the learning experience of the institutional campus.

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 the 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, etc. (recommend the use of multiple browsers) Document Management Application - Adobe Acrobat Professional Zoom Desktop Client (https://zoom.us/download Free Video / Photo Editing (select 1 or2) 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	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox, etc. (recommend the use of multiple browsers) Document Management Application - Adobe Acrobat Professional Zoom Desktop Client (https://zoom.us/download) 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	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox, etc. (recommend the use of multiple browsers) Document Management Application - Adobe Acrobat Professional Zoom Desktop Client (https://zoom.us/download) 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

	Social Media Post, VivaVideo - Best for Beginners Keep the system up to date with Windows Updates, .NET Framework etc.	Keep the system up to date with Windows Updates, .NET Framework etc.	Keep the system up to date with Windows Updates, .NET Framework etc.

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.

You can get to the student portal 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.

Need help with student email or portal account?
Students should call 1-888-410-6109 and select option 2 or email anuhelpdesk@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 dean 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:

- Students should call 888-410-6109 Select Option 2 or email StudentSupport@an.edu

- Please do not wait if you are having issues.... ask for help.

CAREER PROGRAMS

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

Business Administration

Accounting, Diploma 104
Business Administration Accounting, Associate Degree 105
Business Administration Accounting, Bachelor's Degree 107
Business Administration, Diploma 110
Business Administration Management, Associate Degree 111
Business Administration Management, Bachelor's Degree 113
Master of Business Administration 116

Health Science

Administrative Medical Assisting, Certificate 121
Medical Assisting, Certificate 123
Medical Billing and Coding, Diploma 125
Pharmacy Technician, Diploma 127
Phlebotomy and ECG Technician, Diploma 129
Administrative Medical Assisting, Associate Degree 130
Medical Assisting, Associate Degree 133
Health Information Management, Associate Degree 137
Pharmacy Technician, Associate Degree 139
Nursing, Bachelor of Science 141
Medical and Health Services Management, Bachelor's Degree 147

Information Technology

Network Support, Associate Degree 150
Network Administration, Bachelor's Degree 152
Cybersecurity, Bachelor's Degree 155
Master of Science in Cybersecurity 158
Master of Science in Information Technology 160

Paralegal

Paralegal, Associate Degree 163
Paralegal Studies Certificate 165

Non-Credit

English as a Second Language Certificate 166

BUSINESS ADMINISTRATION

Students from a variety of educational and career backgrounds can take advantage of the multiple degree levels available, advancing from associate programs to the Master of Business Administration (MBA) degree.

American National University's accounting programs combine rigorous technical accounting training with a general overview of business and a foundation in professional skills to prepare graduates for careers in this dynamic field. Accounting programs are available at the associate degree and bachelor's degree levels, equipping new students and existing professionals alike with the skills necessary to cultivate a successful accounting career.

The business administration programs are designed for prospective students who are interested in managerial or administrative career opportunities in sales, business administration, management, operations, marketing, human resources, or office administration. These programs will provide graduates with hands-on training in the basic theories, principles, concepts, and analytical tools used in business, with emphasis on computer technology, accounting, and a solid background in business administration. These skills are taught through an integrated curriculum that incorporates business fundamentals with critical thinking and decision-making skills.

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 and healthcare 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.

ACCOUNTING (ACC) – DIPLOMA

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

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

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

60 credit hours required/120 quality points required. All courses are 4 credit hours

Program Core (Required) 52 total credit hours required

ACC101	Principles of Accounting I
ACC102	Principles of Accounting II
ACC110	Payroll Accounting
ACC115	Computerized Accounting
ACC200	Principles of Accounting III
ACC203	Cost Accounting I
ACC216	Income Tax
COM151	The Microsoft® Office
COM235	Spreadsheet Applications
BUS110	Business Mathematics I
BUS121	Principles of Economics
BUS225	Business Communications
ENG102	English Composition

Electives (Select 2)** 8 total credit hours required

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

For all courses: See course description for applicable prerequisites.
** Based on availability

BUSINESS ADMINISTRATION-ACCOUNTING (BAA) – ASSOCIATE DEGREE

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

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

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

92 credit hours required/184 quality points required. All courses are 4 credit hours

Program Core (Required) 60 total credit hours required

ACC101	Principles of Accounting I
ACC102	Principles of Accounting II
ACC110	Payroll Accounting
ACC115	Computerized Accounting
ACC200	Principles of Accounting III
ACC201	Intermediate Accounting I
ACC203	Cost Accounting I
ACC216	Income Tax
ACC313	Managerial Accounting
ACC320	Intermediate Accounting II
BUS110	Business Math I
BUS121	Principles of Economics
BUS125	Principles of Management
BUS210	Business Math II
BUS225	Business Communications

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

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

Physical/Natural Science

BIO101	Introduction to Biology
CHM105	General, Organic Biochemistry
ENV101	Environmental Science

Electives (Select 2 **) 8 total credit hours required.
To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent
** Based on availability
Note: Based on availability and department chair approval, students may substitute course ACC299 Accounting Externship for an Elective selection.

BUSINESS ADMINISTRATION-ACCOUNTING (BBACC) – BACHELOR'S DEGREE

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

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

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

Experiential Learning Track

Upon completion of 36 credit hours, students may apply to pursue the Experiential Learning Track, which requires students to maintain professional experiences related to their field of study during their enrollment, of at least five (5) hours per week, not including the final program course, BUS499 Business Externship and Capstone. The minimum cumulative number of hours worked prior to enrollment in BUS499 is 576 (approximately 5 hours per week for each term leading up to the student's final term). Successful entry to the Experiential 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. Students interested in pursuing the Experiential Learning Track should schedule a meeting with their Academic Advisor and Dean to discuss this track and to obtain the attestation form.

180 credit hours required/360 quality points required. All courses are 4 credit hours

Program Core (Required) 112 total credit hours required

ACC101	Principles of Accounting I
ACC102	Principles of Accounting II
ACC115	Computerized Accounting
ACC200	Principles of Accounting III
ACC201	Intermediate Accounting I
ACC203	Cost Accounting I
ACC216	Income Tax

ACC313 Managerial Accounting
ACC314 Auditing
ACC317 Cost Accounting II
ACC320 Intermediate Accounting II
ACC416 Advanced Taxation
ACC418 Municipal and Institutional Accounting
ACC420 Intermediate Accounting III
BUS110 Business Math I
BUS120 Introduction to Finance
BUS121 Principles of Economics
BUS210 Business Math II
BUS225 Business Communications
BUS324 Financial Planning and Investments
BUS386 Money, Banking and the Financial Marketplace
BUS390 Research and Report Writing
BUS490 Corporate Budgeting
COM151 The Microsoft® Office

Select 3 (**Minimum of 4 credit hours must be 300-400 level)
BUS101 Introduction to Business
BUS123 Practical Law
BUS125 Principles of Management
BUS217 Organizational Behavior
BUS223 Sales and Contract Law
BUS350 Managing the Small Business
BUS391 Production and Operations Management
BUS392 Purchasing and Materials Management

Select 1
Standard Track
BUS495 Strategic Management

Experiential Learning Track
BUS499 Business Externship and Capstone

General Education: At least 1 from each discipline required; a minimum of 3 must be 300–400 level courses, 56 total credit hours required.

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
CHM105 General, Organic Biochemistry
ENV101 Environmental Science
PER330 Personal Health

Electives (Select 3 **) 12 total credit hours required.

To be selected in consultation with the Academic Advisor to complete the Baccalaureate degree and compliment individual areas of interest.

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent
** Based on availability

BUSINESS ADMINISTRATION (BAM) – DIPLOMA

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

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

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

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

48 credit hours required/96 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

ACC210	Accounting for Non-Accounting Majors
BUS101	Introduction to Business
BUS110	Business Math I
BUS120	Introduction to Finance
BUS123	Practical Law
BUS125	Principles of Management
BUS130	Introduction to Business Information Systems
BUS225	Business Communication
BUS227	Human Resource Management
COM235	Spreadsheet Applications
ENG102	English Composition
ETH205	Ethics

For all courses: See course description for applicable prerequisites.
* Based on availability

BUSINESS ADMINISTRATION - MANAGEMENT (MGT) – ASSOCIATE DEGREE

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

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

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

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

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

92 credit hours required/184 quality points required. All courses are 4 credit hours

Program Core (Required) 60 total credit hours required

ACC210	Accounting for Non-Accounting Majors
BUS101	Introduction to Business
BUS110	Business Math I
BUS117	Supervision
BUS120	Introduction to Finance
BUS121	Principles of Economics
BUS123	Practical Law
BUS125	Principles of Management
BUS130	Introduction to Business Information Systems
BUS217	Organizational Behavior
BUS218	Customer Service Management
BUS225	Business Communications
BUS227	Human Resource Management
BUS228	Principles of Marketing
BUS270	Introduction to Project Management

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

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

Physical/Natural Science

BIO101 Introduction to Biology
CHM105 General, Organic Biochemistry
ENV101 Environmental Science

Electives (Select 2 **) 8 total credit hours required.

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

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent
Note: Based on availability and department chair approval, students may substitute course BUS299 Business Externship for a course listed under Career Support

BUSINESS ADMINISTRATION-MANAGEMENT (BBAMG) – BACHELOR'S DEGREE

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

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

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

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

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

Experiential Learning Track

Upon completion of 36 credit hours, students may apply to pursue the Experiential Learning Track, which requires students to maintain professional experiences related to their field of study during their enrollment, of at least five (5) hours per week, not including the final program course, BUS499 Business Externship and Capstone. The minimum cumulative number of hours worked prior to enrollment in BUS499 is 576 (approximately 5 hours per week for each term leading up to the student's final term). Successful entry to the Experiential 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. Students interested in pursuing the Experiential Learning Track should schedule a meeting with their Academic Advisor and Dean to discuss this track and to obtain the attestation form.

180 credit hours required/360 quality points required. All courses are 4 credit hours.

Program Core (Required) 116 total credit hours required

ACC210 Accounting for Non-Accounting Majors
ACC216 Income Tax
BUS101 Introduction to Business
BUS110 Business Math I
BUS117 Supervision
BUS120 Introduction to Finance
BUS121 Principles of Economics
BUS123 Practical Law
BUS125 Principles of Management
BUS130 Introduction to Business Information Systems
BUS210 Business Math II
BUS217 Organizational Behavior
BUS218 Customer Service Management
BUS223 Sales and Contract Law
BUS224 Organizational Leadership
BUS225 Business Communications
BUS227 Human Resource Management
BUS228 Principles of Marketing
BUS270 Introduction to Project Management
BUS324 Financial Planning and Investment
BUS350 Managing the Small Business
BUS386 Money, Banking and the Financial Marketplace
BUS390 Research and Report Writing
BUS391 Production and Operation Management
BUS392 Purchasing and Materials Management
BUS420 Project Management
BUS490 Corporate Budgeting
COM151 The Microsoft Office

Select 1

Standard Track

BUS495 Strategic Management

Experiential Learning Track

BUS499 Business Externship and Capstone

General Education: 64 total credit hours required. At least one from each discipline required – A minimum of 3 must be 300-400 level courses.

Written and Oral Communication

ENG102 English Composition*
ENG126 Oral Communication

Mathematics, Statistics, and Logic

LOG215 Thinking Critically
LOG357 Logic & 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
CHM105	General, Organic Biochemistry
ENV101	Environmental Science
PER330	Personal Health

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

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.

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

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. All courses are 4 credit hours.

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.

ACC513	Financial Management
MB518	Developing Human Resources**
MB523	Legal Environment of Business
MB528	Marketing Management
MB554	Business Research
MB570	Business Information Systems
MB621	Managerial Economics
MB630	Operations Management

Choose Track (Required) 4 credit hours required.

STANDARD TRACK

MB695 Business Leadership Policy and Strategy (capstone course)

PRACTITIONER LEARNING TRACK

MB699 Practitioner Projects in Business Administration (capstone course)

Choose Specialization from below:

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

ACC522 Management Control
ACC610 Financial Reporting
ACC640 Business Tax Strategies
MB505 Business and Society
MB511 Management Communications
MB517 Dynamics of Organizational Behavior
MB524 21st Century Leadership
MB625 International Management

Organizational Management Specialization – 20 total credit hours required

MB520 Organizational Sustainability
MB524 21st Century Leadership
MB588 Managing Quality
MB611 Project Management Life Cycle
MB690 Organizational Project Management

International Business Management Specialization – 20 total credit hours required

ACC650 International Accounting/Multinational Enterprises
MB565 International Finance
MB582 Managing Global Diversity
MB584 Managing International Human Resources
MB625 International Management

Accounting Management Specialization – 20 total credit hours required

ACC522 Management Control
ACC610 Financial Reporting
ACC640 Business Tax Strategies
ACC650 International Accounting/Multinational Enterprises
ACC690 Accounting Management

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

MS500 Healthcare Informatics
MS530 Health Policy, Regulations, and Politics for Healthcare
MS550 Ethics and Legal Principles for Healthcare
MS560 Healthcare Organizational Systems and Quality Improvement
MS615 Health and Patient Safety Risk Management
MS618 Human Resource Management for Healthcare**

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

HS575 Meetings and Events Planning
HS610 Sales, Marketing and Branding for the Hospitality Industry
HS615 Managing Quality Service in the Hospitality Industry
HS550 Principles, Practices and Philosophies for the International Hospitality Industry
HS620 Legislation and the Hospitality Industry
HS605 Human Resources in the Hospitality Industry

Information Technology Specialization - 20 total credit hours required

CY501 Information Assurance and Security Management
IT540 Marketing Innovation and Technology
IT590 Enterprise Architecture and IT Governance
IT610 Global IT Products and Services Outsourcing
IT620 Decision Models for Technology Management

Global Leadership Specialization – 20 total credit hours required

MB524 21st Century Leadership
MB582 Managing Global Diversity
MB583 Global Virtual Teams
MB584 Managing International Human Resources
MB625 International Management

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

HEALTH SCIENCE

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 relative to the student's field of study. Most 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.

Our health science programs include certificates, diplomas, associate degrees, and bachelor's degrees programs designed to allow you to seamlessly continue your education as you advance in your career.

ADMINISTRATIVE MEDICAL ASSISTING (AMC) – CERTIFICATE

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

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

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

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

In addition to the program outcomes listed, students will take the Medical Administrative Assistant certification exam offered through the National Healthcareer Association (NHA) as part of AMA298 Administrative Medical Assisting Exam Success Class.

48 credit hours required/96 quality points required. All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

BIO201	Basic Anatomy and Physiology I
BIO202	Basic Anatomy and Physiology II
COM151	The Microsoft Office
EHR100	Electronic Health Records
MED107	Medical Terminology*
MED160	Health Care Law & Ethics
MED200	Medical Office Management
MED208	Medical Office Procedures*
MED218	Communication for the Healthcare Professional*
MED247	Health Insurance Billing and Coding
MED285	Medical Office Finance*
AMA298	Administrative Medical Assisting Exam Success Class

For all courses: See course description for applicable prerequisites.
**Course requires grade "C" or better to pass.*

MEDICAL ASSISTING (MA-C) - CERTIFICATE

The Medical Assisting certificate 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, pharmacology, administering injections, performing EKGs, and venipuncture.

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

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

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

7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.
8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers
9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

In addition to the program outcomes listed, students will take the following certifications:

- *CPR through the American Red Cross as part of MED202 Clinical Medical Assisting*
- *Certified Clinical Medical Assistant exam offered through the National Healthcareer Association (NHA) as part of MED295 Medical Assisting Exam Success Class and Externship.*

48 credit hours required/96 quality points required. All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

BIO201	Basic Anatomy & Physiology I
BIO202	Basic Anatomy & Physiology II
MED107	Medical Terminology*****
MED110	Dosage and Calculation of Medications*
MED175	Pharmacology I for the Medical Assistant*
MED202	Clinical Medical Assisting*
MED208	Medical Office Procedures*
MED225	Pharmacology II for the Medical Assistant*
MED273	Invasive Clinical Procedures*
MED275	Non-Invasive Clinical Procedures*
MED295	Medical Assisting Exam Success Class and Externship*****
	Students must also pass certification exam to pass MED295 course

For all courses: See course description for applicable prerequisites.
Courses with a ***** require a minimum grade of "C" to pass.

MEDICAL BILLING AND CODING - DIPLOMA

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

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

Graduates may be employed in physician's offices, clinics, medical service bureaus, insurance companies, or through managed care plans.

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

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

Successful completion of HIM210 Advanced Coding and graduation from the Medical Coding and Billing (MCD) program requires students to take one of the following certification exams during their final term: the Certified Professional Coder (CPC) exam through the American Academy of Professional Coders (AAPC) with a passing score of 70%, or the Certified Coding Specialist (CCS) or Certified Coding Associate (CCA) exam through American Health Information Management Association (AHIMA); both AHIMA exams require a scaled score of 300 to pass. Taking and passing one of these three exams is a mandatory requirement to successfully complete HIM210 and to graduate from the program.

48 credit hours required/96 quality points required. All courses are 4 credit hours.

Program Core (Required) 48 total credit hours required

BIO201	Basic Anatomy and Physiology I
BIO202	Basic Anatomy and Physiology II
BIO206	Diseases of the Human Body
COM151	The Microsoft® Office
HIM101	Introduction to Health Information Management
HIM150	Pharmacology for Health Information Management
HIM201	Clinical Classification Systems I
HIM202	Clinical Classification Systems II
HIM205	Procedural Coding
HIM206	Procedural Coding II

HIM208 Reimbursement Methodologies
HIM210 Advanced Coding

For all courses: See course description for applicable prerequisites

PHARMACY TECHNICIAN (PTH) - DIPLOMA

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

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

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

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

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

In addition to the program outcomes listed, students will take the Certified Pharmacy Technician (CPhT) exam offered through the Pharmacy Technician Certification Board or National Healthcareers Association as part of PTA288 Pharmacy Tech Exam Success Class.

48 credit hours required/96 quality points required. All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

MED107	Medical Terminology
MED218	Communication for the Healthcare Professional
PTA110	Pharmacy Calculations for Technicians
PTA165	Pharmacy Law and Ethics
PTA176	Community Pharmacy Operation and Laboratory
PTA205	Pharmacology I for the Pharmacy Technician
PTA207	Pharmacology II for the Pharmacy Technician
PTA250	Pharmacy Software Applications
PTA276	Institutional Pharmacy Operation and Laboratory
PTA279	Community Pharmacy Technician Externship
PTA288	Pharmacy Tech Exam Success Class

Electives (Required) Select 1 4 credit hours required

ACC101	Principles of Accounting I
BUS125	Principles of Management
BUS224	Organizational Leadership
BUS225	Business Communications

BUS227 Human Resource Management

For all courses: See course description for applicable prerequisites.
Our pharmacy program's enhanced learning experience is provided by PioneerRx. Learn more about PioneerRx's capabilities at https://www.pioneerrx.com/, and see how PioneerRx ranks against its competitors at http://www.pharmacysoftwarereviews.com/

PHLEBOTOMY AND ECG TECHNICIAN (PBY-ECG) - DIPLOMA

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

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

1. Perform an ECG and interpret cardiac rhythms and dysrhythmias.
2. Function as an entry-level ECG technician with the necessary knowledge, skills, and professional behavior.
3. Perform venipuncture and capillary puncture following proper protocol.
4. Function as an entry level phlebotomist with the necessary knowledge, skills and professional behavior.
5. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; and documenting accurately and appropriately and communicating effectively.

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

- *Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) exams offered through the National Healthcareer Association (NHA) as part of PEC198 Phlebotomy & ECG Review.*

36 credit hours required/72 quality points required. All courses are 4 credit hours

Program Core (Required) 36 total credit hours required

COM151	The Microsoft® Office
MED160	Health Care Law and Ethics
MED218	Communication for the Healthcare Professional
MED273	Invasive Clinical Procedures
MED275	Non-Invasive Clinical Procedures
BIO201	Basic Anatomy and Physiology I
BIO202	Basic Anatomy and Physiology II
PEC198	Phlebotomy & ECG Review
PEC199	Phlebotomy & ECG Externship

For all courses: See course description for applicable prerequisites.

ADMINISTRATIVE MEDICAL ASSISTING (AMA) – ASSOCIATE DEGREE

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

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

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

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

In addition to the program outcomes listed, students will take the Certified Medical Administrative Assistant (CMAA) certification exam offered through the National Healthcareer Association (NHA) as part of Administrative Medical Assisting Exam Success Class (AMA298).

96 credit hours required/192 quality points required. All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

BUS117	Supervision
BUS225	Business Communications
COM151	The Microsoft Office
EHR100	Electronic Health Records
MED107	Medical Terminology**
MED160	Health Care Law & Ethics
MED200	Medical Office Management
MED208	Medical Office Procedures**
MED218	Communication for the Healthcare Professional**
MED247	Health Insurance Billing and Coding
MED285	Medical Office Finance**
AMA298	Administrative Medical Assisting Exam Success Class

Electives (Required) Select 6 - 24 credit hours required – *students may only choose one additional COM course from the selection below.*

*BIO206	Diseases of the Human Body
BUS101	Introduction to Business
BUS218	Customer Service Management
BUS227	Human Resource Management
COM234	Desktop Applications
COM235	Spreadsheet Applications
HIM201	Clinical Classification Systems I
HIM202	Clinical Classification Systems II

***this program requires this course as a selection*
*** this course requires a grade of "C" or better to pass the course.*

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

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
POL202	Political Science
PSY127	Psychology
PSY200	Human Growth and Development
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 all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

MEDICAL ASSISTING (MAA) – ASSOCIATE 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 Association (NHA), RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT), CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) or CMAC (Clinical Medical Assistant Certification) exam, administered by AMCA (American Medical Certification Association).

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

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

practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.

7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.
8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers.
9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

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.
(Courses with ****** require a minimum grade of "C" to pass)

Program Core (Required) 52 total credit hours required

BIO206	Diseases of the Human Body (4 credit hours)
MED110	Dosage and Calculation of Medications ** (4 credit hours)
MED160	Health Care Law and Ethics (4 credit hours) (4 credit hours)
MED175	Pharmacology I for the Medical Assistant**
MED202	Clinical Medical Assisting ** (4 credit hours)
MED208	Medical Office Procedures ** (4 credit hours)
MED218	Communication for the Healthcare Professional ****** (4 credit hours)
MED225	Pharmacology II for the Medical Assistant ** (4 credit hours)
MED273	Invasive Clinical Procedures ** (4 credit hours)
MED275	Non-Invasive Clinical Procedures ** (4 credit hours)
MED285	Medical Office Finance ** (4 credit hours)
MED295	Medical Assisting Exam Success Class and Externship******
	(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

MED107*****	Medical Terminology****** (4 credit hours)
COM151*****	The Microsoft® Office (4 credit hours)
COM234	Desktop Applications (4 credit hours)
COM235	Spreadsheet Applications (4 credit hours)
BUS125	Principles of Management (4 credit hours)
BUS225	Business Communications (4 credit hours)
MED200	Medical Office Management (4 credit hours)
MED247	Health Insurance Billing and Coding (4 credit hours)
PEC198	Phlebotomy and ECG Review****** (4 credit hours)
PEC199	Phlebotomy and ECG Externship (4 credit hours)
EHR100	Electronic Health Records (4 credit hours)

This program requires this course as a selection
****courses require a minimum grade of "C" to pass.***

General Education: At least 1 from each discipline required; 24 total credit hours required. (All GE courses are 4 credit hours)

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
POL202	Political Science
PSY127	Psychology
PSY200	Human Growth and Development
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 all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent
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HEALTH INFORMATION MANAGEMENT (HIM) – ASSOCIATE DEGREE

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

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

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

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

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

96 credit hours required/192 quality points required. All courses are 4 credit hours

Program Core (Required) 72 total credit hours required

BIO206	Diseases of the Human Body
COM151	The Microsoft® Office
COM235	Spreadsheet Applications
HIM101	Introduction to Health Information Management
HIM104	Legal and Ethical Practices in Health Information Management
HIM150	Pharmacology for Health Information Management
HIM160	Healthcare Delivery Systems
HIM200	Health Informatics
HIM201	Clinical Classification Systems I

HIM202 Clinical Classification Systems II
HIM205 Procedural Coding I
HIM206 Procedural Coding II
HIM208 Reimbursement Methodologies
HIM210 Advanced Coding
HIM249 Principles of Health Care Management
HIM250 Quality Management in Health Care
HIM298 RHIT Exam Success Class
HIM299 Professional Practice Experience

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

Written and Oral Communication
ENG102 English Composition*
ENG126 Oral Communication

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

Arts and Humanities
ETH205 Ethics
GEN241 Cultural Appreciation

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

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 all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

PHARMACY TECHNICIAN (PTA) – ASSOCIATE DEGREE

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

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

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

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

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

In addition to the program outcomes listed, students will take the Certified Pharmacy Technician (CPhT) exam offered through the Pharmacy Technician Certification Board or National Healthcareers Association as part of PTA288 Pharmacy Tech Exam Success Class.

Students who successfully complete PTA290 and meet all PTCB criteria may be eligible to sit for the Certified Compounded Sterile Preparation Technician (CSPT) exam through PTCB. CSPT is an advanced PTCB credential for certified pharmacy technicians that verifies competency in sterile compounding and aseptic practice.

96 credit hours required/192 quality points required. All courses are 4 credit hours.

Program Core (Required) 60 total credit hours required.

BIO206	Diseases of the Human Body
MED218	Communication for the Healthcare Professional
COM151	The Microsoft® Office
BUS217	Organizational Behavior
PTA110	Pharmacy Calculations for Technicians
PTA165	Pharmacy Law and Ethics
PTA176	Community Pharmacy Operation and Laboratory
PTA205	Pharmacology I for the Pharmacy Technician
PTA207	Pharmacology II for the Pharmacy Technician
PTA250	Pharmacy Software Applications
PTA276	Institutional Pharmacy Operation and Laboratory

PTA279 Community Pharmacy Technician Externship
PTA288 Pharmacy Technician Exam Success Class
PTA289 Pharmacy Technician Externship II
PTA290 Compound Sterile Preparation Lab

Electives (Required) Select 3 12 credit hours required (Student may only take one COM course)
ACC101 Principles of Accounting I
BUS125 Principles of Management
BUS224 Organizational Leadership
BUS225 Business Communications
BUS227 Human Resource Management
COM234 Desktop Applications
COM235 Spreadsheet Applications
MED107 Medical Terminology

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

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
POL202 Political Science
PSY127 Psychology
PSY200 Human Growth & Development
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 all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

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NURSING (BSN)– BACHELOR OF SCIENCE DEGREE

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

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

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

1. Integrate theories and concepts from liberal education into nursing practice.
2. Ensure holistic and culturally sensitive care based on an understanding of the norms and health care beliefs/practices of various racial, ethnic, religious, socioeconomic, gender-specific, and age-related populations.
3. Provide healthcare that demonstrates professional values and standards of practice, and includes moral, ethical, and legal concepts.
4. Incorporate knowledge of health promotion and disease prevention into professional nursing practice.
5. Understand the development and implementation of national and international health care policy from social, economic, political, legislative, and professional perspectives.
6. Employ critical thinking skills to resolve health care issues effectively utilizing current and changing health care and information technologies.
7. Incorporate community resources to meet primary, and tertiary needs for individuals, families, communities, and populations.
8. Participate in activities that support the nursing profession and engage in professional development.
9. Engage in leadership utilizing inter-professional communication and collaboration for quality care, patient safety, and evidenced based practice to improve patient health outcomes.

180 credit hours required/360 quality points required.

Program Core (Required) 122 total credit hours required.

ETH206 Ethical and Legal Issues for Healthcare (4 credit hours)
HNU103 Principles of Nutrition (4 credit hours)
NUR301 Pharmacology (4 credit hours)
NUR302 Drug Dosage Calculations (4 credit hours)
NUR303** Foundations of Nursing (8 credit hours)
NUR304 Nursing and the Adult Systems I (9 credit hours)

NUR305 Nursing and the Adult Systems II (9 credit hours)
NUR307 Psychiatric and Mental Health Nursing (5 credit hours)
NUR308 Pathophysiology (4 credit hours)
NUR330 Community and Public Health Nursing (5 credit hours)
NUR400 Nursing Informatics (4 credit hours)
NUR401 Pediatric Nursing (10 credit hours)
NUR402 Nursing Situations with Older Adults (4 credit hours)
NUR404 Nursing in Global Health (4 credit hours)
NUR405 Maternal and Newborn Nursing Care (10 credit hours)
NUR410 Nursing Research and Evidence Based Practice (4 credit hours)
NUR415 Epidemiology for Nursing Practice (4 credit hours)
NUR423 Nursing Theories and Concepts (4 credit hours)
NUR425 Health Assessment and Promotion (6 credit hours)
NUR430 Health Care Policy (4 credit hours)
NUR440 Nursing Leadership and Management (4 credit hours)
NUR445CL Nursing Practicum/Specialty Immersion Clinical (4 credit hours)
NUR450 Comprehensive Review (4 credit hours)

General Education: 58 total credit hours required.

Written and Oral Communication
ENG102 English Composition* (4 credit hours)

Mathematics, Statistics, and Logic
MAT214 Algebra* (4 credit hours)
MAT419 Introduction to Statistics* (4 credit hours)

Arts and Humanities
GEN241 Cultural Appreciation* (4 credit hours)
REL330 World Religion* (4 credit hours)

Social and Behavioral Sciences
GOV340 American Government* (4 credit hours)
PSY127 Psychology* (4 credit hours)
PSY200 Human Growth and Development* (4 credit hours)
SOC463 Social Problems* (4 credit hours)

Physical/Natural Science
BIO105 Microbiology with Lab* (6 credit hours)
BIO261 Anatomy & Physiology I with Lab* (6 credit hours)
BIO262 Anatomy & Physiology II with Lab* (6 credit hours)
CHM105 General, Organic, Biochemistry* (4 credit hours)

For all courses: See course description for applicable prerequisites.
*This program requires this general education course or its equivalent
**Certain equipment will be loaned to students and must be returned to the university upon graduation or withdrawal. A refundable equipment fee of $1,000 will be billed to students enrolled in the NUR303 course. This fee is fully refundable once the equipment is returned and received by the university is good condition at the program's conclusion.

Clinical Courses (BSN)

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

Planning for Clinical Experiences:

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

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

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

Required Clinical Hours in the Bachelor of Science in Nursing Program:

Course	Clinical Hours	Average Hours/Week (commuter)	Average On-site Weeks/Quarter (traveler)*
Foundations of Nursing	90	9	1.5
Nursing and the Adult Systems I	90	9	1.5
Nursing and the Adult Systems II	90	9	1.5
Psychiatric and Mental Health Nursing	30	3	1
Pediatric Nursing	90	9	1.5
Maternal and Newborn Nursing Care	90	9	1.5
Community and Public Health	30	3	1
Nursing Leadership and Management	30	3	1
Nursing Practicum/Specialty Immersion *	120	36	3 to 4

The average number of weeks at the site reflects 50% of the clinical hours requirement to be completed using simulation. There is no simulation for the nursing practicum/specialty immersion. The student will work with a clinical instructor in an acute clinical setting. Students will not participate in more clinical hours than required by the course. The estimated weeks are built with extra time within the weeks to allow for instructors' weekly time off and any unplanned activities on the part of the health care site or the student that may prevent the student from participating in 36-40 hours in a week. Students may complete the required clinical hours in less time than the estimated weeks; however, they are not to accumulate more than 40 hours in any week.

*Students must attend and complete 120 clinical hours in an acute health care setting. Students will follow the schedule of a registered nurse (RN) who works for the facility. The typical schedule is usually a three 12-hour shift or a five eight-hour shift per week. Students must not accumulate more than 40 hours per week.

Simulation (BSN)

Up to 50% of clinical hours for each course may be completed using simulation. Upon completion of the nursing prerequisite courses, students will receive an Oculus headset to complete their simulated clinical hours. It is recommended that even students who commute to clinical sites weekly complete at least a portion of their clinical hours in a supervised simulation setting to build clinical judgment skills.

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

Clinical simulations are available through immersive virtual reality, and a virtual reality headset will be made available for your use. Students who are elderly or have certain pre-existing health conditions including pregnancy, binocular vision abnormalities, psychiatric disorders, or suffer from a heart condition or other serious medical condition should consult with a physician before using the immersive oculus headset. Students who are unable to use virtual reality headsets can still complete the clinical simulation in a non-immersive, PC-based format.

Courses with a Lab Component (BSN)

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

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

Clinical Courses and Nursing Skills Assessments (BSN)

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

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

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

Behavior and Dress in Clinical and Lab Courses (BSN)

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

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

(BSN) Attendance Policy

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

Skills Laboratory Attendance (BSN)

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

The student must successfully complete skills lab check-off evaluations to participate in clinical rotations. If a student is absent from a skills lab check-off evaluation, he or she will not be permitted to attend the next clinical until the student makes-up the absence and successfully completes the

check-off evaluation. Students who are not successful in the skills lab check-off evaluation may practice (remediate) and reattempt the check-off one more time at the time specified by the instructor. If the student is not successful on the second attempt to pass the skills evaluation, a "U" will be given for the skills lab and any subsequent missed clinical days. Three occurrences of a "U" will result in the student being withdrawn from the course.

Clinical/Practicum Attendance (BSN)

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

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

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

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

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

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 almost like real 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 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.

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.

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

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

180 credit hours required/360 quality points required. All courses are 4 credit hours.

Program Core (Required) 52 total credit hours required

BUS420	Project Management
HSM301	Introduction to Healthcare Management and Human Resources
HSM302	Accounting & Billing Procedures for HSM
HSM315	Management in a Medical Practice Setting
HSM323	Advanced Healthcare Law and Bioethics
HSM324	Healthcare Economics
HSM390	Quality Improvement in Healthcare
HSM400	Inter-Professional Healthcare Collaboration
HSM410	Revenue Management and Compliance
HSM425	Healthcare Data Analytics
HSM430	Healthcare Policy
HSM440	Healthcare Evidence Based Practice and Research
HSM490	Leadership in Healthcare

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 (3) 300-400 level courses.

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 & Physiology I
BIO202 Basic Anatomy & Physiology II
CHM105 General, Organic Biochemistry
ENV101 Environmental Science
PER330 Personal Health

For all courses: See course description for applicable prerequisites.
*This program requires this general education course or its equivalent

INFORMATION TECHNOLOGY

Information and computer technology affect almost every aspect of modern life. Computer technicians, IT support specialists, and network administrators continue to be in high demand.

The information technology (IT) programs at American National University offer students the opportunity to learn from IT professionals in the field who provide a balance of theory with on-the-job relevance to the coursework.

Students train in computer labs using current technologies, where they tackle real-world challenges which simulate the experiences they'll encounter on the job. In addition, our designation as a Microsoft IT Academy unlocks numerous opportunities for students to learn about the most widely used technologies in today's workplace.

Our IT master's, bachelor's, and associate programs include lecture and lab training in courses centered around operating systems, programming, networks, and security.

Our IT coursework is designed to deliver hands-on experiences enabling students to build, configure, create, maintain, and secure network infrastructures.

Many of our courses prepare students to sit for recognized industry certification exams, such as CompTIA Network+, or Cisco Certified Network Associate (CCNA), among others. These valuable credentials help graduates stand out in today's competitive job market and broaden employment opportunities.

NETWORK SUPPORT (NET-A) - ASSOCIATE DEGREE

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

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

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

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

96 credit hours required/192 quality points required. All courses are 4 credit hours.

Program Core (Required) 72 total credit hours required.

COM151	The Microsoft® Office
CS105	Introduction to Relational Database Management Systems
CY200	Security +
IT100	Electronics and Systems
IT101	Implementing & Troubleshooting OS Technology
IT102	Computer Hardware Technology
IT110	Network I
IT111	Network II
IT215	Client Configuration I
IT216	Client Configuration II
IT220	CISCO I
IT221	CISCO II
IT230	Help Desk Remote Services
NET205	Windows Server Administration I
NET227	Network Server Installation and Configuration

NET228 Network Server Core Services
NET229 Network Server Advanced Services
NET298 Network Administration Certification and Career Success

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

Written and Oral Communication
ENG102 English Composition
ENG126 Oral Communications

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

Physical/Natural Science
BIO101 Introduction to Biology
CHM105 General, Organic Biochemistry
ENV101 Environmental Science

For all courses: See course description for applicable prerequisites.
** This program requires either MAT214 or MAT220 or equivalent.

NETWORK ADMINISTRATION (NET-B) – BACHELOR'S DEGREE

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

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

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

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

180 credit hours required/360 quality points required. All courses are 4 credit hours.

Program Core (Required) 92 total credit hours required.

BUS420	Project Management
COM151	The Microsoft® Office
CS105	Introduction to Relational Database Management Systems
CS250	Systems Analysis & Design I
CY200	Security +
IT100	Electronics and Systems
IT101	Implementing and Troubleshooting OS Technology
IT102	Computer Hardware Technology
IT110	Network I
IT111	Network II
IT215	Client Configuration I
IT216	Client Configuration II
IT220	CISCO I
IT221	CISCO II
IT300	LINUX Operations

IT310 IT Operations Management
IT330 Project Management for Information Technology Professionals
NET205 Windows Server Administration
NET227 Network Server Installation and Configuration
NET228 Network Server Core Services
NET229 Network Server Advanced Services
NET300 Designing and Implementing a Server Infrastructure
NET400 Implementing an Advanced Server Infrastructure

Electives – Select 8 32 total credit hours required.
BUS101 Introduction to Business
BUS217 Organizational Management
IT200 Technical Writing for Information Technology Professionals
IT230 Help Desk Remote Services
IT315 Application Development
IT335 Principles of Cryptography
IT400 Information Security Governance
IT425 Managing Innovation
NET315 VOIP & Unified Communications
NET310 Implementing Collaborative Services

General Education: At least 1 from each discipline required; a minimum of 3 must be 300–400 level courses, 56 total credit hours required.

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
MAT220 Algebra and Basic Statistics
MAT214 Algebra*
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
CHM105 General, Organic Biochemistry
ENV101 Environmental Science
PER330 Personal Health

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

CYBERSECURITY (CSYB) – BACHELOR'S DEGREE

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

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

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

Experiential Learning Track

Upon completion of 36 credit hours, students may apply to pursue the Experiential Learning Track, which requires students to maintain professional experiences related to their field of study during their enrollment, of at least five (5) hours per week, not including the final program course, CY499 Cybersecurity Externship and Capstone. The minimum cumulative number of hours worked prior to enrollment in CY499 is 576 (approximately 5 hours per week for each term leading up to the student's final term). Successful entry to the Experiential 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. Students interested in pursuing the Experiential Learning Track should schedule a meeting with their Academic Advisor and Dean to discuss this track and to obtain the attestation form.

180 credit hours required/360 quality points required. All courses are 4 credit hours.

Program Core (Required) 108 total credit hours required.

COM151	The Microsoft® Office
CS105	Introduction to Relational Database Management Systems
CS250	Systems Analysis & Design
CY200	Security+
CY300	Physical and Technical Security
CY302	Mobile Security
CY310	Principles of Incident Response & Disaster Recovery
CY320	Cyber Security Law and Ethics
CY325	Biometrics: Application, Technology and Management
CY350	Information Security Fundamentals
CY375	Computer Forensics
CY410	Ethical Hacking and Network Defense
IT100	Electronics and Systems
IT101	Implementing and Troubleshooting OS Technology
IT102	Computer Hardware Technology

IT110 Network I
IT111 Network II
IT215 Client Configuration I
IT216 Client Configuration II
IT220 CISCO I
IT221 CISCO II
IT300 Linux Operations
IT330 Project Management for Information Technology Professionals
NET205 Windows Server Administration I
NET227 Network Server Installation and Configuration
NET228 Network Server Core Services
NET229 Network Server Advanced Services

Standard Track

Electives: Select 4 (16 total credit hours required)

IT200 Technical Writing for IT Professionals
IT230 Help Desk Remote Services
IT315 Application Development
IT335 Principles of Cryptography
IT400 Information Security Governance
NET310 Implementing Collaborative Services
NET315 VOIP & Unified Communications

Experiential Learning Track

CY499 Cybersecurity Externship and Capstone (Required)

Electives: Select 3 (12 total credit hours required)

IT200 Technical Writing for IT Professionals
IT230 Help Desk Remote Services
IT315 Application Development
IT335 Principles of Cryptography
IT400 Information Security Governance
NET310 Implementing Collaborative Services
NET315 VOIP & Unified Communications

General Education: At least 1 from each discipline required; a minimum of 3 must be 300–400 level courses, 56 total credit hours required.

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
MAT220 Algebra and Basic Statistics
MAT214 Algebra*

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

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent

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 tomorrows' 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.

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

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

56 credit hours required/168 quality points required. All courses are 4 credit hours.

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.

MSC510 Information Security Systems and Organizational Awareness
MSC520 Intrusion Detection Attack and Countermeasures
MSC530 Information Security and Organizational Change
MSC540 Business and Security Risk Analysis
MSC550 Information Security Project Management
MSC560 Strategic Analysis in Information Security
MSC610 Design, Development and Evaluation of Security Controls
MSC620 Security Policies, Standards and Procedures
MSC630 Information Security and Assurance Policy Planning and Analysis
MSC640 Risk Management and Compliance

Choose Track (Required) 4 credit hours required.

STANDARD TRACK

MSC650 Certification and Accreditation

PRACTITIONER TRACK

MSC699 Practitioner Projects in Cybersecurity

Electives (Select 3*) 12 total credit hours required.

CIS525 Legal and Ethical Practices in Information Security (CISSP)
CSM535 Information Security Management (CISM)
CSP545 Secure Software Development (CSSLP)

CHP555 Ethical Hacking and Penetration Testing (CEH/LPT)
CFE565 Forensic Evaluation and Analysis (CCFE)
CBC575 Business Continuity Planning (CBCP)

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.

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

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

56 credit hours required/168 quality points required. All courses are 4 credit hours

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.

IT523	Advanced Database Systems
IT531	Networking – Advanced Management
IT550	Network Security
IT572	Web Application Development – Mobile Applications
IT582	Systems Analysis
IT623	Pattern Discovery in Data Mining
IT630	Data Warehousing – Cloud Based
IT660	Social Media and Society: Theoretical and Empirical

Choose Track (Required) 4 credit hours required.

STANDARD LEARNING TRACK

IT672 Advanced Web Development

PRACTITIONER LEARNING TRACK

IT699 Practitioner Projects in Information Technology

Electives (Select 5*) 20 total credit hours required.

CY501 Information Assurance and Security Management
IT540 Marketing Innovation and Technology Products and Services
IT590 Enterprise Architecture and IT Governance
IT610 Global IT Products and Services Outsourcing
IT620 Decision Models for Technology Management
MB554 Business Research
MB570 Business Information Systems
MB611 Project Management Life Cycle

All program admission criteria must be satisfied prior to admission to the program.
*Based on availability.

PARALEGAL

American National University's Paralegal programs prepare graduates for paralegal or legal assistant roles under the supervision of an attorney. While lawyers are ultimately responsible for legal work, many tasks are often delegated to paralegals. This program provides students with the skills and knowledge to work competently in a law office or other legal setting.

The university offers both an associate degree program and a post-baccalaureate certificate program in paralegal studies. The Paralegal programs are taught by practicing attorneys and legal professionals and have been approved by the American Bar Association (ABA). The ABA approves only select collegiate programs that have been found to meet its standards.

"*There are so many job opportunities that you can pursue with the education and skill set you learn in ANU's paralegal program. Keep your mind open and your search wide because you are qualified to do so many things.*" Wendy Notz, Paralegal Program Director at American National University.

PARALEGAL (PLG) – ASSOCIATE DEGREE

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

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

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

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

In addition to the program outcomes listed, students will have the opportunity to earn their Lexis+ Paralegal Certificate as part of PLG207 Legal Research and Writing course.

92 credit hours required/184 quality points required. All courses are 4 credit hours.

Program Core (Required) 28 total credit hours required.

PLG102	Introduction to Paralegal Studies
PLG207	Legal Research and Writing
PLG214	Family Law
PLG215	Torts and Personal Injury
PLG229	Legal Office Procedures
PLG250	Pretrial Discovery and Trial Preparation
PLG262	Criminal Law and Procedure

Electives (Select 9) 36 total credit hours required.

PLG216	Estate Administration and Elder Law
PLG218	Intellectual Property
PLG219	Labor and Employment Law
PLG220	Immigration and Citizenship
PLG232	Bankruptcy and Collections Procedures
PLG299	Paralegal Externship
BUS+	Business Elective
BUS+	Business Elective
BUS+	Business Elective
BUS+	Business Elective

COM151 The Microsoft® Office
COM235 Spreadsheet Applications

At least 4 Elective Choices MUST have a PLG Prefix

General Education: At least 1 from each discipline required; 28 total credit hours required.

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

Physical/Natural Science
BIO101 Introduction to Biology
CHM105 General, Organic Biochemistry
ENV101 Environmental Science

For all courses: See course description for applicable prerequisites.
* This program requires this General Education course or equivalent.
+Business Elective – Student may choose from any business course being offered.

PARALEGAL STUDIES (PLGC) CERTIFICATE

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

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

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

In addition to the program outcomes listed, students will have the opportunity to earn their Lexis+ Paralegal Certificate as part of PLG207 Legal Research and Writing course.

28 credit hours required/56 quality points required. All courses are 4 credit hours.

Program Core (Required) 28 total credit hours required.

PLG102 Introduction to Paralegal Studies
PLG207 Legal Research & Writing
PLG215 Torts and Personal Injury
PLG229 Legal Office Procedures
PLG250 Pretrial Discovery & Trial Preparation
PLG262 Criminal Law & Procedure

Select 1

PLG214 Family Law
PLG216 Estate Administration and Elder Law
PLG218 Intellectual Property
PLG219 Labor and Employment Law
PLG220 Immigration and Citizenship
PLG232 Bankruptcy & Collection Procedures

For all courses: See course description for applicable prerequisites.

ENGLISH AS A SECOND LANGUAGE (ESL) – NON-CREDIT CERTIFICATE

American National University offers a six level English as a Second Language non-credit certificate program. The curriculum offers comprehensive training to meet the needs of English Language Learners at various levels. Each level of learning includes training in Reading, Writing, and Grammar as well as Listening, Speaking, and Vocabulary for students who are interested in pursuing admission to American National University's graduate and undergraduate academic programs. The six levels build upon each other.

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

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

1080 Clock Hours Required (60 Weeks)

Program Core (Required)

Level 1
ESL1111 Beginning English-Reading, Writing, and Grammar
ESL2211 Beginning English-Listening, Speaking, and Vocabulary
Level 2
ESL1112 Foundations of English-Reading, Writing, and Grammar
ESL2212 Foundations of English-Listening, Speaking, and Vocabulary
Level 3
ESL1113 Intermediate English I-Reading, Writing, and Grammar
ESL2213 Intermediate English I-Listening, Speaking, and Vocabulary
Level 4
ESL1114 Intermediate English II-Reading, Writing, and Grammar
ESL2214 Intermediate English II-Listening, Speaking, and Vocabulary
Level 5
ESL1115 Introduction to Advanced English-Reading, Writing, and Grammar
ESL2215 Introduction to Advanced English-Listening, Speaking, and Vocabulary
Level 6
ESL1116 Advanced English-Reading, Writing, and Grammar
ESL2216 Advanced English-Listening, Speaking, and Vocabulary

For all courses: See course description for applicable prerequisites.

American National University awards no academic credit hours to any of its English as a Second Language courses. However, all students are requested to attend 18 hours of instruction every week during each 10- week term to ensure interaction between students, faculty, and among students.

COURSE DESCRIPTIONS

PRE-ENTRANCE REQUIREMENT COURSES

ENG090 Basic English
0 Non-Degree Credits
This course is designed to develop and enhance students' basic English skills.

MAT090 Basic Math
0 Non-Degree Credits
This course is designed to develop and enhance students' basic math skills.

SCI090 Basic Science
0 Non-Degree Credits
This course is designed to develop and enhance students' basic science skills.

ACCOUNTING COURSES

ACC101 Principles of Accounting I *4 Credit Hours*
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.

ACC102 Principles of Accounting II *4 Credit Hours*
(Prereq. – ACC101) This is the second course in a three-course sequence on accounting principles. This course will continue coverage of accounting principles and procedures presented in the first course for individually owned service and merchandising entities. Specific topics covered in this course include payroll transactions, adjustments, year-end reporting and closing procedures, receivables, payables, inventory, and long-term assets.

ACC110 Payroll Accounting *4 Credit Hours*
(Prereq. – ACC101) Payroll Accounting illustrates the methods of computing wages, deductions, and salaries; the methods of keeping records, and the preparation of government reports.

ACC115 Computerized Accounting *4 Credit Hours*
(Prereq. – ACC102, COM151) Students will learn how to use the computer to apply the basic principles and procedures of accrual accounting. The focus of this course will include: general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs by using and familiarizing themselves with QuickBooks software.

ACC200 Principles of Accounting III *4 Credit Hours*
(Prereq. – ACC102) This is the third in a three-course sequence on accounting principles. This course will cover accounting principles and procedures relating to more advanced forms of business ownership. Additionally, this course will introduce managerial accounting concepts and procedures. Specific topics covered include partnership accounting, corporate accounting, long-term liabilities, financial statement analysis, the statement of cash flows, cost accounting for manufacturing entities, and cost control procedures.

ACC201 Intermediate Accounting I *4 Credit Hours*
(Prereq. – ACC200) This is the first in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of primary financial statements, revenues, receivables, inventory and the use of present/future value techniques.

ACC203 Cost Accounting I *4 Credit Hours*
(Prereq. – ACC200) This course provides students with an introduction to major topics including: job order costs; process costing; by-product and joint product costing; factory overhead planning and control; quantitative models for materials, and labor-related costs.

ACC210 Accounting for Non-Accounting Majors *4 Credit Hours*
Designed for the non-accounting major, students examine the accounting cycle, fundamental accounting structures, account maintenance, and financial statement preparation.

ACC216 Income Tax *4 Credit Hours*
(Prereq. – ACC101 or ACC210) This course provides students with an introduction to tax preparation for individuals.

ACC299 Accounting Externship *4 Credit Hours*
(Prereq. – Advisor's approval and completion of 48 credit hours with a CGPA of 2.0) Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised accounting environment.

ACC313 Managerial Accounting *4 Credit Hours*
(Prereq. – ACC200, BUS121) Students taking this course will learn accounting concepts used in managerial decision-making. Students will have the opportunity to apply these concepts to case studies. Course work focuses on the preparation of individual and corporate returns.

ACC314 Auditing *4 Credit Hours*
(Prereq. – ACC320) The focus of this course includes auditing theory and practice, working papers, financial statements, and professional ethics. Students will gain an in-depth understanding of auditing standards, statistical compliance testing, and substantive testing.

ACC317 Cost Accounting II *4 Credit Hours*
(Prereq. – ACC203) This course provides students with a detailed study of cost accounting. Emphasis is placed on standard costs, flexible budgets, variance analysis, and differential cost analysis. Course work also includes: direct costing, intracompany transfer pricing, product pricing, marketing, cost analysis, linear programming applications, and capital expenditures.

ACC320 Intermediate Accounting II *4 Credit Hours*
(Prereq. – ACC201) This is the second in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of long-term and tangible assets; acquiring and writing off non-current assets; investments in debt and equity securities, and debt and equity financing.

ACC416 Advanced Taxation *4 Credit Hours*
(Prereq. – ACC216) Students taking this course will discuss capital gains, tax-deferred transaction, minimum tax, investment credit, and corporate taxation. Emphasis is placed on estate and gift taxation.

ACC418 Municipal and Institutional Accounting *4 Credit Hours*
(Prereq. – ACC320) This advanced course provides students with a study of accounting as it applies to municipalities and non-profit organizations. Both general and various specialized funds will be discussed.

ACC420 Intermediate Accounting III *4 Credit Hours*
(Prereq. – ACC320) This is the final in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. The focus of this advanced course includes: the more complex issues of leases; accounting for income taxes; pension accounting; earnings per share; correcting errors and analyzing financial statements.

ACC513 Financial Management *4 Credit Hours*
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*
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*
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*
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*
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*
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

BUS101 Introduction to Business *4 Credit Hours*
This course introduces students to the dynamic world of business. Students will be exposed to business terminology, concepts, and current business practices. The course will specifically focus on exploring management, business ownership, and organizational structures. Students will also be exposed to key functional areas within businesses such as marketing, operations, management, and finance. This course is designed to help prepare students for future business courses and assist students in deciding whether to choose a career in business.

BUS110 Business Mathematics I *4 Credit Hours*
(Prereq. – MAT090 if applicable) Students will learn basic business math concepts, including number systems, fractions, decimals, the metric system, and problem solving.

BUS117 Supervision *4 Credit Hours*
Students taking this course will learn how to be effective supervisors. Topics for discussion include how supervisors inspire, empower and develop people so that they become more effective in their working roles, the supervisory function for employee and workplace safety, and the supervisor's responsibilities for planning and decision-making.

BUS120 Introduction to Finance *4 Credit Hours*
(Prereq. – ACC101, ACC102 for ACCT programs; ACC210 for BUS programs)
This course is designed to provide students an introductory awareness of financial concepts and financial statements.

BUS121 Principles of Economics *4 Credit Hours*
This course provides students with a study of how individuals attempt to satisfy their wants through consuming goods and services. Topics for discussion include: the U.S. economic system; government finance, and the consumption and distribution of the national wealth.

BUS123 Practical Law *4 Credit Hours*
Students taking this course will discuss the United States Constitution as it relates to the business community, commercial paper, negligence, criminal law, bankruptcy, and employment law.

BUS125 Principles of Management *4 Credit Hours*
This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.

BUS130 Introduction to Business Information Systems *4 Credit Hours*
The purpose of this course is to introduce information systems and its impact on organizational decision-making. Students examine how to use information systems for process improvement to achieve organizational goals.

BUS210 Business Mathematics II *4 Credit Hours*
(Prereq. – BUS110) Students will build on skills they acquired in Business Math I. Emphasis is placed on such topics as simple interest, the discounting process, compound interest, and present values.

BUS217 Organizational Behavior *4 Credit Hours*
Students taking this course will learn how interpersonal relationships develop in an organization and how the organization deals with both formal and informal power structures. Topics for discussion include motivation, leadership, organizational environment, and communication.

BUS218 Customer Service Management *4 Credit Hours*
(Prereq.-BUS101) The focus of this course is Customer Relationship Management (CRM), a strategic methodology emphasizing the centrality of customers to an organization's existence. The course examines best practices in enhancing customer relationships over time which enhances an organization's competitive position and increases its profitability.

Through case studies, class discussion, projects and presentations, the student will gain a firm understanding of the key decision variables required to successfully adopt and use the CRM methodology in marketing environments. Strong customer relationships also rely upon personal selling and sales strategy, featured in the second part of this course.

BUS223 Sales and Contract Law *4 Credit Hours*
This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.

BUS224 Organizational Leadership *4 Credit Hours*
Students taking this course will examine concepts of leadership and explore skills to become leaders. Students will learn how leaders set goals, resolve conflict, manage change and motivate the workforce.

BUS225 Business Communications *4 Credit Hours*
(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 professional in today's digital, social, and mobile world.

BUS227 Human Resource Management *4 Credit Hours*
This course examines the principles of employee selection, job design, performance appraisal, compensation, training and development, safety and health, and labor relations. Upon completion of

this course students are eligible to sit for the Associate Professional in Human Resources (aPHR) certification exam through Human Resources Certification Institute (HRCI).

BUS228 Principles of Marketing *4 Credit Hours*
This course focuses on the concepts and practices of the marketing function. Students taking this course will examine both macro- and micro-environmental variables as they influence the marketing function.

BUS270 Introduction to Project Management *4 Credit Hours*
This course introduces students to the foundational principles of project management. Students will explore key terminology, the role and responsibilities of the project manager, and the core phases of a project life cycle: initiation, planning, execution, monitoring and control, and closure.

BUS299 Business Externship *4 Credit Hours*
(Prereq. – Advisors approval and completion of 52 credit hours with a current GPA 2.0) Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised business environment.

BUS324 Financial Planning and Investment *4 Credit Hours*
(Prereq. –ACC210 or ACC313; BUS125) Students taking this course will study the fundamental principles underlying investment and the various types of investment securities. Course work also includes a study of security analysis.

BUS350 Managing the Small Business *4 Credit Hours*
(Prereq. – BUS101, BUS228) This course examines the various aspects of starting, acquiring, and operating a small business enterprise. Students will discuss various problems encountered by small businesses.

BUS386 Money, Banking and the Financial Marketplace *4 Credit Hours*
(Prereq. – BUS121) Students who take this course will learn the structures and effects of commercial banking and relationships, the Federal Reserve System, monetary theory, and the impact of regulatory agencies.

BUS390 Research and Report Writing *4 Credit Hours*
(Prereq. – BUS125) This course helps students learn how to communicate extensive information to various audiences. Topics include preparation of text, analyzing data, developing graphics, logical organization, and effective presentation.

BUS391 Production and Operations Management *4 Credit Hours*
(Prereq. – BUS125, BUS110) This course provides a survey of production capacity planning, job design, and inventory management. Students will discuss topics such as standards and work measurements, scheduling, and quality control.

BUS392 Purchasing and Materials Management *4 Credit Hours*
(Prereq. – ACC101 or ACC210; BUS125, BUS110) Students taking this course will receive an in-depth analysis of the various purchasing techniques used in the public, private, and foreign sectors. Topics for discussion include: forecasting, inventory control, price determination, and cost analysis.

BUS420 Project Management *4 Credit Hours*
(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.

BUS490 Corporate Budgeting *4 Credit Hours*
(Prereq. – ACC200 or ACC210) Students taking this course will study the application of financial principles and analysis in business situations. This course examines topics such as capital budgeting, capital structure, asset management, and various types of securities.

BUS495 Strategic Management *4 Credit Hours*
(Prereq. – This course can only be taken during the last two terms of a student's program) This is a capstone course that covers strategic management concepts utilizing theory and case studies. This seminar course focuses on business strategy, the concept of competitive advantage, and the management of organizational structure and strategy.

BUS499 Business Externship *4 Credit Hours*
(Prerequisites: Should be taken in last quarter of enrollment)
Students will gain practical skills and hands-on experience by spending 30 clock hours in a supervised business environment. The course will culminate in a capstone project based on the business environment and prior professional experiences.

MB505 Business and Society *4 Credit Hours*
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*
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*
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*
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*
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*
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*
Students taking this course will examine current issues in leadership and the managerial strategies for goal setting, negotiations, and managing change and conflicts. Students will also evaluate leadership theories and will obtain the necessary skills to become better leaders.

MB528 Marketing Management *4 Credit Hours*
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*
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*
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*
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*
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*
(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*
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*
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*
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*
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*
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*
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 Project Management *4 Credit Hours*
(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 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*
(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.

COMPUTER COURSES

COM151 The Microsoft® Office *4 Credit Hours*
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*
(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*
(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.

ENGLISH AS A SECOND LANGUAGE COURSES

ESL1111: Beginning English-Reading, Writing, and Grammar
In this class, students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.

ESL1112: Foundations of English- Reading, Writing, and Grammar
(Prerequisite: ESL1111) In this class, students will improve their ability to write organized paragraphs and identify basic types of sentences. Students will produce a variety of written paragraphs, read basic academic texts, and study foundational grammatical structures.

ESL1113: Intermediate English I -Reading, Writing, and Grammar
(Prerequisite: ESL1112) In this class, students will write a variety of paragraphs applying specific structure and patterns. Students will show an increasing command of simple, progressive, and perfect verb tenses. Students will read and analyze academic texts appropriate for the level.

ESL1114: Intermediate English II-Reading, Writing, and Grammar
(Prerequisite: ESL1113) In this class, students will write a variety of paragraphs and essays, applying specific structure and patterns. Students will study various clauses and the passive voice. Students will read and analyze academic texts appropriate for the level.

ESL1115: Introduction to Advanced English-Reading, Writing, and Grammar
(Prerequisite: ESL1114) In this class, students will begin to direct their learning to the needs of the academic classroom. Students will read and analyze academic texts appropriate for the level. Students will write a variety of essays, applying specific structure and patterns. Students will review all verb tenses and modals and develop more advanced skills utilizing the passive voice and relative clauses.

ESL1116: Advanced English-Reading, Writing, and Grammar
(Prerequisite: ESL1115) Students will practice test-taking skills in preparation for standardized tests. Students will compose a variety of thesis driven essays in response to specific prompts. Responses to more complex reading passages should show insight, original thought, and inference. Students will develop mor advanced skills utilizing advanced structures with connectives, conditionals, and adverbial clauses.

ESL2211: Beginning English-Listening, Speaking, and Vocabulary
In this class, students will participate in simple discussions, form basic questions, and respond to questions and conduct and deliver basic oral presentations. This class employs retelling and other comprehension strategies to discuss course content presented in simple listening passages.

ESL2212: Foundations of English-Listening, Speaking, and Vocabulary
(Prerequisite: ESL2211) In this class, students will use clear vocabulary in conversations and discussions on topics presented in classroom listening passages. Students will use with increasing accuracy correct verb tenses and complete sentence structures while speaking. Students will construct and deliver organized oral presentations.

ESL2213: Intermediate English I-Listening, Speaking, and Vocabulary
(Prerequisite: ESL2212) In this class, students will demonstrate an increasing ability to follow native speakers in casual conversation, in question-and-answer discussions, and will improve their ability to understand and react to contemporary topics presented in authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures.

ESL2214: Intermediate English II-Listening, Speaking, and Vocabulary
(Prerequisite: ESL2213) In this class, students will demonstrate an increasing ability to follow native speakers in academic conversations, in question-and-answer discussions, and will improve their ability to understand, retain, and react to contemporary topics presented in a variety of authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures.

ESL2215: Introduction to Advanced English-Listening, Speaking, and Vocabulary
(Prerequisite: ESL2214) In this class, students will orient themselves to the demands of the academic classroom, specifically delivering longer and more detailed oral presentations on contemporary academic topics, leading and participating in classroom discussions and interviews on relative topics, mastering complex note-taking skills, and comprehending and summarizing lengthy academic lectures and other authentic listening sources.

ESL2216: Advanced English-Listening, Speaking, and Vocabulary
(Prerequisite: ESL2215) In this class, students will continue to focus on the demands of the academic classroom and standardized international English language exams. Students will show an increasing ability to present original thought in college-level classroom discussions, question and answer sessions, and in longer and more detailed oral presentations on contemporary academic topics, Students will also master complex note-taking skills, and comprehend and summarize lengthy academic lectures and other authentic listening sources.

GENERAL EDUCATION COURSES

BIO101 Introduction to Biology *4 Credit Hours*
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*
(Prereq. – BIO262) The characteristics of microorganisms and their relation to health and disease are studied.

BIO201 Basic Anatomy and Physiology I *4 Credit Hours*
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*
(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 the 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*
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*
(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*
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*
(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*
Students taking this course will develop the ability to express themselves effectively in public and private settings.

ENV101 Environmental Science *4 Credit Hours*
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*
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*
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*
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*
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*
Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.

LOG215 Thinking Critically *4 Credit Hours*
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*
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*
(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*
(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*
(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*
(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*
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*
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*
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*
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*
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*
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*
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*
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.

HEALTHCARE MANAGEMENT SPECIALIZATION COURSES

MS500 Healthcare Informatics *4 Credit Hours*
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*
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*
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*
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*
(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*
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.

HEALTH INFORMATION MANAGEMENT COURSES

CCA Prep Course *0 Credit Hours*
The CCA Prep Course is a free, non-credit course that Medical Billing and Coding students are enrolled into upon successful completion of the Advanced Coding (HIM 210) course. Utilizing Cengage's Professional Review Guide for the CCA Examination through MindTap, the course prepares students for AHIMA's Certified Coding Associate (CCA) examination. The prep course includes reading and review material as well as quizzes related to each domain area of the CCA. Several mock examinations are also provided to further prepare students to sit for the actual CCA examination through AHIMA. The Professional Review Guide for the CCA competencies are based on the domains listed in AHIMA's Candidate Handbook for the CCA Examination. Completion of the CCA prep course is optional for Medical Billing and Coding students to complete.

EHR100 Electronic Health Records *4 Credit Hours*
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.

HIM101 Introduction to Health Information Management *4 Credit Hours*
This is an introductory course providing an overview to the various aspects of Health Care Information Management (HIM) and the technology used. The course introduces a student to the role of health information professional in the documentation process and managing the information flow within a health care organization. It provides an introduction to the content of health records, electronic medical records, as well as an overview of the clinical classification systems-taxonomies, vocabularies, and coding systems. It prepares the student to face the challenges in the health information management field in keeping up with the advancements in medicine and technology.

HIM104 Legal and Ethical Practices in Health Information Management *4 Credit Hours*
(Prereq. – HIM101) This course provides the students an understanding of the American legal system specially pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing on risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health information professional.

HIM150 Pharmacology for Health Information Management *4 Credit Hours*
(Prereq. – BIO206) This course provides students of Health Information Management the fundamental knowledge of drugs, uses of common brand name and generic drugs, different formats and administration of drugs, therapeutic, preventive, and diagnostic uses of drugs. The emphasis is on the drugs that are used to treat conditions associated with the specific body systems. Students will apply the pharmacology knowledge to clinical documentation in health records via case studies to associate drugs to usage, diagnosis and treatment.

HIM160 Healthcare Delivery Systems *4 Credit Hours*
(Prereq. – HIM101) This course introduces the different types healthcare services provided in diverse settings throughout the patients' continuum of care. It familiarizes the students with the structure, and content of data these systems produce, and the standards and requirements of the data structures. It also covers regulatory issues, reimbursement and funding, information management, data flow, quality improvement, utilization management, and risk management issues associated with each system.

HIM200 Health Informatics *4 Credit Hours*
(Prereq. – COM235) This course offers students with an overview of the application of information technology in health care delivery and management. It provides students with hands on experience with clinical information systems via virtual laboratory exercises and web services. Students are exposed to the health information standards for electronic health records. It also includes an introduction to data base systems, security issues related to health care information management systems, and health information exchange.

HIM201 Clinical Classification Systems I *4 Credit Hours*
(Prereq. – BIO201, BIO202; Co-Req. – BIO206) This course introduces students to the organization, principles and practices of ICD-10-CM, Diagnosis coding. They are given an overview of ICD code sets

related to diagnosis coding. Students learn to assign ICD-10-CM codes to medical diagnoses using the current codebook following current coding guidelines.

HIM202 Clinical Classification Systems II *4 Credit Hours*
(Prereq. – HIM201) In this course students learn the ICD-10-CM chapter specific guidelines continuing from the Clinical Classification Systems I. Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment.

HIM205 Procedural Coding *4 Credit Hours*
(Prereq. – BIO201, BIO202 or BIO261, BIO262; Co-Req. – BIO206) This course provides introduction to assigning accurate medical codes to procedures and medical services performed in an outpatient setting through the use of Healthcare Common Procedure Coding System Levels I and II. The students are trained to use the Current Procedural Terminology (CPT) to code procedures following coding conventions and current guidelines. The sections from CPT book that are covered in this course are Evaluation and Management, Anesthesia, and Surgery Subsection Integumentary, Musculoskeletal, and Respiratory Systems.

HIM206 Procedural Coding II *4 Credit Hours*
(Prereq. – HIM205) This course is a continuation of Current Procedural Terminology coding. The students will continue to learn to use terms and codes for reporting medical services, procedure supplies, and equipment through the use of Healthcare Common Procedure Coding System Level I and Level II coding systems. Encoder will be utilized in assigning codes to procedures in coding complex case studies, and students will recognize the use of the encoder in determining the NCCI and other code editors built into the systems.

HIM208 Reimbursement Methodologies *4 Credit Hours*
(Prereq. – HIM201, HIM205; ENG090 and MAT090 if applicable) This course focuses on health care reimbursement systems, methodologies and payment process throughout the continuum of care. It provides an overview of government-sponsored, commercial, and managed care insurance plans. Students learn the methods and guidelines used to ensure accuracy of diagnostic and procedural groupings to support accurate billing through claims management and reconciliation process. The components of revenue cycle management and its importance in fiscal stability are reviewed.

HIM210 Advanced Coding *4 Credit Hours*
(Prereq. - HIM202, HIM206; ENG090 and MAT090 if applicable; CoReq. – HIM150) The purpose of this course is to provide students with an advanced knowledge of applying ICD-10 and CPT coding skills to accurately report diagnoses and procedures based on Uniform Hospital Discharge Data Set (UHDDS) guidelines of coding and reporting and the use of encoder software. Students will learn the role, principles, and applications of coding audits in the field of healthcare reimbursement for inpatient as well as outpatient services. As the final assessment in in HIM210, students must take and pass one of the following certification exams to successfully complete the course, which is a requirement of the Medical Billing and Coding and Health Information Management programs: Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC) with a passing score of 70%, Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) with a scaled score of 300, or Certified Coding Associate (CCA)

through AHIMA with a scaled score of 300. This is the final course and culminating experience for the Medical Billing and Coding diploma program.

HIM249 Principles of Health Care Management *4 Credit Hours*
(Prereq. – HIM101) This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.

HIM250 Quality Management in Health Care and Healthcare Statistics *4 Credit Hours*
(Prereq. – HIM101, MAT220, COM235)
The Quality Management course is designed for health information management students to be able to understand and implement the role of quality of services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting.

HIM298 RHIT Exam Success *4 Credit Hours*
(Prereq. – Must be taken in last term) This course will prepare the student for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the six domains described in the RHIT content outline and knowledge statements published by AHIMA. The six domains include: Data Content, Structure and Information Governance, Access, Disclosure, Privacy and Security, Data Analytics and Use, Revenue Cycle Management, Compliance, and Leadership. As the final assessment in HIM298, students must take and pass the Registered Health Information Technologist (RHIT) certification exam through the American Health Information Management Association (AHIMA) to successfully complete HIM298 and graduate from the Health Information Management program. A scaled score of 300 is required to pass the RHIT exam. Students are required to register and take the RHIT certification exam before the final week of the course.

HIM299 Professional Practice Experience *4 Credit Hours*
(Prereq. – Must be taken in the last term) Professional Practice Experience (PPE) is an externship course developed to enhance student education in the field of career development during their last term of the Health Information Management program. This course provides a means in which students can bridge the gap from the classroom to the work environment. The experience provides meaningful exposure to the HIM practice environment all the while providing support and instruction to the student. Students will accomplish externship through a combination of simulations and in field experience. Externships may be located in a variety of traditional or non-traditional (insurance companies, consultants, health IT software vendor, etc.) sites and students will work under the supervision of the facility's staff and/or the course faculty.

HEALTH SERVICES MANAGEMENT COURSES

HSM301: Introduction to Healthcare Management and Human Resources *4 Credit Hours*
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 professional in the healthcare organization.

HSM302 Accounting & Billing Procedures for HSM *4 Credit Hours*
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*
(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*
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*
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*
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*
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*
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*
(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*
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*
(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*
(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.

HOSPITALITY SPECIALIZATION COURSES

HS550 Principles, Practices and Philosophies for the International Hospitality Industry *4 Credit Hours*
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*
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*
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*
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*
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*
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 COURSES

CBC575 Business Continuity Planning *4 Credit Hours*
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*
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*
(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*
(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.

CS105 Introduction to Relational Database Management Systems *4 Credit Hours*
This course provides a vendor-neutral survey of Relational Database Management Systems Technology. Students will study the relational model and relational design including E-R diagramming and normalization techniques. The course introduces the student to Query-By-Example (QBE) and Structured Query Language (SQL) and introduces the fundamentals of database administration and management, data integrity and data security.

CS250 Systems Analysis & Design I *4 Credit Hours*
(Prereq.– NET205) Students taking this course are introduced to the analyses, methodology and tools used to translate business requirements into information systems that support the short- and long-term objectives of the enterprise. Students will learn about traditional structured analysis, object-oriented concepts and agile methods and the Systems Development Life Cycle (SDLC). They are also introduced to project management concepts and the software tools most commonly used by systems analysts.

CSM535 Information Security Management *4 Credit Hours*
(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*
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.

CY200 Security+ *4 Credit Hours*
(Prereq.– IT110 and IT111) This course provides students with the knowledge and skills necessary to understand the core concepts of computer and network security. This course explains key security concepts including understanding threats to a computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. This course is designed to help prepare students for the CompTIA Security+ Certification Examination.

CY300 Physical and Technical Security *4 Credit Hours*
(Prereq. – IT100) This course provides students with a detailed study of cyber-physical systems (CPSs) and an overview of the various technologies that support the security functions of today's enterprise.

CY302 Mobile Security - 4 Credit Hours
(Prereq. – IT221) This course provides students with a foundation in securing Android, Windows, BlackBerry OS, and iOS mobile operating systems. Students completing this course will have an understanding of how to secure PAN networks, use SMS security, and enterprise security on mobile OS.

CY310 Principles of Incident Response and Disaster Recovery *4 Credit Hours*
(Prereq. – CY200) This course provides students with a foundation in disaster recovery principles and planning and emphasizes the importance of incident response in minimizing prolonged downtime that can potentially lead to irreparable loss to the enterprise.

CY320 Cyber Security Law and Ethics *4 Credit Hours*
(Prereq. – IT221) Students taking this course will learn about laws concerning network and computer security, legal limits for accessing systems, data, and various other forms of regulations on digital information. Students in this course will also be introduced to Crimeware and how it relates to multiple areas of the application architecture.

CY325 Biometrics: Application, Technology and Management *4 Credit Hours*
(Prereq. – CY200) This course presents the student with an introduction to biometrics as applied to computer security. The course emphasizes the biometric technologies employed in authentication, authorization, identification and access control to protect valuable computer and network resources and assets. The course examines how and why biometric systems are emerging as an increasingly important aspect of cybersecurity.

CY350 Information Security Fundamentals *4 Credit Hours*
(Prereq. – NET229) Students taking this course will learn the fundamental skills needed to evaluate and ultimately defend the networks and clients that they manage. This course introduces students to the core concepts of security, malicious attacks, threats, and vulnerabilities. Students in this course will have an understanding of cryptography, auditing, and security operations.

CY375 Computer Forensics *4 Credit Hours*
(Prereq. – CY350) Students taking this course will gain a solid foundation of digital computer forensics. Those in this course will understand data acquisition, digital crime scenes, and live acquisitions. Students in this course will learn to effectively mitigate the effects of digital crimes, while properly identify and processing all related evidence.

CY410 Ethical Hacking and Network Defense *4 Credit Hours*
(Prereq. – CY375) This course introduces students to the tools and penetration testing methodologies used by ethical hackers and provides a thorough discussion the role of ethical hackers and their importance in protecting corporate and government data from cyber-attacks. Students are provided with updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. The course includes a review of federal and state computer crime laws, as well as recent changes in penalties for illegal computer hacking.

CY499 Cybersecurity Externship and Capstone *4 Credit Hours*
(Prereq. Should be taken in last quarter of enrollment) Students will gain practical skills and hands-on experience by spending 30 clock hours in a supervised cybersecurity environment. The course will culminate in a fully functional capstone project related to cybersecurity body of knowledge and learning domains where practitioner's approach can be applied thru prior professional experiences in this domain.

CY501 Information Assurance and Security Management *4 Credit Hours* 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.

IT100 Electronics and Systems *4 Credit Hours*
Students taking this course will obtain a background in digital electronics, digital devices, digital circuits, safety, digital security, and will obtain an introduction to networking.

IT101 Implementing &Troubleshooting Operating Systems Technology *4 Credit Hours*
(Prereq.—IT100) This course is designed to prepare students for the CompTIA A+ Certification software examination. Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Certification software examination.

IT102 Computer Hardware Technology *4 Credit Hours*
(Prereq.—IT100) This course is designed to prepare students for the CompTIA A+ Practical Application Hardware Certification examination. Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Hardware examination.

IT110 Network I *4 Credit Hours*
(Prereq.—IT101) Students taking this course will prepare for the CompTia Net+ certification. They will use their knowledge of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.

IT111 Network II *4 Credit Hours*
(Prereq.— IT110) Students taking this course will obtain an understanding of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet. As well as prepare them for the CompTia NET+ certification.

IT200 Technical Writing for Information Technology Professionals *4 Credit Hours*
(Prereq.– ENG090, if applicable) Students taking this course will develop the skills necessary to produce clear and effective technical documents and reports.

IT215 Client Configuration I *4 Credit Hours*
(Prereq.—IT102) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT216 Client Configuration II *4 Credit Hours*
(Prereq.—IT102)
Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT220 CISCO I *4 Credit Hours*
(Prereq.—IT110, IT111) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems.

IT221 CISCO II *4 Credit Hours*
(Prereq.—IT220) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems.

IT230 Helpdesk Remote Services *4 Credit Hours*
(Prereq.—IT111) Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment.

IT300 Linux Operations I *4 Credit Hours*
(Prereq.– IT111) Students taking this course will build the skills and knowledge necessary to effectively deploy, manage and administer servers and clients using the Linux operating system in the enterprise and to effectively integrate devices using Linux based operating systems into the enterprise network.

IT310 IT Operations Management *4 Credit Hours*
(Prereq.– NET229) Students in this course will explore a unifying paradigm for understanding operations based on the design and management of business process. They will learn how managers can control process structure and process drivers to achieve desired business process performance and understand which level managers have to control: cycle-time, capacity, inventory and quality.

IT315 Application Development *4 Credit Hours*
(Prereq.– IT110, IT111) This course introduces students to multiple areas of application development while stressing Python style, best practices and good programming habits. The course covers application development for clients and servers, databases, interfacing with popular Microsoft Office applications, the World Wide Web, the cloud and social media.

IT330 Project Management for Information Technology Professionals *4 Credit Hours*
(Prereq.—NET205) Students taking this course will develop skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement and stakeholder management as well as planning, executing, monitoring, controlling and closing processes. This course emphasizes the

principles distinctive to managing information technology projects that extend well beyond standard project management requirements.

IT335 Principles of Cryptography *4 Credit Hours*
(Prereq.– CY200) This course provides a practical survey of both the principles and practice of cryptography in computer security. Students are introduced to the basic concepts of cryptography and their use in protecting data and resources from disclosure, to guarantee the authenticity of data and messages, and to protect systems from network-based attacks.

IT400 Information Security Governance *4 Credit Hours*
(Prereq.– CY200) Students in this course will learn the basic strategies and tools used for developing a business case for information security/information assurance governance and will learn how to develop and implement a strategy to increasingly integrate assurance functions to improve security, lower costs and ensure the preservation of the enterprise and its ability to operate.

IT425 Managing Innovation *4 Credit Hours*
(Prereq.– IT310) Managing innovation – a critical skill set in today's technical enterprise requires skills and knowledge that are significantly different than the traditional management toolkit and experience. Students in this course will learn a complete framework for thinking about innovation across technological, market and organizational perspectives, while integrating the latest developments in the field.

IT523 Advanced Database Systems *4 Credit Hours*
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 database via the web and administering large databases.

IT531 Networking-Advanced Management *4 Credit Hours*
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*
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*
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*
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*
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*
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*
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*
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*
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*
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*
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*
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*
(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.

MSC510 Information Security Systems and Organizational Awareness *4 Credit Hours*
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*
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*
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*
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*
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*
In this integrative course, students' asses 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*
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*
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* 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*
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*
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*
(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.

NET205 Windows Server Administration I *4 Credit Hours*
(Prereq.—IT111) This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment.

NET227 Network Server Installation and Configuration *4 Credit Hours*
(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using

Windows Server 2016. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

NET228 Network Server Core Services *4 Credit Hours*
(Prereq.—NET205) Students taking this course will build the knowledge and skills necessary to implement a core Windows Server 2016 infrastructure in an enterprise environment. This course focuses on mastery of core services such as user and group management, network access, and data security.

NET229 Network Server Advanced Services *4 Credit Hours*
(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2016 Services in an enterprise environment. This textbook focuses on mastery of fault tolerance; load balancing, failover clustering, certificate services and identity federation.

NET298 Network Administration Certification and Career Success *4 Credit Hours*
(Prereq.– To be taken in the final term) This course is designed to prepare students for success on Microsoft Certification Examinations 70-740: Installation, Storage, and Compute with Windows Server 2016, 70-741: Networking with Windows Server 2016 and 70-742: Identity with Windows Server 2016 through structured classroom review and testing to assess the student's recall understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for these Microsoft certification examinations as part of the course final examination. Additionally, students taking this course will prepare to effectively create a technical resume, learn to conduct a job search, enhance job interview skills and prepare to secure a position in the IT industry.

NET300 Designing and Implementing a Server Infrastructure *4 Credit Hours*
(Prereq.– NET229) This is first of two courses covering the planning, design and deployment of a physical and logical Windows Server 2016 Active Directory Domain Services infrastructure. Students taking this course will gain the knowledge and skills to perform name resolution, application integration, optimization and automatic remediation and maintenance of network services. This course maps to the Microsoft Certified Solutions Expert (MCSE) Cloud Platform and Infrastructure certification credential.

NET310 Implementing Collaboration Services *4 Credit Hours*
(Prereq.– NET229) Students taking this course will obtain the knowledge and build the skills necessary to install, configure, and administer Microsoft SharePoint in the enterprise. The course also covers managing and monitoring sites and users. This course is designed to help students prepare for and pass Microsoft Certifications.

NET315 VOIP & Unified Communications I *4 Credit Hours*
(Prereq.– NET205) This course provides students with an introduction to Voice over Internet Protocol (VoIP) and emerging Unified Communication technology. Students will learn the component technologies, how they work, how they work together and how to employ them profitably in the enterprise.

NET400 Implementing an Advanced Server Infrastructure *4 Credit Hours*
(Prereq.– NET300) This course focuses on how to secure Windows Server 2016. Students will learn methods and technologies for hardening server environments and securing virtual machine infrastructures using Shielded and encryption-supported virtual machines and Guarded Fabric. This course maps to the Microsoft Certified Solutions Expert (MCSE) Cloud Platform and Infrastructure credential.

MEDICAL COURSES

AMA298: Administrative Medical Assisting Exam Success Class *4 Credit Hours*
(Prereq. - Should be taken in the final term and student must have completed all MED courses.) This course is designed to prepare the student for success on the certification exam through a structured classroom review and testing to reinforce the student's recall and knowledge of materials presented throughout the program.

BIO206 Diseases of the Human Body *4 Credit Hours*
This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and the older adult.

MED107 Medical Terminology *4 Credit Hours*
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*
(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 minimum letter grade of "C" is required for successful completion of this course.

MED160 Health Care Law and Ethics *4 Credit Hours*
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*
(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*
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*
(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 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*
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*
(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*
(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*
(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*
(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*
(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*
(Prereq. – Should be taken in 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.

NURSING COURSES

ETH206 Ethical and Legal Issues for Health Care *4 Credit Hours*
This course is designed to explore the ethical and legal concepts necessary for the provision of safe quality clinical practice. The content will focus on relevant ethical theories and principles, professional standards, compliance, morality, values, established laws and regulations, the responsibility and accountability of health care professionals, and many ethical and legal issues in health care organizations.

HNU103 Principles of Nutrition *4 Credit Hours*
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.

NUR301: Pharmacology *4 credit hours*
This course introduces students to the concepts and principles of pharmacology and safe medication therapy. The topics that are studied include generic versus trade names, drug classification, actions, contraindications, therapeutic use, adverse effects, the roles of the nurse, cultural, legal, and ethical considerations. The focus is also on the utilization of the nursing process as a framework to assure safe drug therapy for patients across the life span. A letter grade of "C" is required for successful completion of this course.

NUR302: Drug Dosage Calculation and Administration *4 credit hours*
(Prerequisite: MAT214)
This course prepares the student to use critical thinking skills necessary for safe and accurate drug dosage calculation. Content includes reviewing basic arithmetic concepts involved in calculating drug dosage. The student will also learn common abbreviations and symbols, different routes for medication administration, common measurements and their equivalencies, medication labels, medication reconstitution, the different types of syringes and their measurements, and the formula method using basic arithmetic and critical thinking skills to calculate safe dosages to administer to patients. Safe practices of drug dosage calculation and administration are emphasized throughout the course.

NUR303: Foundations of Nursing *8 credit hours*
(Prerequisite: NUR301, NUR302)
Introduction to nursing and the nursing process are studied and integrated to reflect the hierarchy of basic human needs. Gordon's functional health patterns throughout the life span are introduced. Areas of study include foundation knowledge, development theory, nursing process, therapeutic nursing interventions, concepts, skills, and physical assessment including an emphasis on the communication process as it relates to health assessment, promotion, and therapeutic nursing interventions to promote and maintain optimum health. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are introduced as they relate to healthy individuals across the life cycle. This course has a laboratory component where students learn fundamental nursing skills, and a clinical component in a health care facility where students practice their learned nursing skills.

NUR304: Nursing and the Adult System I *9 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR308)
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.

NUR305: Nursing and the Adult System II *9 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR304, NUR308) This course is a continuation of the medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion, disease prevention and management, and care of the adult clients experiencing complex acute and chronic medical disorders. The emphasis is on the disease processes of the body systems, assessment, interventions, patient education, the nurse as provider and manager of care, therapeutic communication, the importance of patient-centered care, patient advocacy, interdisciplinary collaboration, as well as the use of evidence-based in clinical practice. Other topics include critical thinking, decision making, coordination of care, legal and ethical considerations in patient care delivery, and the cultural and psychosocial factors that can impact patient care. This course has a laboratory component where students learn medical-surgical nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills.

NUR307: Psychiatric and Mental Health Nursing *5 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR304, NUR305, and NUR308 (Can be taken concurrently with NUR304, and NUR305) 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.

NUR308: Pathophysiology *4 credit hours*
This course provides fundamental knowledge of the structural and functional changes in cells, tissues, and organs altered by disease and/or injury. The etiology and pathogenesis of disease, clinical manifestations, diagnosis of disease, treatment plan, prevention, and evaluation are also discussed.

NUR330: Community and Public Health Nursing *5 credit hours*
Emphasis is on employing the nursing process utilizing modeling and role-modeling and the appropriate level of prevention in the community focusing on individuals, families, groups and communities.

The Community and Public Health Nursing course is designed to facilitate the conceptualizing of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high-level wellness to individuals, families, and groups of all ages throughout the health continuum. This course has a thirty-hour preceptorship practicum and a clinical project to be completed in a community-based health care facility. A letter grade of a "C" is required for successful completion of this course.

NUR400 Nursing Informatics *4 Credit Hours*
This course is structured to provide students with an overview of nursing informatics; concepts of computers and the internet; principles and practices related to the evaluation of health care software applications; and a review of the health care information systems. In addition, attention will be given to the ethical issues related to the use of technology in health care; trends in health care technology; and the role of the nurse informatics in developing and evaluating health care applications and systems. A letter grade of a "C" is required for successful completion of this course.

NUR401: Pediatric Nursing Care *10 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR304, NUR305, NUR308) (Can be taken concurrently with NUR405) This course focuses on the application of the nursing process to provide holistic nursing care to pediatric clients with acute and chronic disorders and diseases affecting the different systems of the body in acute pediatric care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. Further emphasis is on maintaining the dignity of the child and promoting healthy growth and development. Students will also examine the role and the importance of the family to the care of the pediatric patient. This course has a laboratory component where students learn pediatric nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills.

NUR402: Nursing Situations with Older Adults *4 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR304, NUR305, NUR308) (Can be taken concurrently with NUR304 and NUR305) This course focuses on the application of the nursing process in caring for geriatric clients with chronic or acute disorders and diseases affecting the different systems of the body in acute and long-term care settings. The emphasis will be on providing patient-centered care, disease process, signs and symptoms, appropriate treatment, clear documentation, therapeutic communication, interdisciplinary interaction, prioritization, delegation, decision-making, time management, and critical thinking. The concepts of restorative and rehabilitative care focusing on the geriatric patient will also be discussed.

NUR404: Nursing in Global Health *4 credit hours*
This course introduces students to the concepts of global health systems and their effects on the various aspects of health care delivery advancement in a global environment. Essential topics will be on global burden of disease, societal determinants of health, health disparities in the United States and worldwide, the impacts of politics and economics on global health, facets of the global health care delivery system, the ethical, cultural, and human right concerns in global health, and the many different stakeholders involved in improving the overall health of individuals and populations. In addition, the role of the nurse in health promotion, disease prevention, and management will be discussed.

NUR405: Maternal and Newborn Nursing Care *10 credit hours*
(Prerequisite: NUR301, NUR302, NUR303, NUR304, NUR305, NUR308) (Can be taken concurrently with NUR401) This course focuses on the provision of nursing care to the childbearing family, the newborn, high-risk pregnancy, and the high-risk newborn. The course content will focus on the utilization of the nursing process and sound clinical reasoning to develop plan of care specific to the needs of the patient during the trimesters of pregnancy, and the neonatal period. The emphasis will also be on the cultural, psychosocial, political, financial, and legal/ethical aspects of pregnancy and newborn care. This course

has a laboratory component where students learn maternity nursing skills, and a clinical component in an acute health care facility where students practice their learned nursing skills.

NUR410: Nursing Research and Evidence Based Practice *4 credit hours.*
(Prerequisite: MAT419) This course introduces nursing students to the fundamentals and principles of the research process and how it applies to professional nursing. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings related to the practice of nursing is emphasized in this course. This course has a thirty-hour preceptorship practicum and an evidence-based project that must be completed in a health care facility. A letter grade of a "C" is required for successful completion of this course.

NUR415: Epidemiology for Nursing Practice *4 credit hours*
(Prerequisite: NUR301, NUR302, NUR303) This course is structured to provide students with an overview of epidemiology for nursing from a local to global perspective. Concepts of culture, ethics, legal, genetics, and the environment are included. Nursing in pandemics and emergency preparedness is examined. Epidemiology of chronic diseases and emerging infections will be addressed. Students are presented with epidemiologic models and study designs to assess the health of populations to prevent or control health problems.

NUR423: Nursing Theories and Concepts *4 credit hours*
This course explores the theoretical and conceptual aspects of the science of nursing. The content will include the historical perspectives, contributions of nursing theorists, and current concepts associated with nursing. The nursing theories will be analyzed and evaluated for their contributions and applicability to the art and science of nursing. In addition, the background of the nursing theorists will be looked at, and as well as how their life experiences, beliefs, and education influenced the resulting theories. Discussion will also be on how nurses can use the guidance of nursing theories to provide holistic nursing care.

NUR425: Health Assessment and Promotion 6 *Credit Hours*
(Prerequisites: NUR301, NUR302, NUR303, and NUR308) The health assessment course is intended to help students develop essential knowledge and skills they need to conduct complete physical assessments of patients throughout the lifespan. Emphasis is placed on effective communication strategies, cultural awareness, the nursing process, and health promotion and disease management. The laboratory component of this course provides students opportunities to practice the steps involved in performing a comprehensive physical assessment, taking a health history, reviewing normal and abnormal findings, client teaching, and developing plan of care.

NUR430: Health Care Policy *4 credit hours*
(Prerequisite: NUR410) This course is structured to provide students with an overview of health care policy, finance, and regulatory issues at the local, state, national, and global level. Concepts will be examined related to the regulatory agencies effect on patient care and scope of nursing; implications of policy and legislative processes on health care delivery and vulnerable populations; and the financial implications for health care services. Social, ethical, and political issues and policy decisions affecting health care and nursing practice will be analyzed. A letter grade of a "C" is required for successful completion of this course.

NUR440: Nursing Leadership and Management *4 credit hours*
(Prerequisites: all NUR prefix courses except NUR445CL and NUR450) This senior-level nursing course focuses on leadership development and professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, professional communication and teamwork, conflict resolution, effective supervision, employee motivation, quality improvement, and change processes. This course also educates students on self-care techniques such as creating an effective work-life balance, resource assistance available from employers, and promoting a healthy work environment. A letter grade of a "C" is required for successful completion of this course.

NUR445CL Nursing Practicum/Specialty Immersion Clinical 4 *Credit Hours*
(Prerequisites: All NUR prefix courses except NUR450; can be taken in conjunction with one other NUR prefix course) This course is designed to give the student the opportunity to experience the role of the professional nurse in the clinical setting. This course is a synthesis of the knowledge and skills acquired throughout the program. The student will have the opportunity to integrate learning experiences acquired in the arts and sciences, skills laboratory, simulation, and clinical practice. The student will be assigned to a preceptor who will facilitate the transition to clinical practice. Students must complete 120 hours in an acute care facility.

NUR450: Comprehensive Review *4 credit hours*
(Prerequisites: Must be the last NUR prefix course taken; can be taken in conjunction with one other NUR prefix course) 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.

PARALEGAL COURSES

PLG102 Introduction to Paralegal Studies *4 Credit Hours*
Introduction to paralegal careers, including ethical and professional standards. Overview of learning to research, citations, legal documents, substantive areas of practice, legal analysis and investigation, and law office administration.

PLG207 Legal Research and Writing *4 Credit Hours*
(Prereq. or Co-Req. – ENG102) This course is designed to provide an introduction into the basic principals in the study and practice of legal research and writing. Students will learn the methods and tools necessary to conduct legal research and analysis and how to write legal documents. Students will also have the opportunity to earn their Lexis+ Paralegal Certificate as part of this course.

PLG214 Family Law *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course introduces the students to the fundamental concepts of family law as they pertain to marriage and divorce. Topics covered in the course include ethics, adoption, divorce, marriage, child support and custody, and the agreements encountered in family law.

PLG215 Torts and Personal Injury *4 Credit Hours*
(Prereq. – PLG102 and PLG207) Tort law is one of the most important bodies of U.S. law, because it governs basic everyday human interaction. Tort law is one of the most important fields of paralegal

employment as well. This course will provide our students with a general understanding of the laws dealing with civil wrongs and the remedies for those wrongs, including intentional torts, negligence, liability of principals for the actions of their agents, strict liability, products liability, nuisance, defamation, invasion of privacy, and various factors that affect the right of a plaintiff to bring suit against a defendant. The course will also focus attention on the nature of personal injury litigation, its documentation and practices, assessing and evaluating claims of damages, losses, and the formalities of adjudication and/or settlement.

PLG216 Estate Administration and Elder Law *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course is divided into two parts. In the first 5 weeks, the students learn wills, trusts, and estate administration. During this time, students learn the responsibilities and duties that a paralegal performs under the supervision of an attorney when drafting a will, trust, or assisting with the administration of a decedent's estate. Students also learn the terminology and general principles of law that are the bases for drafting wills and trusts or planning and administering an estate. This course includes material on inheritance rights for same-sex couples, estate tax changes, and the disposition of assets.

In the last 5 weeks of the course, students learn the terminology and legal framework of Elder Law. Topics discussed in the course include advance directives, guardianships/conservatorships, social security, Medicare, Medicaid, estate planning, housing, discrimination, end-of life issues, and ethics.

PLG218 Intellectual Property *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course will provide students with a basic understanding of the legal protections afforded in intellectual property. Students will learn the four traditional regimes of intellectual property law – patents, copyrights, trademarks, and trade secrets – along with the more recently recognized right of publicity and the neighboring doctrines of hot news misappropriation and idea protection. Students will explore the international and trade aspects of intellectual property.

PLG219 Labor and Employment Law *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course examines employment law and its impact on the employer-employee relationship. This course provides guidance as to the federal and state laws regarding employment law and will examine workers' compensation and unemployment compensation.

PLG220 Immigration and Citizenship *4 Credit Hours*
(Prereq. – PLG102 and PLG207) The course explores the underlying policies and basics of immigration law. Students will learn from real-life examples and will walk the student through the entire background, process, and tools needed to master immigration law.

PLG229 Legal Office Procedures *4 Credit Hours*
This course is designed to furnish the student with relevant and interesting experiences relating to the career of a legal office assistant. This course presents basic legal concepts in law and outlines the various documents used in these fields.

PLG232 Bankruptcy and Collections Procedures *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course provides the student with the fundamentals of bankruptcy law. Students will learn the substantive law of bankruptcy, the rules of procedure that control how the substantive law of bankruptcy is implemented, and ethics.

PLG250 Pretrial Discovery and Trial Preparation *4 Credit Hours*
(Prereq. – PLG102 and PLG207) This course combines the theories and principles of law with the practical paralegal skills, ethics, and the goals and needs of the paralegal profession. Students will learn about client counseling and investigative techniques and processes, draft pleadings and motions, explore the discovery process, and learn about what the paralegal's role is in assisting at trial. This course also examines how technology relates to the civil litigation arena.

PLG262 Criminal Law and Procedure *4 Credit Hours*
(Prereq. – PLG102 and PLG207) A theoretical and practical survey of the statutory law of crimes, evidence, and criminal procedure including an examination of sample pleadings and motions. Topics include the elements of specific crimes, formal procedures from pre-trial to post-trial, actual courtroom strategies, and the practical concerns involved in both the prosecution and defense of criminal cases. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment, and appeal are also studied.

PLG299 Paralegal Externship *4 Credit Hours*
(Prereq. – PLG207, PLG229, PLG250 and must be taken in the last two terms) This course offers paralegal students the opportunity to obtain practical experience and apply paralegal theory in practical settings by working 120 hours in a business or organization under supervision of experienced legal/paralegal professionals.

PHARMACY TECHNICIAN COURSES

PTA110 Pharmacy Calculations for Technicians *4 Credit Hours*
This course provides entry-level and advanced-level mathematical concepts and calculation skills that pharmacy technicians need to prepare for the externship experience and certification exam and to achieve success in a career position at a community or an institutional pharmacy. The courseware program provides students with an understanding of measurement systems and conversions, an explanation of the elements of prescriptions and medication orders, and proficiency in using ratio proportion and dimensional analysis calculation methods.

PTA165 Pharmacy Law & Ethics *4 Credit Hours*
This course is designed to provide an overview of law and ethics affecting the pharmacy technician's role. Federal and state laws and regulations are reviewed. Special attention is given to the pharmacy technician's professional standards, and compliance with relevant legal, regulatory, formulary, contractual, and safety requirements.

PTA176 Community Pharmacy Operation and Laboratory *4 Credit Hours*
This course is an introduction to the operation of the community pharmacy with content areas devoted to the origins of the pharmacy, various drugs, dosage forms, delivery systems, and pharmacy billing and reimbursement. The evolving role regarding major trends, issues, goals, and initiatives taken within the pharmacy profession will be studied. Instruction regarding the roles and responsibilities of the pharmacy technician with emergent situations will be given.

PTA205 Pharmacology I for the Pharmacy Technician *4 Credit Hours*
This is the first in the series of pharmacology courses for the pharmacy technician. This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, indications and uses, drug actions and clinical effects, adverse actions, side

effects, and interactions. Pharmacy law topics include Federal laws such as the Controlled Substance Act, and the Federal Food, Drug, and Cosmetic Act and its amendments. Drug topics include dietary supplements, skin medications, drugs of the autonomic nervous system, and antineoplastic drugs. Classification of drugs by both body system and drug function will be examined.

PTA207 Pharmacology II for the Pharmacy Technician *4 Credit Hours*
(Prereq: PTA205) This is the second course in the series for pharmacy technicians that examines the major drug classes in relation to the treatment of diseases and disorders, including the clinical effects of selected medications. Topics include an analysis of drug action, indications and uses, side-effects, adverse actions, and interactions for body systems including cardiovascular, renal, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, central nervous system and ophthalmology. Classification of drugs by both body system and drug function will be examined.

PTA250 Pharmacy Software Applications *4 Credit Hours*
This course is an introduction to the operation of pharmacy software. Content areas include patient, provider, insurance and medication data entry, adjudication of new prescriptions/medication orders and refills, including rejected claims and prior authorizations, inventory control and documentation.

PTA276 Institutional Pharmacy Operation and Laboratory *4 Credit Hours*
(Prereq. – PTA176) This course focuses on the pharmacy technician's role within an institutional pharmacy setting. Instruction in routes of administration for various medications, selection of appropriate supplies and equipment, and proper calculation of dosages of medications will be provided. The basics of aseptic technique, infection control, and proper handling of hazardous materials will be taught.

PTA279 Community Pharmacy Technician Externship *4 Credit Hours*
(Prereq. – To be taken in the student's next to last term) The student will be provided a real life-experience in a community pharmacy setting to reinforce the skills and processes they have acquired through their studies. This externship consists of 130 clock hours of on-site practical experience.

PTA288 Pharmacy Technician Exam Success Class *4 Credit Hours*
(Prereq. – To be taken in final term and concurrently with PTA289) This course is designed to prepare the student for success on the Pharmacy Technician Certification Exam (PTCE) through a structured classroom review and testing to assess the student's recall of materials presented throughout the program.

PTA289 Pharmacy Technician Externship II *4 Credit Hours*
(Prereq. – To be taken in the student's last term, all core courses completed except for PTA288 and MED218) The student will be provided a real-life experience in a pharmacy setting including, but not limited to, retail or institutional pharmacies to reinforce the skills and processes they have acquired through their studies. This externship consists of 120 clock hours of on-site practical experience.

PTA290 Compounded Sterile Preparation Laboratory *4 Credit Hours*
(Prereq. – PTA110, PTA207 and PTA276)
This course will focus on the role of the pharmacy technician as a sterile compounder technician. The course's main objective is to help students earn a Compound Sterile Product Technician Certification through the Pharmacy Technician Certification Board. This course will provide a technician focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. *Students who successfully complete PTA290 and meet all PTCB criteria may be eligible to sit for the*

Certified Compounded Sterile Preparation Technician (CSPT) exam through PTCB. CSPT is an advanced PTCB credential for certified pharmacy technicians that verifies competency in sterile compounding and aseptic practice.

PHLEBOTOMY AND ECG TECHNICIAN COURSES

PEC198 Phlebotomy and ECG Review *4 Credit Hours*
(Prereq.- Must be taken in the student's last term and in conjunction with PEC199) This course is designed to prepare the student for success with the AMCA or NHA certification examinations. Instruction will be provided through a structured classroom review and testing to assess and support the students' recall of materials presented throughout the program. This is a capstone course that culminates with the student passing the AMCA or NHA Phlebotomy certification exams.

PEC199: Phlebotomy and ECG Externship *4 Credit Hours*
(Prereq. or Co-Req.- MED273, MED275.) This course provides students with the opportunity to receive hands-on experience in phlebotomy and electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility's staff, Externship Coordinator, and/or Academic Department Chair of Health Science (ADCHS).

ADMINISTRATION AND ORGANIZATION

American National University is owned and controlled by American National University, Inc. a Virginia Corporation., which is owned and controlled by National University Services, Inc. a Virginia corporation.

The Officers and Directors of American National University, a Virginia Corporation are:

Frank Longaker. . . . . Chairman, Treasurer, Director
Steven Cotton . . . . . .Director
Joel Musgrove . . . . . Director
Stephanie Demanti . . . . . .Secretary

ADMINISTRATIVE STAFF

President ..... Dr. Frank Longaker
Executive Vice President, Legal and Regulatory Affairs ..... Steven Cotton
Senior Executive Vice President of Operations ..... Dr. Joel Musgrove
Provost ..... Dr. Lucas Kavlie
Chief Academic Officer ..... Dr. Carolyn Scott
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Vice President of Academic Affairs ..... Shawn Hershey
Vice President of Marketing ..... Andrea DiTonna
Vice President of Financial Services ..... Beth Overbey
Vice President of Student Services ..... Jessica Williams
Executive Director of Compliance and Accreditation ..... Kimberly Walsh
Director of Compliance and Accreditation ..... David Yeaman

Dean of Libraries and Instructional Support ..... Dr. Brandi Porter
Director of Admissions ..... Trent Ramey
Director of Admissions ..... Rebecca Harris
Director of Admissions ..... Andria Ivory
Director of Career Services ..... Wendolyn Larkins
Director of Customer Relationship Management System ..... Elisa Landgraf
Director of Instructional Technology ..... Cheri Webster
Director of International Student Affairs ..... Rebekah Custer
Curriculum Designer ..... Laura Diggle
Comptroller ..... Carl Robertson

Dean of Nursing ..... Dr. Marie-Bernard Lazare
Dean of Business Management and Accounting Programs ..... Dr. Lyndsey Obringer
Dean of Pharmacy Technology Programs ..... Dr. Derrick Aboagye
Program Director of Health Information Management ..... Sherry Davis
Program Director of Health Science Education ..... Carrie Rodriguez
Dean of Information Technology Programs ..... Dr. Richard Lightcap
Dean of Paralegal Programs ..... Dr. Wendy Notz
Program Director of English as a Second Language ..... Elizabeth Ashy
Program Director of General Education ..... Elizabeth Ashy
International Academic Advisor/DSO ..... Brittany Morgan
International Academic Advisor/DSO ..... Laurel Jones

International Academic Advisor/DSO..... Keith Shin
Re-Entry Coordinator.....Fannie Anders

OFFICE HOURS

Regular office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Eastern Time.

IN-RESIDENCE SITE LOCATIONS

Administrative Office Main Location: 1813 East Main Street, Salem, VA 24153 540-986-1800

Salem, VA 1813 East Main St. Salem, VA 24153 540-986-1800 **Site Administrator:** Dr. Joel Musgrove	**Nashville, TN** 2451 Atrium Way Nashville, TN 37214 833-388-1100 **Site Administrator:** Dr. Joel Musgrove

American National University's Roanoke Valley Campus (Salem, VA) was the original campus of National College, founded in 1886. As the main campus of American National University since 2013, it continues the tradition of excellence established more than 125 years ago and offers an increasing variety of baccalaureate and graduate programs, English as a Second Language (ESL) instruction, and corporate training through its School of Professional Development. It also offers graduates of American National University a seamless transition to bachelor's and master's degree programs through on campus and online learning. The Roanoke Valley Campus resides in a thriving area of economic growth, enabling our graduates to explore career opportunities in the fields of health care, business and computer technology. Located close to I-81, the 48,180-square- foot facility houses 14 interactive learning classrooms, an auditorium, cafeteria, and library.

American National University's Roanoke Valley Campus offers master's degrees, bachelor's degrees, associate's degrees, certificate and diploma programs in a range of high-demand fields, including business, health care, computer and information technology.

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 two members from each professional, health science, technical, and/or business community. The other members of this board should include faculty, staff, students, alumni, and Program Directors.

The University Educational Resource Center Advisory Boards meet a minimum of two times a year. The agendas should include a review of the outcome's assessment plan, a discussion on curriculum and relevance to the current career field, and review of the community job outlook.

Business Management and Accounting Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Dr. Lyndsey Obringer	Dean of Business (Chair)	American National University, Salem VA
Ashley Hart	Operations Manager	Member One FCU, Roanoke, VA
Gregory Shields	Director of Operations	Hobart Institute of Welding Technology, Troy, OH
Jennifer Torres	Director of Customer Success Operations	Provar, Remote
Craig Eisenbrown	Supervisor	United Airlines, Washington, DC
Dawna Clephas	Process/Analytics Lead	Carilion Clinic, Roanoke, VA

Health Science Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Carrie Rodriguez	University Program Chair-Allied Health	American National University, Salem VA
Dr. Paula Boley	Online Adjunct Faculty	Nashville State Community College
Katie Glenn	PA-C	Newburgh Dermatology Associates
Carol Nassef	Registered Medical Assistant	Community Access Network
Angela Pickral	Certified Medical Assistant	Family Services of the Piedmont
Starrae Holloman	Practice Manager	Univ. of Louisville, Louisville, KY
Jennifer Torres	Education Manager	Provar - Remote
Jessica Woods	Student	American National University
Elizabeth Snay	Customer Service – Public Member	Penske Honda

Health Information Management Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Sherry Davis	University Program Chair- HIM	American National University, Salem, VA
Jennifer Kingsley	Coding Compliance Manager	Mercy Health, Youngstown, OH
Carolyn Neace	Advanced Medical Support	Dept. of Veteran Affairs, Huntington, WV
Kristie Cochran	Revenue Cycle Manager	RCM, Florida
Beth Brown	HIM Technician	Sharon Regional Hospital, Sharon, PA
Denise VanVerth	Medical Coder Lead – Retired	Primary Health Network, Sharon, PA
Jeremy Focht	Dedicated Client Service Manager	United Healthcare, Salt Lake City, UT
Tawana Robinson	Dental Utilization Review Specialist	Primary Health Network, Sharon, PA

Pharmacy Technology Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Dr. Derrick Aboagye	Dean of Pharmacy Tech Programs	American National University, Salem, VA
Dr. Billy Painter	Pharmacist/Faculty	American National University, Salem, VA
Dr. Kevin Chakos	Pharmacist	CVS Pharmacy, Canton, OH
Telicia Ward-Thomas	Pharmacy Technician/Faculty	American National University, Salem, VA
Charles Wilson	Pharmacist	Retired
Dr. Ebenezer Addo	Pharmacist/Manager	Walmart Pharmacy, Apex, NC
Dr. Nicole Pryor	Pharmacist/Manager	CVS Pharmacy, Williamsburg, VA
Heather Biggs	Current Student	American National University, Salem, VA & CVS Pharmacy
Yolanda Montoya	Graduate/CPhT	American National University, Salem, VA & Walgreens Pharmacy

Nursing Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Dr. Marie Bernard-Lazare, Phd, MSEd., MSNEd, RN	Dean of Nursing	American National University, Salem, VA
Jaime L. Carroll	Chief Nursing Officer	Sentara Norfolk General Hospital
Nicole Kennedy	Education Specialist	Sentara Clinical Education, Chesapeake, VA
Dale Morton, MSN, RN	ER Manager	Pikeville Medical Center, Pikeville, KY
Tracy Rhodes	Human Resources Manager	Vistar Eye Center, Radford VA
Denise Hamrick, RN	Director of Education	Southern TN Regional Health System, Winchester, VA
Tracey Harrell	Division Clinical Education Operations Supervisor	HCA Capital Division
Mary Kate Bowser, DNP, MS, RNC-OB	Public Health Nurse Manager Senior	Roanoke City & Alleghany Health Districts

Paralegal Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Wendy Notz	Department Chair – Paralegal	American National University, Salem, VA
Anne Todd	Senior Financial Analyst	AFL Telecommunications, LLC
Sheri Clark	Faculty	American National University, Salem, VA
Mandy Chapman	Registered Paralegal	Wolff & Wolff Trial Lawyers, St. Louis, MO
Stephanie Linquist	Paralegal	Elite Process and Legal Services, Missouri
Poetry McMillian	Paralegal Specialist	US Dept. of Justice Office of Immigration Litigation, Washington, DC
Pascha Shepard	Paralegal Manager	Lawrence & Bundy LLC, Atlanta GA
Tiffany Clapper	Graduate Student	American National University, Salem, VA

Information Technology/Cybersecurity Advisory Board

Name	Title (Present Occupation)	Company Name & Location
Dr. Richard Lightcap	Dean of IT Programs	American National University
Alicia Kirk, BA	Publishing Sales Representative	Flatworld
Jamila Salankey, MSCM	Social Engineering/OSINT Trainee	AntiguaRecon, St. Johns, Antigua
Dr. Kelly Hughes, DCS, MBA, BS	Computer Scientist	US Dept. of Defense
Michael Thibodeaux, MSIT, IA	Sr. OT Security Operations Expert	European Energy Jobs
Mr. Robert Rodriguez	Director of Commercial CRM Strategy & Execution	PCNA (Polyconcept North America), Pennsylvania

FACULTY – TERM 254

Abbas, Faisal ..... Information Technology
MBA, Louisiana State University, Finance, MIS
BS, SSUET University, Computer Engineering
CISSP

Aboagye, Derrick ..... Pharmacy Technology
PhD, Hampton University, Pharmacy
MA, Liberty University, Human Services: Health and Wellness
BS, Liberty University, Health Promotion: Clinical

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)

Amole, Kimberly ---------- Externship Coordinator
BS, Miller-Motte, Allied Healthcare Management
AOS, Miller-Motte, Healthcare Technology

Ashy, Liz ---------- Foundation Courses
M.Ed., American Intercontinental University, Leadership
BA, Warren Wilson College, Sociology

Ayyubov, Khalid ---------- Information Technology
MIS, University of Phoenix, Information Systems
MAEd., University of Phoenix, Adult Education/Training
BS, DeVry University, Information Technology

Baer, Gina ..... Pharmacy Technology
B.S., University of Cincinnati, Biology
CPhT, Certified Pharmacy Technician

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 (MHSM)
MBA, Strayer University, Health Services Administration
BBA, Strayer University, Health Services Administration
AS, South College, Medical Assisting
Registered Medical Assistant (RMA)

Broman, Noel ..... Information Technology
PhD, Capella University, Information Technology Management
MS, Nova Southeastern University, Management Information Systems
BSIT, University of Phoenix, Network and Telecommunications
A+, Linux

Bugarin, Tem ..... Business Administration
DBA, U.S. International University
MA, Salve Regina University, International Relations
MBPA, Southeastern University, Administration
MS, US Naval Postgraduate School, Operations Research
BS, California State University, Mathematics, Chemistry

Chelstowski, Abigail ..... Health Science
MBA, Herzing University, Healthcare Management
BS, Mercy College, Healthcare Administration
AA, Washtenaw Community College, Human Services
Medical Assisting Certificate, Ross Medical Education Center

Clark, Sheri ..... Paralegal
JD, Indiana University, Law
MA, Ball State University, Secondary Education
BS, Ball State University, Political Science

Clay, Yolanda ..... Nursing
DHA, University of Phoenix, Healthcare Administration
MBA, Brenau University
BA, Alabama State University, Biology/Chemistry

Cochran, Brad ..... Accounting
MS, Strayer University, Accounting
BS, Virginia Commonwealth University, Accounting

Cone, Rachel ..... Nursing
MSN, East Tennessee State University, Nursing
BSN, East Tennessee State University, Nursing
ASN, Aquina College, Nursing
Registered Nurse (RN)

Conrick, Cristi ---------- Paralegal
MS, Ball State University, Secondary Education
BS, Ball State University, Elementary Education

Cooney, Hieu ---------- Pharmacy Technology
MAEd, University of Phoenix, Curriculum and Instruction
BS, University of Pacific, Biological Sciences
RPhT, CPhT

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

Davis, Phyllis ..... Health Information Management
MBA, Western Governor's University, Healthcare Administration
BS, Charter Oak State College, Health Information Management
BS, Clarion University of PA, Liberal Studies
RHIA Certification

Davis, Sherry ..... Health Information Management
MBA, Ashford University, Health Care Administration
BA, Ashford University, Health Care Administration/Human Resources
CPC, CPC-I, CPC-O, CPMA

Denton, Dr. Stephanie ..... Health Science
DC, Logan University
MS, Logan University, Nutrition and Human Performance
BS, Logan University, Human Biology
AAS, Southern Illinois University, Mortuary Science & Funeral Service

Diggle, Laura ..... Health 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

Edwards, LaCher ..... Health Science
MPH, Liberty University, Public Health
Graduate Certificate, Capella University, Epidemiology
BS, Florida Technical College, Allied Health Management
AAS, Hamilton College, Medical Assistant

El Gbouri, Abdessamad ..... Information Technology/Cybersecurity
DIA, University of Fairfax, Information Assurance
MS, Excelsior University, Cybersecurity
BBA, Northwood University, Computer Information Management
AA, Northwood University, Management Information Systems

Falsey, Dominika ..... Business Administration
DM, Colorado Technical University, Management
Executive MBA, Colorado Technical University
BS, St. Mary's University, Marketing, International Business

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+

Garza, Alejandra.....Health Science
MS, Loyola University of New Orleans, Healthcare Management
BA, University of Texas at San Antonio, Politics and Law
CCMA Certification

Gay, Keegan ..... Health Information Management
BS, Central Michigan University, Political Science, Public Affairs
AAS, Ferris State University, Health Information Technology
RHIA

Gilbaugh, Terry ---------- Nursing
MSN, Drexel University, Nursing
BS, Bob Jones University, English Education
Diploma, Brandywine Hospital School of Nursing, Nursing
Registered Nurse (RN)

Gleeden, Keenan ..... Information Technology
MA, Webster University, Information Tech Management
MS, University of Memphis, Engineering Technology
Graduate Certificate, University of Memphis, Applied Lean Management
BS, Park University, Management

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

Gordon, Karen..... Information Technology
MBA Sullivan University
BS Sullivan University, Business Administration in Accounting
AS American National University, Accounting

Halbeisen, Jean ..... Health Information Management
BS, Eastern Mennonite University, Elementary Education
Diploma, Medical Office Specialist
CPC

Halgas, Pauline..... Accounting/Business Administration
MBA, University of Illinois at Chicago, Accounting and Finance
BS, Northeastern, Computer Science

Harris, Myria ..... Nursing
DNP, Chamberlain University, Nursing Practice
MSN, Chamberlain University, Nursing
BSN, Chamberlain University, Nursing
ASN, Western Kentucky University, Nursing
Registered Nurse (RN)

Henderson, Melissa ..... Paralegal
JD, North Carolina Central University, Law
BA, University of North Carolina at Chapel Hill, English

Hendon, Michalina ..... Business Administration
PhD, Capella University, Information Technology Management
MBA, American Public University, Information Technology Management
BS, Alvernia University, Business Administration
AA, McCann School of Business and Technology, Computer Science

Hills, Kenyatta ..... Business Management
DBA, Walden University, Business Administration
MBA, ITT Technical Institute
BS, University of Florida, English

Huey, Patricia ..... Pharmacy Technician
MBA, Keller Graduate School of Management, Health Services
MS, Keller Graduate School of Management, Curriculum Leadership
BS, DeVry University, Health Services Management
Diploma, Ashworth College, Sterile Compounding
CPhT Certification

Jenkins, Courtney ..... General Education
MFA, Chatham University, Creative Writing
MA, Virginia State University, English Education
BS, Virginia State University, English/Mass Communications

Lazare-Bernard, Dr. Marie ..... Nursing/Health Science
PhD, Barry University, Nursing
MSN, University of South Florida, Nursing
MS, Florida International University, Foreign Language Education
BSN, Florida International University, Nursing
ASN, Rockland Community College, Nursing
Registered Nurse (RN)

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, Capitol Technology University, Cybersecurity Leadership
Ed.D., American College of Education, Leadership
MS, University of Potomac, Computer Science
MS, Western Governor's University, Cybersecurity & Information Assurance
MS, University of Phoenix, Computer Information Systems
BS, University of Phoenix, Information Technology

Mathew, David ..... Business Management
JD, Appalachian School of Law
MS, Strayer University, Business Administration
BS, William Paterson University, Accounting
BA, New Jersey City University, Biology

Matson, Susanna ..... Computer Science
MSA, Southern New Hampshire University, Accounting
MBA, Lakeland College, Accounting
BA, Lakeland College, Accounting

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

Nicome, Damico ..... Information Technology
Ed.D., Vanderbilt University, Leadership
MS, New York University, Management Systems
BS, Rensselaer Polytechnic Institute, Management

Njoku, Sopuru ..... Information Technology
MS, Southern New Hampshire University, Cybersecurity
Security+ Certification

Notz, Wendy ..... Paralegal
JD, Western State University College of Law
BS, Psychology (Biology minor), University of Central Michigan
Certificate Paralegal, Metropolitan Community College

Obringer, Lyndsey ..... Business Administration
DSL, Liberty University, Strategic Leadership
MA, Chatham University, Leadership and Organizational Transformation
BBA, Wilkes University, Business Administration

Officer, Jerry ..... Pharmacy Technician
MBA, University of Phoenix, Healthcare Management
BS, Freed-Hardeman College, Secondary Education
CPhT Certification

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

Opegbemi, Dapo ..... **Information Technology**
DIT, Walden University, Information Technology
MSIT, Walden University, Information Technology
BS, University of North Texas, Laboratory Information System (Healthcare IT)

Ostrowski, David ..... **Information Technology**
PhD, Wayne State University, Computer Science
MS, Wayne State University, Computer Science
BBA, University of Michigan, Management Information Systems

Painter, Billy..... **Pharmacy Technology**
BS, University of Tennessee, Pharmacy
Pharmacist License

Pandya, Shardul ..... **Information Technology**
PhD, Old Dominion University, Engineering Management
MS, Colorado State University, Mechanical Engineering
Parker, Shanea ..... **Pharmacy Technology**
Hampton University, Doctor of Pharmacy

Phoenix, Courtney.....**General Education**
MA, Grand Canyon University, Christian Studies
BS, Grand Canyon University, Entrepreneurial Studies

Reyes-Fournier, Paul ----------**Business Administration**
PhD, Keiser University, Industrial and Organizational Psychology
MBA, DeVry University, Business Administration
BS, California State University, Physics

Rios, Angel .....**Accounting**
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

Sedlack, Derek..... **Information Technology**
PhD, Nova Southeastern University, Information Systems
MS, Nova Southeastern University, Management Information Systems

Sendar, Lisa..... **Health Information Management**
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

Shin, Keith ..... **Information Technology**
PhD, University of Tennessee, Electrical Engineering
MS, University of Tennessee, Electrical Engineering
BE, Handong University, Mechanical Engineering

Sovak, Lisa ..... **Business Administration**
DBA, Argosy University, Marketing
MS, Robert Morris University, Communication and Information Systems
BA, Robert Morris University, Communication –Advertising

Stoddard, Steven ..... **Business Administration**
DSL, Liberty University, Strategic Leadership
MS, Troy University, Criminal Justice
AAS, Central Texas College, Applied Technology

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 ..... **General Education**
MSN, Liberty University, Nursing
BSN, Liberty University, Nursing
AAS, J. Sergeant Reynolds Community College, Nursing

Tate, Michanna ..... **Business Administration**
MS, Howard University, Biology
JD, Stetson University, Law
Post Baccalaureate Certificate, Epidemiology and Biostatistics, Drexel University

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

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

Weinrich, Stephanie ..... **Health Science**
BS, Herzing University, Health Administration
RMA Certification

William, Molea ..... **Health Science**
MBA, Northcentral University
BA, Southern New Hampshire University, Applied Mathematics
Certificate, Sanford Brown Institute, Medical Assistant
RMA Certification

Williams, Curtis ..... **Business Administration**
DBA, Walden University, Business Administration-Marketing
MBA, Embry-Riddle Aeronautical University, Aviation
BS, Southern Illinois University, Aviation Management

Zahrooni, Sarina ..... **Health Science**
BS, West Texas A&M University, Biology

Ziegler, Ashley ..... **Health Science**
MS, Indiana Wesleyan University, Nursing Education
BS, Indiana Wesleyan University, Nursing
AAS, Cincinnati State Technical and Community College, Nursing