AMERICAN SENTINEL UNIVERSITY
2016 CATALOG
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LETTER FROM THE PRESIDENT

Transforming Healthcare Through Education™
At American Sentinel University, we measure our own success by assessing how well we position our students for success. One such indicator is our student satisfaction rating, which has exceeded 95 percent for more than three years. The most frequent compliments we hear from students are that we offer excellent individual attention and professional services and that our support made a difference in their ability to complete their degree. Whether you are a continuing student or returning to higher education after many years, we understand your needs and have built our programs with you in mind. Most of our students are employed full time and our graduates have reported that they received career advancement opportunities in their chosen fields after completing their programs.

Our students reached these heights because American Sentinel is dedicated to supporting students throughout their educational journeys as they strive to enhance their professional and civic lives. We deliver academic excellence through our innovative programs, world-class faculty and quality student success services.

Throughout our history, innovation has not only been part of our mission, it has also been a philosophy by which we live. American Sentinel University has broken ground by developing and introducing tools to support our students including MAURA™, My Anytime University Resource Aid, ProfessorIQ™ and Sentinel City™ that allows students to complete community health and leadership practice experiences through simulation.

We are continuously developing new technologies to enhance and improve the student experience.

American Sentinel is committed to providing students with a current, professional curriculum taught by excellent faculty members who are leaders in their field. Most of our professors have doctoral degrees and are working professionals who bring practical, best-in-class experience to the classroom.

Students choose American Sentinel because they want an excellent education from an institution that cares about their success. From our beginnings—when we developed our unique approach to online learning, which we call ACER (Access, Community, Experimentation and Reflection)—we have put student success and achievement at the forefront. As part of the ACER approach, we employ a rich array of learning methods and techniques, such as the capstone courses at the end of each degree program that allow students to develop in-demand professional competencies through real-world work projects. Beginning this year, every student has the opportunity to demonstrate their accomplishments with their own academic/professional electronic portfolio and this year we are making electronic portfolios to alumni who may not have had the opportunity create an electronic portfolio during their time at American Sentinel. These are just a few of the things that I believe make American Sentinel University a student’s best choice to become positioned for success.

Our faculty and staff welcome you to American Sentinel University’s community of scholars. You’ve made a great choice in coming here, and you will find that we are very supportive partners in your success.

Mary Adams

President and Chief Academic Officer
American Sentinel University
CONSUMER INFORMATION

This catalog is published in order to inform students and others of American Sentinel University's academic programs, policies, calendar, tuition, fees, administration and faculty. The information provided is current and accurate as of the date of publication. American Sentinel University cannot assure that changes will not occur that will affect this information. This catalog is published for informational purposes only and is not intended as a contractual agreement between American Sentinel University and any individuals.

American Sentinel University reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

American Sentinel University expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

American Sentinel University affirms a policy of equal employment opportunity, equal educational opportunity and nondiscrimination in the provision of educational services to the public. American Sentinel University makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision. American Sentinel University affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student’s race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical handicap or any other characteristic.
ABOUT US: AMERICAN SENTINEL UNIVERSITY

Fast Facts
• Founded: February 2006
• History: American Sentinel University was founded when three nationally accredited institutions merged: the American Graduate School of Management (Denver, Colo.), Sentinel University (Denver, Colo.) and the American College of Computer and Information Sciences (Birmingham, Ala.).
• CEO: Dr. Richard Oliver
• President: Mary Adams
• Accreditation: Distance Education Accrediting Commission (DEAC) 1601 18th Street, N.W. Suite 2, Washington, D.C. 2009 (202-234-5100); Commission of Collegiate Nursing Education (CCNE): One Dupont Circle, NW, Suite 530, Washington, D.C. 20036, (202) 887-6791 (Bachelor of Science Nursing (BSN) and Master of Science Nursing (MSN) programs); Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000 (Doctor of Nursing Practice (DNP) program)
• Programs: Six online bachelor and master degree programs and certificate programs with no residency requirements; one online doctoral degree program with two residencies.
• Student enrollment (as of December 1, 2015): 2,697 students
• Alumni (as of December 1, 2015): Over 5,000 worldwide
• Faculty: 180+ full-time and adjunct faculty members (more than 53 percent hold doctorates.)
• Staff: 90+ academic administrators and staff
• Headquarters: Aurora, Colorado
• Student satisfaction: 96% based on 2015 Student Satisfaction Surveys

American Sentinel University, Inc. is a wholly owned subsidiary of American Learning Solutions, Inc., or ALS. No single investor or affiliated group of investors holds more than a 24% stake in ALS. ALS has no role in nominating or confirming members of the American Sentinel Board of Trust, a self-governing body, that operates in accordance with the American Sentinel University Amended and Restated Charter of the Board of Trustees.

Mission
American Sentinel University’s mission is to provide high-quality, innovative degree and certificate programs that enable students to enhance their professional and civic lives.

Vision
To be recognized as a world leader...
...for providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities...
...for our innovative use of technology that creates new standards in outcomes and achievement of academic excellence...
...for our understanding of and meeting the changing needs of our students, communities and other constituents...
...for creating excellence in student and constituent services.

Values
American Sentinel University’s institutional objectives are reflected in its values:

Continued Improvements in Quality Outcomes
• Place value creation for the learner at the center of all that we do.
• Embrace the changes necessary to continually improve standards and processes so that they inspire best-in-class educational content and learning assessments.

Community of Scholars
• Keep our students, faculty, staff, communities and other constituents engaged in a free exchange of ideas by creating an environment of trust and mutual respect.
• Identify the educational needs of our students and work diligently to meet or exceed them.
Connected and Inclusive

- Act with integrity and behave ethically and transparently.
- Value and embrace diversity.
- Maintain a workplace that is characterized by safety, openness, creativity, challenge and innovation.

Student Manifesto

We Nurture Talent

Our success is our students’ success in their chosen fields.

To achieve our goals, American Sentinel pledges to our students that we will, to the best of our ability:

- Offer high-quality educational programs.
- Provide a response to student requests within 24 hours.
- Create a variety of innovative courses and programs that equip students with the latest and most desired knowledge in the marketplace.
- Employ the most innovative educational technologies.
- Provide world-class student services and support.
- Operate in a fiscally responsible manner to ensure students receive the best value tuition.
- Provide students annual reports on our progress toward meeting our goals.

Faculty Manifesto

At American Sentinel, we understand that faculty (full time and adjunct) are key to student success as they have the central responsibility for achieving our mission to “…provide high-quality, innovative degree and certificate programs that enable students to enhance their professional and civic lives.”

Faculty are responsible for programs, courses, instruction, service, and scholarship. At American Sentinel we have created a work environment for our faculty that is connected and inclusive, respectful and supports a free exchange of ideas, and rewards student-centered quality learning outcomes.

To achieve our goals, American Sentinel pledges to our faculty that we will, to the best of our ability:

- Promote a culture among faculty that is inclusive and respectful.
- Offer ongoing dialog with administration to hear ideas, concerns, and suggestions.
- Provide a response to faculty requests within 24 hours.
- Provide proper funding for the development and ongoing support of programs.
- Ensure that faculty are represented on department and university committees.
- Ensure that our learning management system meets or exceeds our goal of 99.9% uptime.
- Ensure our pay is fair, equitable, and competitive.
- Provide relevant and timely training opportunities.
- Establish annual teaching schedules so that faculty can count on us.
- Receive an annual performance review and reward excellent performance in teaching, service, and scholarship.
- We ask in return that faculty support our mission and our goal to provide superior student engagement and satisfaction.
Board of Trust

Dr. Kenneth McLennan – Chair
Dr. Kenneth McLennan has extensive experience in academic, government and nonprofit organizations, and was the president and CEO of Manufacturers Alliance from 1987 to 1999. Dr. McLennan is an adjunct professor at the College of William and Mary (in the Thomas Jefferson Public Policy Program) and for the joint Eastern Virginia Medical School-Old Dominion University Master of Public Health program.

Dr. McLennan holds a Ph.D. from the University of Wisconsin-Madison, an MBA from the University of Toronto and a Bachelor of Science from the London School of Economics.

Natasha Blackshear
Natasha Blackshear is an attorney in private practice. Ms. Blackshear’s prior experience includes serving as partner at Gonzalez Saggio & Harlan LLP, running its Nashville office. In 2011, Ms. Blackshear was recognized by the Nashville Post as one of Nashville’s top 101 lawyers. Prior to her legal career, Ms. Blackshear was a venture capitalist for five years at Council Ventures, LP, where she was part of a four-person team investing a $52 million fund. She also worked as a corporate valuation consultant at PricewaterhouseCoopers. Ms. Blackshear was appointed by former Tennessee Governor Phil Bredesen to the Tennessee Commission on Children and Youth and served as a commissioner for nine years. She served for eight years on the board of directors of Market Matters, Inc., an independent, not-for-profit international development organization. Ms. Blackshear is admitted to the bar associations of New York, Massachusetts (retired status) and Tennessee.

Ms. Blackshear holds a J.D. from Harvard University and an MBA and Bachelor of Science in applied economics and management from Cornell University.

Michael Bowling
Michael Bowling is Senior Vice President for Corporate Strategy at AT&T. In this role he has been responsible for driving AT&T’s overall long-term planning and strategic initiatives since September 2013.

Prior to his current role at AT&T, Mr. Bowling served as Chief Marketing Officer, Business Solutions. In that role, Michael was responsible for driving the growth of a $37B wireline business as well as the Business Mobility service portfolio. He had also been President of AT&T Mexico, and served on the Boards of Telmex and Telmex International. Previously, with BellSouth, Mr. Bowling was Vice President of Converged Services and Platform Development as well as Vice President of Marketing and Product Management for Broadband from 2003 to 2005. He also served in a wide range of marketing and sales capacities within BellSouth’s domestic enterprise and consumer operations since joining BellSouth in 1990.

In addition, he serves as Adjunct Professor of Management at Vanderbilt’s Owen Graduate School of Management.

Michael earned a bachelor’s degree in electrical engineering from the University of Kentucky and a master’s degree in business administration from Vanderbilt University.

Colleen Conway-Welch
Colleen Conway-Welch, Ph.D., CNM, served more than 28 years as dean of the Vanderbilt University School of Nursing (VUSN), and was the second longest sitting dean of any U.S. nursing school. She was the Nancy and Hilliard Travis Professor of Nursing and a national leader in nursing education. She built the School of Nursing from a small program with about 100 baccalaureate students and a small number of Master’s students in 1984, to a school with 1000 enrollments, offering highly sought Masters and Doctoral degree programs, and ranking 15th in the nation by U.S. News and World Report’s Best Graduate Schools edition.

The recipient of multiple honorary doctorate degrees, Conway-Welch is also a recipient of the Project HOPE Global Health Leadership Award, CABLE’s Women on Boards “Board Walk of Fame,” the Policy Champion Award from the National Nursing Centers Consortium, Modern Healthcare’s “Top 25 Women in Healthcare,” the National League for Nursing Award for Outstanding Leadership in Nursing Education award, and in 2003 she was named Nashvillian of the Year by the Nashville Scene.

A graduate of the Georgetown University School of Nursing (BSN), Catholic University School of Nursing (MSN) and New York University (Ph.D.), Conway-Welch has been a nurse and nurse-midwife for almost 50 years.

Dr. Frank Mayadas
Dr. Frank Mayadas has served as a senior advisor to the Alfred P. Sloan Foundation since 2010, advising the foundation on its continuing grants in the Anytime, Anyplace Learning Program. From 1992 to 2009, he served as a program director at the foundation. Previously, Dr. Mayadas spent 27 years at the IBM Corporation, serving in a number of capacities, including vice president, research division, technical plans and controls; vice president, technology and solutions development; general manager, university and college systems, IBM personal systems; and secretary of IBM’s Corporate Management Board and the IBM Management Committee, among other positions.

Dr. Mayadas holds a Ph.D. in applied physics from Cornell University and a B.S. from the Colorado School of Mines.

Robert Neumeister, Jr.
Robert Neumeister has served as a senior financial executive for numerous companies over a 40 year career. He has served as EVP and CFO of Linux Networks, D|x Media, Prolexis Pharmaceuticals, and Aerie Networks. He also held the positions of VP- Financial Operations for Intel, CFO of Sprint PCS and SVP – Finance and Controller of Nortel Networks. In 2008, he was Chairman of the Board and CEO of Geeknet, for which he served on the board of directors from 2001 until 2010. Previously, Mr. Neumeister served on the boards of Symmetricom and Covad.
Mr. Neumeister holds an MBA from the University of Virginia and a Bachelor of Arts in economics and English from Vanderbilt University.

**Administration**

**Dr. Richard Oliver – CEO**
Dr. Richard Oliver is the CEO of American Sentinel University. Previously, he was a professor at the Owen Graduate School of Management at Vanderbilt University. While there, Dr. Oliver received the Outstanding Professor Award and a Dean’s Teaching Award. For several years, he served as a visiting professor of management at the Johnson Graduate School of Management at Cornell University. Prior to his academic career, Dr. Oliver had a 20-year career at Nortel Networks, where he was vice president of marketing, and he also worked for DuPont Co. Dr. Oliver is the author of seven books and more than 50 book chapters and journal articles about management, technology and education, and has lectured around the world on these topics. He served on the editorial boards of the *Journal of Services Marketing* and the *Journal of Strategic Management Education*. Dr. Oliver has served on seven corporate boards and was chairman of the board of directors of Symmetricom, a high-tech telecommunications company, from 1997 to 2004.

Dr. Oliver holds a Ph.D. in informatics from the State University of New York, a Master of Arts in communications from the University of Delaware and a Bachelor of Science in economics from Cornell University.

**Mary Adams – President, Chief Academic Officer**
Mary Adams is the president and Chief Academic Officer of American Sentinel University. She has more than 20 years of experience in distance education, including serving as president of Aspen University from 1992 to 2004. Ms. Adams is Chair of the Board of Directors and a commissioner of the Distance Education Accrediting Commission (DEAC), and a past chair of the Research and Education Standards Committee. She has chaired more than 30 DEAC accreditation visits and received the DEAC’s Distinguished Service Award and Distinguished Recognition Award. Ms. Adams served on the board of Provost Academy Colorado and is chair of the Distance Education Accrediting Commission’s Board of Directors.

Ms. Adams holds an MBA from ISIM University and a Bachelor of Arts in history from California State University, Fullerton.

**Donna Prudhomme - Chief Financial Officer**
Donna Prudhomme is the chief financial officer of American Sentinel University. She has over 20 years’ experience in accounting with ten years in higher education. Prior to coming to American Sentinel, Donna was the assistant southeast area director of finance for Ernst and Young. While at American Sentinel, Donna has served as the controller and institutional research analyst.

Ms. Prudhomme holds an MBA from the University of Alabama at Birmingham and a Bachelor’s of Science in Accounting from the University of Alabama.

**Dr. Judy Burckhardt – Dean, Nursing and Healthcare Programs**
Dr. Judy Burckhardt is the dean of nursing and healthcare programs at American Sentinel University. Previously, she was the dean of nursing and health programs at Kaplan Higher Education Campuses and before that, the vice president of Kaplan’s School of Nursing. Dr. Burckhardt has many years of experience as an educator and administrator in diploma, ADN and BSN programs. She led the nursing division at Kaplan Test Preparation and spearheaded the development and growth of the company’s nursing programs. Dr. Burckhardt delivers test preparation seminars to students, item-writing workshops to nursing faculty and career development seminars to students, nurses and healthcare professionals in the United States and abroad. Dr. Burckhardt is the co-author of a top-selling book of strategies for preparation for the NCLLEX-RN exam and has published numerous articles for nursing publications. She is a member of Sigma Theta Tau and the National League for Nursing and is a Program Evaluator for the Accrediting Commission for Education in Nursing. She is a past member of several national professional associations, including the American Nurses Association and the National Organization of Associate Degree Nursing.

Dr. Burckhardt holds a Ph.D. in educational administration from the University of Nebraska, a Master of Arts in education with an adult education emphasis from Washington University, a Master of Science Nursing with a nursing education emphasis from Kaplan University and a Bachelor of Science Nursing from Loyola University.

**Dr. Elaine Foster – Associate Dean, Nursing Graduate Programs**
Dr. Elaine Foster is the associate dean of graduate nursing programs at American Sentinel University. Previously, she was the associate dean for the School of Nursing at Kaplan University. For 27 years, Dr. Foster held various leadership roles at Southwestern Michigan College, including dean of the School of Nursing and Human Services and dean of academic studies for arts and sciences. She has presented at numerous state and national conferences. In 2007, she served on a nursing legislative task force for the state of Michigan to develop a plan to reduce the shortage of nurses in the state. Dr. Foster is a member of the National League for Nursing and Sigma Theta Tau International. She is a Program Evaluator for Accrediting Commission for Education in Nursing and the Distance Education Accrediting Commission. She is a past member of several state and national professional associations, including the Michigan Liberal Arts Deans organization, the National Organization of Associate Degree Nursing, the Northern Indiana Organization of Nurse Executives and the Michigan Council of Nursing Administrators (for which she served as president). Dr. Foster also serves on the board of trustees for the Cass County Council on Aging.

Dr. Foster holds a Ph.D. in educational leadership and
administration from Andrews University, a Master of Science Nursing from Andrews University and a Bachelor of Science Nursing from the University of Michigan.

Dr. Shelley Howell – Assistant Dean and Associate Professor Healthcare Programs and General Education
Dr. Shelley Howell is the assistant dean of the general education and informatics, management and technology programs.

Previously, she was a director of academic affairs at University of Phoenix for Oklahoma, Colorado and Wyoming, and director of academic policy for the Oklahoma State Regents for Higher Education. She has also served as a program specialist at University of Oklahoma, the executive director of an arts organization, and has written news and feature items for several publications. Dr. Howell also has served as the public board member for the American Art Therapy Association Education Program Approval Board and is currently a peer evaluator for the Distance Education Accrediting Commission.

Dr. Howell earned her Ed.D. in higher education administration at Oklahoma State University and her M.Ed. in Adult Education at University of Oklahoma. She also holds a bachelor's degree from Southern Illinois University, an associate's degree from State Fair Community College in Missouri, and a certificate of mastery in prior learning from the Council for Adult and Experiential Learning (CAEL).

Dr. Tona Leiker – Assistant Dean, Nursing Curriculum and Assessment
Dr. Leiker is assistant dean, nursing curriculum and assessment, at American Sentinel University. Previously, she was the nursing program chair at National American University, Wichita West Campus, and academic dean of the School of Adult and Graduate Studies and nursing program chair at Tabor College Wichita. Dr. Leiker has held nursing faculty positions at Butler Community College, Hutchinson Community College, St. Mary of the Plains College, Tabor College and National American University. In her nursing career, she worked as an advanced registered nurse practitioner-clinical nurse specialist, school nurse and director of behavioral health services in a complex healthcare system. Dr. Leiker also worked clinically in the drug and alcohol addiction field for many years. Dr. Leiker has served at the local, state, regional and national level with appointments in professional nursing organizations such as the Congress on Nursing Practice, the National Nurses Society on Addictions (for which she was president) and the Center for Substance Abuse Treatment’s National Advisory Council. She is a member of Sigma Theta Tau International, the American Nurses Association and the Kansas State Nurses Association, and she is a founding member of the Kansas Nursing Action Coalition. Dr. Leiker is a Certified Nurse Educator and successfully completed the Health Professions Educator Certificate from the University of Kansas.

Dr. Leiker holds a Ph.D. in nursing from the University of Kansas and Master of Nursing and Bachelor of Science Nursing degrees from Wichita State University.

Dr. Karen Whitham – Assistant Dean, Undergraduate Nursing Program
Dr. Karen Whitham is the assistant dean of undergraduate nursing programs at American Sentinel University. Previously, she was a member of the nursing faculty at Rasmussen College. Dr. Whitham has held various roles at Kaplan University, including Director of Pre-licensure Initiatives, practical nursing professor, clinical coordinator and adjunct online nursing professor. She worked as a staff nurse on a medical/surgical/telemetry unit at Mercy Medical Center in Des Moines, Iowa, where she also was a clinical instructor in the College of Health Sciences.

Dr. Whitham is a Certified Nurse Educator and is a member of Sigma Theta Tau, the National League for Nursing and the International Nursing Association for Clinical Simulation and Learning. She is also a Program Evaluator for the Commission for Nursing Education Accreditation.

Dr. Whitham holds an M.S. in higher education, teaching and learning, from Kaplan University, an MSN (leadership in healthcare systems emphasis) from Regis University, a BSN from the University of Iowa and an A.S. in nursing from Mercy College of Health Sciences. She completed a Doctor of Education in healthcare education from the College of Saint Mary.

Management Team
- Christine Hansen, Vice President, Operations
- Bret Nickel, Vice President, Marketing
- Natalie Nixon, Vice President, Admissions
- Kristine Zewe, Vice President, People & Culture
- Brian Carlisle, Director, Information Technology
- Natalie Hunter, Director, Financial Aid and Compliance
- Bruce Petrie, Director, Institutional Effectiveness
- Devon Putnam, Director, Student Success

Healthcare Learning Innovations
Healthcare Learning Innovations bridges the gap between technology, informatics and clinical professionals with uniquely interactive online training. Online practice experiences reinforce course material right away to increase new skill and knowledge retention, so IT professionals can provide better applications, and better support, to their clinical counterparts.

Jeff Caplan - President, Healthcare Learning Innovations
Jeff Caplan is the president of Healthcare Learning Innovations at American Sentinel University. He has an extensive background in healthcare and healthcare IT, strategic business development, and online learning. Previously, Jeff was senior vice president of enrollment and retention at American Sentinel University.
Prior to joining American Sentinel, Mr. Caplan was the executive vice president for a specialty healthcare media company and the vice president of marketing and product management for a healthcare electronic exchange between hospitals and suppliers. Mr. Caplan spent his early career at DuPont, where he led a variety of businesses and functions. Mr. Caplan holds an MBA from Vanderbilt University and a Bachelor of Science in engineering from Rutgers University.

Management Team

- Mark Cobb, Senior Vice President
- Christine Hansen, Vice President, Operations
- Dr. Blair Smith, VP Product Development

Faculty

Full time faculty are available during normal operating hours and will be available outside of normal working hours as needed for students. Adjunct faculty are available to students when they are actively engaged in teaching a course.

General Education Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree, Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. George Ackerman</td>
<td>PhD, Capella University</td>
</tr>
<tr>
<td>Lilia Anand</td>
<td>MA, History, University of Oregon</td>
</tr>
<tr>
<td>Joseph Bartz</td>
<td>MA, History, Louisiana State University</td>
</tr>
<tr>
<td>Bridget Bowers</td>
<td>MS, Political Science, University of Lagos</td>
</tr>
<tr>
<td>Dr. John Chappo</td>
<td>PhD, American History, University of Southern Mississippi</td>
</tr>
<tr>
<td>Dr. Amit Dave</td>
<td>EdD, Educational Leadership, Clark Atlanta University</td>
</tr>
<tr>
<td>Stephen DiNello</td>
<td>MA, Religious Studies, Regent University</td>
</tr>
<tr>
<td>LaVerne Donelson</td>
<td>MS, Counseling, California State University</td>
</tr>
<tr>
<td>Nicole Elliott-Laboray</td>
<td>MA, English, Southern Illinois University</td>
</tr>
<tr>
<td>Leslie Ellis</td>
<td>MBA, Information Systems, University of North Alabama</td>
</tr>
<tr>
<td>Dr. Ashraf Esmail</td>
<td>PhD, Interdisciplinary Studies, Union State University</td>
</tr>
<tr>
<td>Karen Faith</td>
<td>MA, Geography, Arizona State University</td>
</tr>
<tr>
<td>Dr. Laurin Hafner</td>
<td>PhD, Psychology, University of Connecticut</td>
</tr>
<tr>
<td>Peggy Harper</td>
<td>MS, Geography, Mississippi State University</td>
</tr>
<tr>
<td>Dr. Shelley Howell</td>
<td>EdD, Higher Education Administration, Oklahoma State University</td>
</tr>
<tr>
<td>Elisabeth Kinsey</td>
<td>MA, Creative Writing, Regis University</td>
</tr>
<tr>
<td>Eric Lance</td>
<td>MS, Counseling/Psychology, University of Alabama</td>
</tr>
<tr>
<td>Elizabeth Leiba</td>
<td>MA, Interdisciplinary Studies, Western New Mexico University</td>
</tr>
<tr>
<td>Julia Maypole</td>
<td>MA, World History, Regis University</td>
</tr>
<tr>
<td>Dr. Moira McKernan</td>
<td>PhD, Marine Esuarine-Environmental Science, University of Maryland</td>
</tr>
<tr>
<td>Dr. Jane Petrick</td>
<td>PhD, Organizational Psychology, The Saybrook Institute</td>
</tr>
<tr>
<td>Amanda Roberts</td>
<td>MA, English, University of Central Missouri</td>
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<tr>
<td>Paul Rosenberg</td>
<td>MA, English, Central Connecticut State University</td>
</tr>
<tr>
<td>Dr. Joseph Scalzo</td>
<td>PhD, University of Rochester</td>
</tr>
<tr>
<td>Hauna Slaughter</td>
<td>MS, Human Environmental Sciences, University of Alabama</td>
</tr>
<tr>
<td>Bradley Wells</td>
<td>MS, Biology, Georgia Southern University</td>
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<tr>
<td>Andrew Won</td>
<td>MS, Applied Mathematics, Johns Hopkins University</td>
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### Management Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree and University</th>
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<tbody>
<tr>
<td>Joan Anderssen</td>
<td>MBA, Finance, University of Denver</td>
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<tr>
<td>Dr. Michael Aubry</td>
<td>DBA, Alliant International University</td>
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<tr>
<td>Robert Beeman</td>
<td>MBA, University of Phoenix</td>
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<tr>
<td>Bruce Bennett</td>
<td>MS, Finance and Accounting, St. Joseph’s University</td>
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<tr>
<td>Monica Bess</td>
<td>MBA, Franklin University</td>
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<tr>
<td>Nicholas Bowersox</td>
<td>PhD, Trident University</td>
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<tr>
<td>Dr. Saundra Braxton</td>
<td>PhD, Organization Management, Capella University</td>
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<tr>
<td>Dr. Lydia Campuzano</td>
<td>DBA, University of Phoenix</td>
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<tr>
<td>Dr. Ping Ching &quot;Winnie&quot; Chan</td>
<td>PhD, Economics, University of Toronto</td>
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<tr>
<td>Dr. Ken Cochran</td>
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<tr>
<td>Dr. Amit Dave</td>
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<td>Dr. Stephanie Diggs-Ofoe</td>
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<tr>
<td>Ted Framan</td>
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<td>Dr. Sara Garski</td>
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<td>Dr. Jacqueline Gilliard</td>
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<td>Dr. Valentina Gokenbach</td>
<td>PhD, Management/Organizational Leadership, University of Phoenix</td>
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<tr>
<td>Robert Hammer</td>
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<tr>
<td>Dr. Merle Heckman</td>
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<td>Catrina Horton</td>
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<td>Dr. Gregory Kennedy</td>
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<td>Dr. Alex Lazo</td>
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<tr>
<td>Douglas Lewis</td>
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<td>Lisa Moccaldi</td>
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<td>Dr. Yemi Owolabi</td>
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<tr>
<td>Bree Parente</td>
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<td>Michael Perry</td>
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<td>Dr. Wanda Piercey</td>
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<td>Dr. Suzanne Richins</td>
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<td>Nicole Ryan</td>
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<td>Steven Trask</td>
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<tr>
<td>Jody Ward</td>
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<tr>
<td>Dr. Cherie Whiting</td>
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<tr>
<td>Dr. Ken Wong</td>
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<td>Hong Zhao</td>
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### Nursing Faculty

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<tr>
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<th>Degree and University</th>
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<tr>
<td>Dr. Faisal Aboul-Enein</td>
<td>DrPH, University of Texas Health Science Center</td>
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<tr>
<td>Catherine Amitrano</td>
<td>MSN, Russell Sage College</td>
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<tr>
<td>Dr. Lygia Arcaro</td>
<td>Ph.D., Health Sciences, Trident University International</td>
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<tr>
<td>Priscilla Aylesworth</td>
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</tr>
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<tr>
<td>Jodie Baumtrog</td>
<td>MSN, University of Memphis</td>
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<tr>
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<td>Dr. Edward Beard</td>
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<td>Dr. Bonnie Beardsley</td>
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<tr>
<td>Dr. Ami Bhatt</td>
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<td>Dr. Deborah Bishop</td>
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<tr>
<td>Megan Bivens</td>
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<td>Dr. Cynthia Bostick</td>
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<td>Dr. Laura Bourdeanu</td>
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<td>Dr. Mirella Brooks</td>
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<td>Dr. Judy Burckhardt Dean, Nursing and Healthcare Programs</td>
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<td>MSN, University of Mississippi Medical Center</td>
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<td>Dr. Kathy Chalflinch</td>
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<tr>
<td>Dr. Kadiyya Clark</td>
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<tr>
<td>Dr. Sandra Cleveland</td>
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<td>Dr. Elizabeth Frander</td>
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<td>Dr. Masoud Ghaffari</td>
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<td>Dr. Jacqueline Gilliard*</td>
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<td>Dr. Jean Gordon</td>
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<td>Dr. Daniel Gracie</td>
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<td>Dr. Roger Alan Green</td>
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<tr>
<td>Dr. Heidi Toerner Landry</td>
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<td>Dr. Michael Landry</td>
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<tr>
<td>Dr. Tona Leiker, Assistant Dean Curriculum and Assessment</td>
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<td>Debra Luisi</td>
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<tr>
<td>Dr. Linda Marcuccilli</td>
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<tr>
<td>Todd McDonald</td>
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<tr>
<td>Dr. Meghan McGonigal Kenney</td>
<td>PhD, University of Iowa</td>
</tr>
<tr>
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<tr>
<td>Sarah Meeks</td>
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<td>Geraldine Mitchell</td>
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<td>Sarah Moore</td>
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<td>Dr. Kimberly Nerud</td>
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<td>Margaret Pearce</td>
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<td>Dr. Kristine Skalsky</td>
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<td>Juanita Singleton-Murray</td>
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<td>Beth Stuckey</td>
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<td>Dr. Eileen Thomas</td>
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<td>Susan Thomas</td>
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<tr>
<td>Joyce Van Natta</td>
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<td>Elise Webb</td>
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<td>Lakeisha Wheless</td>
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<tr>
<td>Dr. Karen Whitham, Assistant Dean, Undergraduate Nursing Program</td>
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<td>Pamela Swaby Wooten</td>
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<tr>
<td>Dr. Ramona Yehle</td>
<td>Ph.D., Education, Capella University</td>
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*Teaches non-nursing courses in nursing program*

**Technology Faculty**

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<tr>
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<tr>
<td>Dr. Jason Andress</td>
<td>DCS, Colorado Technical University</td>
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<tr>
<td>Dr. Mukesh Boori</td>
<td>PhD, Natural Resources, Federal University</td>
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<td>Shaylene Caffey</td>
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<td>Tonia Canada</td>
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<tr>
<td>Paul Capicik</td>
<td>MA, Computer Resource Management, Webster University</td>
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<tr>
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<tr>
<td>Kristina Carroll</td>
<td>MS</td>
<td>City and Regional Planning, Rutgers University</td>
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<td>Dr. Matthew Cartlidge</td>
<td>PhD</td>
<td>Geography, University of Nebraska</td>
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<td>Durmus Cesur</td>
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<tr>
<td>Dr. Rhonda Chicone</td>
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<td>Applied Computer Science, North Central University</td>
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<td>Christopher Davis</td>
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<tr>
<td>John Denson</td>
<td>MS</td>
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<td>Leslie Ellis</td>
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<td>Michael Glasser</td>
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<td>Dr. Kathleen Hargiss</td>
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<td>Peggy Harper</td>
<td>MS</td>
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<tr>
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<td>MS</td>
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<tr>
<td>Devin Johnson</td>
<td>MS</td>
<td>Geographic Information Technology and Remote Sensing</td>
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<tr>
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<td>PhD</td>
<td>Resource Economics, West Virginia University</td>
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<td>Dr. Jessica Keyes</td>
<td>PhD</td>
<td>Management, Northcentral University</td>
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<tr>
<td>Chris Leatherman</td>
<td>MS</td>
<td>Interdisciplinary Studies, University of South Dakota</td>
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<tr>
<td>Dr. Joseph Mbuh</td>
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<td>Earth Systems and Geoinformation Sciences, George Mason University</td>
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<tr>
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<td>Dr. Michael McGivern</td>
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<td>Organizational Development, Walden University</td>
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<td>Lee Mitchell</td>
<td>MS</td>
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<td>Patsy Reece</td>
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<td>Gabriel Schmidbauer</td>
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<td>Joshua Smith</td>
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<td>Dr. Julia Smith</td>
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Montgomery, AL 36130-2130
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Baltimore, MD 21201
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Massachusetts: American Sentinel University does not accept enrollments from students residing in Massachusetts.

Michigan: As an approved SARA institution, American Sentinel is in compliance with Michigan regulations to offer programs to residents of the state.

Minnesota: As an approved SARA institution, American Sentinel is in compliance with Minnesota regulations to offer programs to residents of the state.

Mississippi: As an approved SARA institution, American Sentinel is in compliance with Mississippi regulations to offer programs to residents of the state.

Missouri: As an approved SARA institution, American Sentinel is in compliance with Missouri regulations to offer programs to residents of the state.

Montana: As an approved SARA institution, American Sentinel is in compliance with Montana regulations to offer programs to residents of the state.

Nebraska: As an approved SARA institution, American Sentinel is in compliance with Nebraska regulations to offer programs to residents of the state.

Nevada: As an approved SARA institution, American Sentinel is in compliance with Nevada regulations to offer programs to residents of the state.

New Hampshire: As an approved SARA institution, American Sentinel is in compliance with New Hampshire regulations to offer programs to residents of the state.

New Mexico: As an approved SARA institution, American Sentinel is in compliance with New Mexico regulations to offer programs to residents of the state.

North Dakota: As an approved SARA institution, American Sentinel is in compliance with North Dakota regulations to offer programs to residents of the state.

Ohio: As an approved SARA institution, American Sentinel is in compliance with Ohio regulations to offer programs to residents of the state.

Oklahoma: As an approved SARA institution, American Sentinel is in compliance with Oklahoma regulations to offer programs to residents of the state.

Oregon: As an approved SARA institution, American Sentinel is in compliance with Oregon regulations to offer programs to residents of the state.

Pennsylvania: Bureau of Postsecondary and Adult Education
333 Market St.
Harrisburg, PA 17126
Phone: 717.783.8228
http://www.education.state.pa.us

Rhode Island: As an approved SARA institution, American Sentinel is in compliance with Rhode Island regulations to offer programs to residents of the state.

South Dakota: As an approved SARA institution, American Sentinel is in compliance with South Dakota regulations to offer programs to residents of the state.

Tennessee: As an approved SARA institution, American Sentinel is in compliance with Tennessee regulations to offer programs to residents of the state.

Texas: As an approved SARA institution, American Sentinel is in compliance with Texas regulations to offer programs to residents of the state.

Utah: As an approved SARA institution, American Sentinel is in compliance with Utah regulations to offer programs to residents of the state.

Vermont: As an approved SARA institution, American Sentinel is in compliance with Vermont regulations to offer programs to residents of the state.

Virginia: As an approved SARA institution, American Sentinel is in compliance with Virginia regulations to offer programs to residents of the state.

Washington: As an approved SARA institution, American Sentinel is in compliance with Washington regulations to offer programs to residents of the state.

West Virginia: As an approved SARA institution, American Sentinel is in compliance with West Virginia regulations to offer programs to residents of the state.

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
608.266.1996
http://www.eab.state.wi.us
eabmail@eab.state.wi.us

Wyoming: As an approved SARA institution, American Sentinel is in compliance with Wyoming regulations to offer programs to residents of the state.
American Sentinel University is not regulated in Texas under Chapter 132 of the Texas Education Code.

American Sentinel University is not accepting new applications for admission to its programs in the state of Massachusetts.

American Sentinel University is not accepting applications or enrollments for the RN to B.S. Nursing/M.S. Nursing, M.S. Nursing, DNP and IPC Certificate programs from residents of North Carolina until state authorization is received (effective February 12, 2015).
In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, American Sentinel University admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, disability or ethnic origin. The university recruits and admits those students who have the potential to successfully complete the educational programs. The prospective student’s motivation and interest in succeeding in his/her chosen business field are important factors for admission consideration as are the student’s academic background and qualifications.

At American Sentinel University, an admissions advisor will personally walk each student through each enrollment step, explaining what documents are needed to receive transfer credit for previous college work, professional certifications, and/ or credit for life and work experience.

**RN to Bachelor of Science Nursing (RN to BSN) Program Requirements**

To be considered for admission to the American Sentinel University RN to Bachelor of Science Nursing program, all applicants must submit the following:

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

Applicants educated within the United States who hold a U.S. Registered Nurse (RN) license must submit the following:

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

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

- A copy of their active and unencumbered U.S. RN license.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside of the U.S. or Canada, students will need an approved course-by-course academic report. Students must submit this report at the time of evaluation in order for the transfer credits to be considered.

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

- A Validation of Licensure Report that shows evidence that they are legally authorized to practice as a professional nurse in the geographical area in which they work. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside of the U.S. or Canada the NACES or CGFNS evaluation will need to be a course-by-course report. Students must submit this report at the time of evaluation in order for the transfer credits to be considered.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance.
* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.

**Colorado Nursing Articulation Model**

American Sentinel’s RN to BSN program is based on the Colorado Nursing Articulation Model, a statewide agreement that permits Registered Nurses who are graduates of hospital schools of nursing or who have associate degrees accredited by agencies recognized by the Council for Higher Education Accreditation or the U.S. Department of Education to advance into an RN to BSN program without testing. Under this model, applicants receive “block” transfer credits for their original associate degree or diploma nursing education without evaluation of specific nursing courses or testing in nursing content areas. Students entering American Sentinel’s RN to BSN program with a diploma in nursing or an associate degree in nursing and an
unencumbered RN license are automatically awarded 60 credit hours for their U.S. RN license and original nursing curriculum, including foundational courses.

**Students in Arkansas**
Students residing in Arkansas should refer to the State Regulatory section of the catalog for specific information regarding their general education requirements.

**Nurses with Foreign Degrees**
Nurses educated outside of the United States who are not eligible to practice as Registered Nurses in the United States must have their academic transcripts evaluated and certified by a National Association of Credential Evaluation Services, Inc. member organization. The completion of the B.S. Nursing will not qualify the nurse to sit for the licensure exam to become an RN in the United States. Nurses educated outside of the United States or Canada will be required to take ENG105 Beginning Writing as their first course.

**Disclosure Information on Gainful Employment**
- RN to Bachelor of Science Nursing:
  http://www.americansentinel.edu/ge/Gedt_RN2BSN.html

**Early Admission to the RN to Bachelor of Science Nursing Program (RN to BSN)**
The early admission policy provides the opportunity for graduates of Associate Degree Nursing (ASN/ADN programs or diploma nursing programs) to begin the Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program prior to completing the licensure exam. All applicants who officially graduated within the past four months from an Associate of Science in Nursing (ASN) or Associate Degree in Nursing (ADN) program, but have not taken and passed the NCLEX-RN® exam may apply for admission to the Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program at American Sentinel University.

Applicants must meet the admission requirements, with the exception of an active and unencumbered U.S. RN license. Applicants must also submit letters of recommendation from the director of nursing/dean of their ASN/ADN program verifying their aptitude to be successful on the NCLEX-RN® exam and the RN to BSN program. The assistant dean, undergraduate nursing programs will review the recommendation letters and determine whether applicants are approved for early admission to the program.

If approved by the assistant dean, applicants are conditionally admitted to the RN to Bachelor of Science Nursing program. Students admitted under this policy may take only one course at a time and may earn a maximum of six credits (BSN405 and BSN410) before they must provide evidence of having earned their registered nurse (RN) licenses. Students must submit proof of their active and unrestricted RN license by the end of their second term/course. A registration hold will be placed on all students admitted under this policy that prevents them for registering for additional courses until the license requirements has been met. Students who fail to provide this information will not be allowed to continue in the program until this requirement is met. Students who fail the NCLEX-RN® exam the first time they take it will not be allowed to enroll in any additional courses until the licensure requirement is met.

**Master’s Program (Non-Nursing) Requirements**
To be considered for admission to any American Sentinel University non-nursing master’s degree programs, applicants must submit the following:
- A completed application.
- A résumé, curriculum vitae or list of professional accomplishments.
- Official transcripts* from each post-secondary institution attended. The institution(s) must send the transcripts directly to American Sentinel University.
  - To enroll in a graduate program at American Sentinel, a student must have a bachelor's degree with a minimum GPA of 2.0 (as shown on the degree transcript) from a college or university accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education.
  - To receive credits for courses or degrees from institutions outside of the U.S. or Canada, the student must have their academic transcripts evaluated and certified by a National Association of Credential Evaluation Services member organization or an organization recognized by the U.S. Department of Education, which will assess a fee. The certifying organization’s report must be sent directly to American Sentinel. Depending on the program, if the student has a foreign degree he or she will need to request either a general or expanded report from the evaluator.
- If a student is utilizing federal financial aid to pay for all or part of his or her tuition, the student must submit official transcripts prior to enrollment.
- If a student is not utilizing federal financial aid, unofficial copies of transcripts may be submitted for purposes of evaluation and acceptance. However, official copies must be received by the Registrar’s Office no later than the end of the student’s first eight-week term. If the student fails to submit such official documents on time, he or she will be
disallowed from starting future courses.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance. 
* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.

Disclosure Information on Gainful Employment

- Master of Business Administration Healthcare: http://www.americansentinel.edu/ge/Gedt_MBAHC.html
- Master of Science Business Intelligence and Analytics: http://www.americansentinel.edu/ge/Gedt_MSBI.html
- Master of Science Information Systems Management: http://www.americansentinel.edu/ge/Gedt_MSISM.html

RN to BS Nursing/MS Nursing (RN to BSN/MSN) Program Requirements

To be considered for admission to the American Sentinel University RN to BSN/MSN program, all applicants must submit the following:

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

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

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

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

- A copy of their active and unencumbered U.S. RN license.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the U.S. students will need an approved course-by-course academic report. The student must submit this report at the time of evaluation in order for the transfer credits to be considered.

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

- A Validation of Licensure Report that shows evidence that the student is legally authorized to practice as a professional nurse in the geographical area in which he or she works. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. nursing school.
- To receive transfer credits for courses from institutions outside the U.S. a student’s NACES or CGFNS evaluation will need to be a course-by-course report. This report must be submitted at the time of evaluation in order for the transfer credits to be considered.

Applicants must complete 18 baccalaureate-level nursing credit semester hours and 30 hours of general education courses (or transfer in those courses), maintaining a minimum GPA of 3.0 (on a 4.0 scale). Then, they must complete an additional 36 graduate nursing credit hours. Students who are not able to achieve a 3.0 in the nursing courses but maintain a 2.5 cumulative GPA will be allowed to complete the MSN program.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance. 
* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.
Disclosure Information on Gainful Employment

- RN to BS Nursing/MS Nursing:
  http://www.americansentinel.edu/ge/Gedt_RN2BSN_MSN.html

Master of Science Nursing (MSN) Program Requirements
To be considered for admission to the American Sentinel University MSN program, all applicants must submit the following:

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

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

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

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

- A copy of their active and unencumbered U.S. RN license.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. Bachelor of Science Nursing program (and that the student received a minimum GPA of 2.0 on 4.0 scale).
- To receive transfer credits for courses from institutions outside the U.S. students will need an approved course-by-course academic report. The student must submit this report at the time of evaluation in order for the transfer credits to be considered. An official copy of the report or the transcripts will be required.

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

- A Validation of Licensure Report that shows evidence that they are legally authorized to practice as a professional nurse in the geographical area in which they work. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. Bachelor of Science Nursing program (and that the student received a minimum GPA of 2.0 on 4.0 scale).
- To receive transfer credits for courses from institutions outside the United States the student’s NACES or CGFNS evaluation will need to be a course-by-course report. They must submit this report at the time of evaluation in order for the transfer credits to be awarded. An official copy of the report or the transcripts will be required.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance.
* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.

Disclosure Information on Gainful Employment

- Master of Science Nursing, Case Management specialization:
  http://www.americansentinel.edu/ge/Gedt_MSNCM.html
- Master of Science Nursing, Infection Prevention and Control specialization:
  http://www.americansentinel.edu/ge/Gedt_MSNIPC.html
- Master of Science Nursing, Nursing Education specialization:
  http://www.americansentinel.edu/ge/Gedt_MSNEDU.html
- Master of Science Nursing, Nursing Informatics specialization:
  http://www.americansentinel.edu/ge/Gedt_MSNINF.html
- Master of Science Nursing, Nursing Management and Organizational Leadership specialization:
  http://www.americansentinel.edu/ge/Gedt_MSNMOL.html
Doctor of Nursing Program (DNP) Requirements

DNP, educational leadership specialization eligibility: A minimum of two years of experience in a leadership or faculty role in nursing education at a two-year or four-year college or university, hospital or healthcare organization within the last five years is required.

DNP, executive leadership specialization eligibility: A minimum of two years of full-time work experience in a managerial or executive nursing leadership role during the last 5 years is required.

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

To be considered for admission to an American Sentinel University doctoral degree program, all applicants must submit the following:

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

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

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

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

- A copy of their active and unencumbered U.S. RN license.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. M.S. in nursing, M.A. in nursing or MSN degree program or (executive leadership only, a master’s degree in a discipline other than nursing) and that the student received a minimum GPA of 2.5 on 4.0 scale.

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

- A Validation of Licensure Report that shows evidence that they are legally authorized to practice as a professional nurse in the geographical area in which they work. CGFNS is an agency that can provide documentation acceptable to American Sentinel University.
- An Academic Report from a National Association of Credential Evaluation Services (NACES) member organization or the Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate or letter stating that the nursing education the applicant received is comparable to that obtained by a graduate of a U.S. M.S. in nursing, M.A. in nursing or MSN degree program or (executive leadership only, a master’s degree in a discipline other than nursing) and that the student received a minimum GPA of 2.5 on 4.0 scale.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance.

* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.

Admission Requirements for Doctor of Nursing Practice (DNP) Executive Leadership Program

Nursing professionals who possess an active and unencumbered RN license, a BSN degree and a master’s degree in a discipline other than nursing may be considered for entrance into the DNP program Executive Leadership specialization using one of two options, both of which require completion of 400 hours of post-baccalaureate practice hours in addition to the 600 practice hours required to complete the DNP degree:

Option A – Students earn an MSN degree upon completion of all MSN requirements.

- Applicant’s graduate degree transcripts are evaluated for deficiencies against American Sentinel’s current CCNE-accredited MSN program. A degree plan is created for the applicant that includes courses required for American Sentinel’s MSN program that have not received transfer credit. Examples of these courses include:
  - N512 Advanced Pathophysiology (3 credits)
  - N515PE Research Design (3 credits)
  - N521 Advanced Pharmacology (3 credits)
  - N522PE Advanced Physical Assessment (3 credits)
- In addition to the courses above, students are required to complete 400 practice hours.
Upon successful completion of 36 credit hours and 400 practice hours (minimum 18 credits in residence and 18 additional graduate-level transfer credits) students will be awarded an MSN and will be admitted to the DNP program.

Upon completion of the graduation requirements students will be awarded a DNP degree.

Students in this option will have successfully completed 1000 post-baccalaureate practice hours when they are awarded the DNP degree.

Option B – Students do not earn a MSN degree upon completion of all DNP program Executive Leadership specialization requirements.

Applicants must complete a three course bridge program and 400 practice hours:
- N501PE Advanced Practice Role Development
- N505PE Theoretical Foundations
- N515PE Research Design

Applicants are required to complete the bridge courses and the 400 practice hours before they can register for N740PE Capstone Project I. Students will be placed in a Practicum Workroom which supports applicants’ completion of the required 400 practice hours. Additional fees apply to completion of these practice hours.

Upon completion of the required bridge courses and all requirements of the DNP program Executive Leadership specialization, students will be awarded a DNP degree.

Students in this option will have successfully completed 1000 post-baccalaureate practice hours before they are awarded the DNP degree.

Admission Requirements for Doctor of Nursing Practice (DNP) Educational Leadership Program

To be considered for entrance into the DNP program Educational Leadership specialization, nursing professionals must possess an active and unencumbered RN license, a BSN degree and a master's degree in nursing.

Disclosure Information on Gainful Employment

DNP, Educational Leadership Specialization:
http://www.americansentinel.edu/ge/Gedt_DNPEDU.html

DNP, Executive Leadership Specialization:
http://www.americansentinel.edu/ge/Gedt_DNPEXEC.html

Infection Prevention and Control Certificate Requirements

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

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

- A completed application.
- A résumé, curriculum vitae or list of professional accomplishments.
- Official transcripts* from each post-secondary institution attended. The institution(s) must send the transcripts directly to American Sentinel University. The applicant must hold a healthcare-related bachelor’s degree from an institution accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education and must have earned a minimum 2.0 GPA on a 4.0 scale.

Note: Applicants cannot receive transfer credits for a certificate program, but will need to submit academic transcripts from any previous institution(s) attended as supporting evidence of eligibility for the program. Unofficial transcript copies may be submitted for purposes of evaluation and acceptance. However, official copies must be received by the Registrar’s Office no later than the end of the first eight-week term. If the student fails to submit such official documents on time, he or she will be disallowed from starting future courses.

* Individuals utilizing federal financial aid for all or part of their tuition must submit official transcripts prior to acceptance.
* Individuals not utilizing federal financial aid, may submit unofficial copies of transcripts for purposes of evaluation and acceptance. However official copies must be received by the Registrar’s Office no later than the end of your first 8 week term. Failure to do so will result in not being able to begin future courses.
International Student Requirements
In addition to any specific degree requirements mentioned previously, applicants whose first language is not English and who have not earned an undergraduate degree from an institution where all courses were taught in English will need to provide one of the following when applying to American Sentinel University:

- A Test of English as a Foreign Language (TOEFL) score of at least 550 (written version) or 80 (iBT version).
- An International English Language Test (IELTS) score of at least 5.0 for undergraduates and 6.5 for graduates, or verification of certification in an English proficiency program.

Application and the Admissions Process
An American Sentinel admissions advisor assists every prospective student through each enrollment step, explaining what documents are needed to receive transfer credit for previous college work, professional certifications and/or credit for life and work experience.

In accordance with Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, American Sentinel University admits all qualified applicants regardless of age, sexual preference, gender, marital status, religion, national origin, creed, disability or ethnic origin. The university recruits and admits those students who have the potential to successfully complete the educational programs. The prospective student’s motivation and interest in succeeding in his/her chosen business field are important factors for admission consideration, as are the student’s academic background and qualifications.

At American Sentinel University, an admissions advisor will personally walk each student through each enrollment step, explaining what documents are needed to receive transfer credit for previous college work, professional certifications, and/or credit for life and work experience.

To apply for a program, students can download an online application form at www.americansentinel.edu or contact the Admissions Office:

Phone: 1.866.922.5690 (toll free) or 303.991.1575 (outside U.S.) Fax: 1.866.505.2450
Email: admissions@americansentinel.edu

An application form, cover letter and résumé may be submitted online or by fax or regular mail to:

American Sentinel University
2260 South Xanadu Way, Suite 310
Aurora, CO 80014
Fax: 1.866.505.2450
http://applicant.americansentinel.edu/Application.aspx

Student Orientation
All students are introduced to the online classroom and American Sentinel resources during a two-week, facilitated orientation course. In this interactive orientation course, students are given an opportunity to learn more about what it means to be a student at American Sentinel University and how to approach all courses. Orientation covers the following:

- How to navigate the online classroom (Moodle).
- How to register for courses, check grades and plan courses.
- Time management and weekly planning.
- Introduction to APA formatting.
- How to format and upload an assignment to Moodle.
- Tutorials on common computer skills.
- Using American Sentinel resources such as NetTutor, TurnItIn.com and MyCampus.
- How to contact advisors and professors.
- Course expectations.
- How to use the 24/7 virtual librarian service.

Students are guided through the academic catalog and other resources to better understand appeals and grievances and other academic issues and processes. They are given access to university forms for use with the registrar. At the end of orientation, each student works with their student success advisor to create a schedule for the remainder of their program.
GENERAL EDUCATION

General Education Mission
American Sentinel University’s General Education curriculum promotes an integrative academic experience to support the acquisition of the abilities, skills and knowledge sets fundamental to lifelong learning and the enhancement of professional and civic lives.

Student Learning Outcomes

Critical Thinking
The ability to recognize problems, judge evidence, analyze and produce arguments, and accurately identify valid inferences

Communication Competency
The ability to clearly and effectively communicate ideas and information to others in written, oral, and multimedia formats.

Knowledge Acquisition
The possession of content knowledge adequate for the performance of duties in one’s field of study, the ability to engage responsibly as global citizens, as well as the ability to locate relevant and useful information related to a particular problem or topic and accurately judge its veracity and authenticity.

REQUIRED CREDITS

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<td>Behavioral and Social Sciences</td>
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Note: Students residing in the state of Arkansas should refer to the State Regulatory section of the catalog for specific information about their general education requirements.

GENERAL EDUCATION
(30 credit hours)

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<th>COURSES</th>
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<td>ENG210 English Composition II</td>
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</tr>
<tr>
<td>MA215</td>
<td>Statistics (required for RN to BSN/MSN students)</td>
</tr>
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* Credit hours are equivalent to semester hours.
American Sentinel University offers a bachelor’s degree program in RN to Bachelor of Science Nursing (RN to BSN). This degree program provides a strong foundation for work in high-demand professional fields as well as a well-rounded general education in all of the fundamental academic disciplines: mathematics, physical sciences, social and behavioral sciences, the humanities, and written and oral communications.

American Sentinel offers the following bachelor’s degree program:
- RN to Bachelor of Science Nursing.

Students may fulfill the degree program requirements by completing courses at American Sentinel University and through earning transfer credits from other institutions, specific professional certifications, life and work experience, or through a combination of these. Learn more in the Transfer Credit Policies section of this catalog.

**RN to Bachelor of Science Nursing (RN to BSN)**

The Registered Nurse to Bachelor of Science Nursing (RN to BSN) is an accredited program ideal for nurses who would like to expand their knowledge base, have increased job security and enjoy greater career mobility. In today's healthcare landscape, there is a growing recognition that nurses need more education to be fully functioning members of a healthcare team that contributes to the improvement of patient care and patient outcomes. Increasingly, nurses are expected to advance their education to meet current healthcare reform initiatives and strengthen the nursing workforce.

American Sentinel’s RN to BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791 and is based on the Colorado Nursing Articulation Model, a statewide agreement that permits RNs who are graduates of hospital schools of nursing or who have associate degrees accredited by agencies recognized by the Council for Higher Education Accreditation or the U.S. Department of Education to articulate to a RN to BSN program. Under this model, applicants receive block transfer credit for their original nursing education without evaluation of specific nursing courses or testing in nursing content areas. Students entering the RN to BSN program with a diploma in nursing or an associate degree in nursing plus an unencumbered RN license will automatically be awarded 60 credit hours for their U.S. license and original nursing curriculum, including foundational courses.

**RN to BSN Program Learning Outcomes**
- Assume leadership roles on multidisciplinary teams within healthcare organizations.
- Enhance professional nursing practice through the use of research and evidence-based practice.
- Integrate methods of research and scholarship to make and prioritize diagnoses.
- Design care for individuals, groups and communities.
- Incorporate methods of health promotion and education in nursing care of individuals, families and groups with simple to complex healthcare needs.
- Accept accountability and responsibility for professional judgment and actions.
- Integrate professional values and role behaviors.
- Examine the problems of contemporary health and illness.
- Demonstrate the role of the global citizen.
- Collaborate with other groups to shape health policies that affect both individual and community health.

Normal time to complete this program attending American Sentinel University part time is three years.

**Disclosure Information on Gainful Employment**
[http://www.americansentinel.edu/ge/Gedt_RN2BSN.html](http://www.americansentinel.edu/ge/Gedt_RN2BSN.html)

**Additional Disclosure**
American Sentinel’s bachelors and masters nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

The University’s CCNE-accredited RN to BSN degree program is a post-licensure nursing program. This means that students must already be licensed as an RN to be accepted for admission, and must maintain an active and unencumbered RN license throughout their enrollment in the program. The program is designed to expand graduates’ knowledge base, to enhance their marketability as an RN, and to permit them to enjoy greater career stability as an RN.

Some states may offer advanced nursing licensure opportunities beyond RN, and individuals obtaining such advanced licensures may be able to secure employment in a position other than RN. Our RN to BSN degree program is not designed to
enable graduates to obtain any such form of advanced licensure in any state, or to secure any form of employment that might require such advanced licensure.

Prior to enrolling in our program, prospective students interested in securing any form of advanced licensure, or any form of employment other than RN, should carefully discuss with the appropriate certifying agency whether successful completion of our RN to BSN degree program will further their interests.

**Curriculum**
The RN to BSN program is based on the Colorado Nursing Articulation Model. Nursing students will be awarded 60 credit hours for their U.S. RN license and original nursing curriculum, including foundational courses, from an associate degree in nursing or a diploma in nursing. A total of 120 credit hours are required to complete the BSN.

Nurses educated outside of the United States will be required to take ENG105 Beginning Writing as their first course.

Students residing in the state of Arkansas should refer to the State Regulatory section of the catalog for specific information regarding their general education requirements.

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</table>
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<th>REQUIRED COURSES &amp; Sequencing for the RN to BSN</th>
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<tr>
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<tr>
<td>BSN436 Developing Nursing Practice</td>
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<td>BSN415 Nursing Management Strategies</td>
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<tr>
<td><strong>Cluster 2</strong></td>
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<tr>
<td>BSN421PE Leadership and Strategic Planning</td>
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<td>BSN422 Nursing Research</td>
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<tr>
<td>BSN432PE Community Health Nursing Nursing</td>
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<td>BSN440 Case Management</td>
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<tr>
<td>BSN499 Capstone Project</td>
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</tbody>
</table>

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**RN to BSN Practice Experiences**
The BSN program includes required practice experiences (PEs), providing an opportunity for students to apply concepts and demonstrate bachelor’s-level competencies in real-world or simulated settings. Practice experiences are to be completed in designated courses and are embedded in targeted assignments throughout the curriculum. Please refer to the area in the catalog referring to practice learning experiences for more details.

**RN to BSN Progression**
The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all nursing courses. Students who earn a grade of less than C+ in any nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student’s GPA falls below 2.0 he or she may be placed on academic probation.
American Sentinel University’s graduate degree programs combine the flexibility of online learning with the best of traditional college education: experienced faculty, frequent faculty-student interaction, connections with fellow students and relevant, meaningful content. American Sentinel University’s students have significant work experience and seek to enhance their existing careers.

American Sentinel University offers the following graduate degree programs:

- Master of Business Administration Healthcare
- RN to Bachelor of Science Nursing/Master of Science Nursing (RN to BSN/MSN)
- Master of Science Nursing
- Master of Science Business Intelligence and Analytics
- Master of Science Information Systems Management

Master of Business Administration Healthcare (MBA Healthcare)

The MBA Healthcare is designed for professionals seeking to lead in a rapidly growing and changing industry. The program is adapted to teach the MBA curriculum as it applies to the healthcare sector. Students will learn the skills required for senior managerial positions in healthcare and how to apply business fundamentals to the healthcare industry. A bachelor’s degree is required for admission into the MBA Healthcare program.

Graduates of the MBA Healthcare will be able to:

- Lead and collaborate with other professionals and communities in planning, providing and improving healthcare services and systems.
- Effectively manage the performance of healthcare professionals in diverse organizational environments.
- Integrate multiple functional and professional perspectives to create innovative solutions to complex problems.
- Use theoretical knowledge and contemporary research for evidence-based decision-making.
- Lead others in the acceptance of accountability, responsibility and stewardship for an organization’s action and judgments.
- Address the legal, regulatory and ethical challenges of the healthcare industry.

As part of the American Sentinel mission to offer innovative degree programs, two options are now available for the online, MBA Healthcare degree: A course-based program and a project-based program.

MBA Healthcare – Course-Based

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MBAHC.html

Curriculum

To receive the MBA Healthcare degree, a student must complete 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

Undergraduate prerequisite courses may be required depending on an applicant’s background. The number of courses will be determined upon transcript evaluation during the admissions process. Prerequisite courses cannot be used to fulfill MBA Healthcare course requirements and must be completed before beginning the program. Talk to an advisor about required prerequisite courses.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
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<tr>
<td>ACC510 Financial and Managerial Accounting</td>
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<tr>
<td>HCA520 Modern Organizations and Healthcare</td>
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<td>N525 Human Resource Management</td>
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HCA525 Statistics for Healthcare Administration 3
HCA538 Healthcare Information Resources Management 3
HCA515 Healthcare Marketing 3
HCA560 Performance Improvement in Healthcare 3
HCA510 Health Services Management 3
HCA530 Healthcare Financial Management 3
HCA542 Healthcare Strategic Management 3
HCA550 Risk Management for Healthcare Organizations 3
HCA599 Healthcare Management Capstone 3

* Credit hours are equivalent to semester hours.

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MBAHC.html

MBA Healthcare – Project-Based

Curriculum
To receive the MBA Healthcare project-based degree, a student must complete four major projects.

<table>
<thead>
<tr>
<th>Project 1 – Organizational Analysis</th>
<th>Students conduct a comprehensive overview of a healthcare organization that includes analysis of the mission, values, culture, financial health, human resources, systems, processes, marketing, and strategic plan of the organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 2 – Marketing Plan</td>
<td>Students present a marketing plan for a healthcare organization that includes a market and customer analysis. This project includes the use of quantitative tools to analyze operations, costs, consumer preferences, and information and customer relationship management systems. The plan will include a global analysis of the marketplace, as well as regional opportunities for the healthcare organization.</td>
</tr>
<tr>
<td>Project 3 – Organizational Performance Improvement Plan</td>
<td>Students devise a plan for organizational improvement in the areas of systems, human resources and finances, including a process for change management. This plan will include the evaluation of all internal processes, policies for any suggested changes, and suggested performance measures for financial performance, customer satisfaction, internal processes, organizational learning and growth of the organization.</td>
</tr>
<tr>
<td>Project 4 – Strategic Implementation Plan</td>
<td>Students will create an implementation plan for changes in a healthcare organization. This plan will include the implementation of a new mission, new/improved internal systems and processes, new regional and customer markets, improvements in employee performance, managing identified risks and the justifications for the changes.</td>
</tr>
</tbody>
</table>

Each project includes four competency area deliverables that are evaluated by a faculty coach for mastery. Students progress to the next project when all four competency areas in one project are mastered. No transfer credit or prior learning credit is accepted in the project-based MBA Healthcare.

RN to BS Nursing/Master of Science Nursing (RN to BSN/MSN) Program

The Registered Nurse to Bachelor of Science and Master of Science Nursing (RN to BSN/MSN) is a CCNE-accredited, online RN to BSN/MSN program for nurses who want to increase their professional opportunities in the workforce. Experienced nurses who hold their registered nurse licenses (and RNs who hold bachelor’s degrees in other fields) can apply their associate degree toward this program and will earn a BSN and MSN.

The RN to BSN portion of this program is based on the Colorado Nursing Articulation Model. Nursing students will be awarded 60 credit hours for their U.S. RN license and original nursing curriculum, including foundational courses, from an associate degree in nursing or a diploma in nursing. A total of 120 credit hours are required to complete the BSN.

In the RN to BSN/MSN program, students first complete 21 credits of baccalaureate-level nursing courses in which they must
earn a 3.0 GPA on a 4.0 scale to be allowed to continue with the MSN courses. After they complete the 21 credits of undergraduate courses, they will proceed on to three graduate level core courses (N501PE, N505PE, N515PE), which are required for completion of the bachelor’s degree. After completion of these courses, the bachelor’s degree will be awarded and the student will move forward into the master’s degree program.

After completion of the bachelor’s portion of the program, students are required to complete the remainder of the MSN core courses (N512, N521, N522PE). After completing the core courses, students select one of five specializations and complete the specializations courses. Each specialization has six courses totaling an additional 18 graduate credits (listed below).

For the undergraduate nursing courses, the standard of performance required is C+ (77%) or higher in all nursing courses. Students who earn a grade of less than C+ in any nursing course must repeat the course and earn at a C+ in order to complete the program of study. For the MSN courses, the standard of performance required is B (83%) or higher in all nursing courses. Students who earn a grade of less than B in any graduate level nursing course must repeat the course and earn at least a B in order to complete the program of study.

Graduates of the RN to BSN/MSN accelerated nursing degree program will be able to:

- Integrate roles as leaders and collaborators in various healthcare settings.
- Use theoretical knowledge to guide advanced nursing practice.
- Analyze models that expand the role of nurses in a global society.
- Evaluate legislation, policies, and economics as applied to the current healthcare environment.
- Appraise research to enhance professional nursing practice.

Normal time to complete this program attending American Sentinel University part time is five years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_RN2BSN_MSN.html

Additional Disclosure
American Sentinel’s bachelors and masters nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

The University’s CCNE-accredited RN to BSN/MSN degree program is a post-licensure nursing program. This means that students must already be licensed as an RN to be accepted for admission, and must maintain an active and unencumbered RN license throughout their enrollment in the program. The program is designed to expand graduates’ knowledge base, to enhance their marketability as an RN, and to permit them to enjoy greater career stability as an RN.

Some states may offer advanced nursing licensure opportunities beyond RN, and individuals obtaining such advanced licensures may be able to secure employment in a position other than RN. Our RN to BSN/MSN degree program is not designed to enable graduates to obtain any such form of advanced licensure in any state, or to secure any form of employment that might require such advanced licensure.

Prior to enrolling in our program, prospective students interested in securing any form of advanced licensure, or any form of employment other than RN, should carefully discuss with the appropriate certifying agency whether successful completion of our RN to BSN/MSN degree program will further their interests.

Curriculum
To receive the RN to BSN/MSN, a student must complete 21 credits of baccalaureate-level nursing courses and 9 credits of master’s courses to complete the BSN, and 27 additional master’s level credits to complete the MSN, for a total of 57 post-licensure nursing credit hours.

Students residing in the state of Arkansas should refer to the State Regulatory section of the catalog for specific information regarding their general education requirements.

The expected progression and sequencing of the courses is depicted in the following tables. Courses in a particular cluster must be taken and passed successfully before the next cluster’s courses can be attempted.
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<td>BSN436 Developing Nursing Practice</td>
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<td>BSN432PE Community Health Nursing</td>
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<td>BSN437PE Health Assessment</td>
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</tr>
<tr>
<td>BSN436 Developing Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cluster 1</strong></td>
<td></td>
</tr>
<tr>
<td>BSN421PE Leadership and Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>BSN432PE Community Health Nursing</td>
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<td>BSN437PE Health Assessment</td>
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<td>N501PE Advanced Practice Role Development (to be completed after Cluster 1 and before Cluster 2)</td>
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</tr>
<tr>
<td><strong>Cluster 2</strong></td>
<td></td>
</tr>
<tr>
<td>N505PE Theoretical Foundations</td>
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</tr>
<tr>
<td>N515PE Research Design (MA215 Statistics is a pre-requisite for this course)</td>
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<tr>
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<tr>
<td><strong>Cluster 3</strong></td>
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</tr>
<tr>
<td>N512 Advanced Pathophysiology</td>
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<tr>
<td>N521 Advanced Pharmacology</td>
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</tr>
<tr>
<td>N522PE Advanced Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>N508PE Clinical and Administrative Systems (to be completed after Cluster 3 and before Cluster 4)</td>
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</tr>
<tr>
<td><strong>Cluster 4</strong></td>
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</tr>
<tr>
<td>N534PE Distance Education</td>
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<tr>
<td>N537PE Organizational Dynamics of Higher Education</td>
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<tr>
<td>N531PE Curriculum Design and Learning Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>N533PE Assessment of Learning</td>
<td>3</td>
</tr>
<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 4)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.
## REQUIRED COURSES and Sequencing for the RN to BSN/MSN

### Case Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSN405 Reflective Practice, Issues, and Trends</td>
<td>3</td>
</tr>
<tr>
<td>BSN410 Healthcare Delivery and Quality Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>BSN436 Developing Nursing Practice</td>
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</table>

**Cluster 1**

<table>
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<td>BSN437PE Health Assessment</td>
<td>3</td>
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<td>BSN440 Case Management</td>
<td>3</td>
</tr>
<tr>
<td>N501PE Advanced Practice Role Development (to be completed after Cluster 1 and before Cluster 2)</td>
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**Cluster 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>N505PE Theoretical Foundations</td>
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<tr>
<td>N515PE Research Design (MA215 Statistics is a pre-requisite for this course)</td>
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BSN AWARDED

**Cluster 3**

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<tr>
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<tbody>
<tr>
<td>N512 Advanced Pathophysiology</td>
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<td>N521 Advanced Pharmacology</td>
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<tr>
<td>N522PE Advanced Physical Assessment</td>
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<td>N541 Concepts of Case Management (to be completed after Cluster 3 and before Cluster 4)</td>
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**Cluster 4**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>N542 Process of Case Management</td>
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<tr>
<td>N543PE Case Management and evidence-Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>N508PE Clinical and Administrative Systems</td>
<td>3</td>
</tr>
<tr>
<td>N544PE Life Care Planning</td>
<td>3</td>
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<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 4)</td>
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## REQUIRED COURSES and Sequencing for the RN to BSN/MSN

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<td>N521 Advanced Pharmacology</td>
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### REQUIRED COURSES and Sequencing for the RN to BSN/MSN

**Infection, Prevention and Control Specialization**

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**Cluster 2**

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**BSN AWARDED**

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<td>N521 Advanced Pharmacology</td>
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<td>N522PE Advanced Physical Assessment</td>
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<td>BIO501 Introduction to Identification of the Infectious Disease Processes (to be completed after Cluster 3 and before Cluster 4)</td>
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**Cluster 4**

<table>
<thead>
<tr>
<th>Course</th>
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<td>N570PE Infection, Prevention and Control</td>
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<td>EPI500 Clinical Epidemiology</td>
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**Cluster 5**

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<td>N571PE Design of a Surveillance System (to be completed before N572PE)</td>
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<tr>
<td>N572PE Collection and Interpretation of Surveillance Data</td>
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<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 5)</td>
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</tbody>
</table>

* Credit hours are equivalent to semester hours.

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**RN to BSN/MSN Progression**

RN to BSN/MSN progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all undergraduate nursing courses. Students who earn a grade of less than C+ in any undergraduate nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student’s GPA in the undergraduate program falls below 2.0 he or she may be placed on academic probation. The standard of performance required for graduate nursing programs is B (83%) or higher in all graduate nursing courses. Students who earn a grade of less than B in any graduate nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student’s GPA in the graduate program falls below 3.0 he or she may be placed on academic probation.

**RN to BSN/MSN Practice Experiences**

The RN to BSN/MSN program includes required practice experiences (PEs), providing an opportunity for students to apply concepts and demonstrate bachelor’s and master’s-level competencies in real-world or simulated settings. Practice experiences
are to be completed in designated courses and are embedded in targeted assignments throughout the curriculum. Please refer to the area in the catalog referring to practice learning experiences for more details.

**Master of Science Nursing (MSN) Program**

As today’s healthcare landscape evolves, there is a growing recognition that nurses need more education to be fully functioning members of a healthcare team so they can contribute to the improvement of patient care outcomes. Increasingly, nurses are expected to advance their education to meet current healthcare reform initiatives and strengthen the nursing workforce. Many nurse leaders consider the baccalaureate degree the minimum entry for nursing practice, and feel that the minimum entry for nursing leaders is the graduate degree with a specialization focus. Clearly there is a need for graduate-level educated nurses who will assist, guide, mentor and encourage other nurses to strengthen the profession. The MSN is designed for Registered Nurses with bachelor’s degrees in nursing who wish to obtain high-quality MSN degrees in a timely manner. The program is programmatically accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Students choose from one of five specializations:

- **Nursing Management and Organizational Leadership** – Prepares staff nurses to assume a broader executive role in nursing management within a healthcare organization’s administration.
- **Case Management** – Prepares students to assume managerial positions in healthcare systems, insurance and health maintenance organizations and case management agencies.
- **Nursing Education** – Develops experienced nurses into educators within clinical environments or within traditional and nontraditional schools, offering nursing training and degree programs.
- **Nursing Informatics** – Develops nurses’ expertise in clinical and administrative systems, data management and data mining to improve patient care delivery and information systems project management.
- **Infection Prevention and Control** – Prepares experienced nurses to create programs and monitor critical infection control indicators in healthcare delivery systems.

Graduates of the MSN program will be able to:

- Integrate roles as leaders and collaborators in various healthcare settings.
- Use theoretical knowledge to guide advanced nursing practice.
- Analyze models that expand the role of nurses in a global society.
- Evaluate legislation, policies and economics as applied to the current healthcare environment.
- Appraise research to enhance professional nursing practice.

**Additional Disclosure**

American Sentinel’s bachelors and masters nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

The University’s CCNE-accredited MSN degree programs are post-licensure nursing programs. This means that students must already be licensed as an RN and hold a BSN degree to be accepted for admission, and must maintain an active and unencumbered RN license throughout their enrollment in their program. The MSN programs are designed to expand graduates’ knowledge base, to enhance their marketability as an RN, and to permit them to enjoy greater career mobility and expand their options as an RN.

Some states may offer advanced nursing licensure opportunities beyond the RN, and individuals obtaining such advanced licensures may be able to secure employment in a position other than RN. Our MSN degree programs are not designed to enable graduates to obtain any such form of advanced licensure in any state, or to secure any form of employment that might require such advanced licensure.

Prior to enrolling in our program, prospective students interested in securing any form of advanced licensure, or any form of employment other than RN, should carefully discuss with the appropriate certifying agency whether successful completion of our MSN degree program will further their interests.

**Curriculum**

The curriculum of the MSN is based on concepts of leadership, contemporary issues in healthcare and application of learning to the student’s current or future nursing practice. Students study how to improve healthcare, create quality patient outcomes and foster strategic change in the healthcare delivery system. Embedded in the American Sentinel University nursing curriculum is an emphasis on quality of care and the provision of safe patient care, as guided by nursing-sensitive indicators and QSEN concepts including patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, nursing informatics and safety. American Sentinel’s curriculum prepares nurses to improve patient care and the healthcare organizations in which they work.
The MSN also embeds the American Association of Colleges of Nursing (AACN) *The Essentials of Master’s Education in Nursing* throughout the curriculum. The Essentials address recommendations from the Institute of Medicine and other key stakeholders to assimilate the core knowledge required of all healthcare professionals.

Concepts from the Essentials that are emphasized in the American Sentinel University MSN curriculum include science and the humanities, leadership, quality and safety improvements, scholarship, informatics, health policy, collaboration, population health concerns and preventative healthcare. The Essentials describe the outcomes expected of graduates from a nursing master’s program. The Essentials include leading change to improve quality outcomes, advancing a culture of excellence, leading collaborative interprofessional care teams, integrate care services across the healthcare system, design innovative nursing practices, and translate evidence into practice.

Each week of course work has specific topics, learning outcomes, readings, practicum experiences and other activities.

Often, there is a weekly assignment in addition to robust online class discussions. The more students participate in the discussions, the richer the learning experience. Each course has specific deliverables through which the student demonstrates mastery of the course learning outcomes. Many assignments are designed so that students may apply new knowledge to their current or future nursing practice, thereby enhancing the link between theory and practice.

**MSN Practice Experiences**

The MSN program includes 400 hours of required practice experiences, providing an opportunity for students to apply concepts and demonstrate master's-level competencies in real-world or simulated settings. Practice experiences are to be completed as assigned in each course and are embedded in targeted assignments throughout the curriculum. Students may complete any of several suggested activities that relate to the overall course objectives and course assignments/ projects, or students may complete activities of their own choosing that fulfill course objectives and/or assignments/projects criteria and are approved by the Practicum Coordinator. All practice experiences are graded as pass/fail and are intended to enhance students’ learning experiences. Please refer to the American Sentinel University Nursing Programs Practice Experiences Guide for specific policies and procedures.

**MSN Credit Hours, Progression and Sequencing**

In the MSN program, students complete 36 graduate credits in nursing: 18 core graduate nursing credits and 18 credits in a specialization area. The approximate length of the program is two years and the maximum amount of time allowed from enrollment to completion is three years. Each credit is equal to 45 hours. American Sentinel University defines one credit hour as 15 actual hours of student engagement in the online classroom and an additional 15-45 hours of student course engagement through readings, homework and out-of-class work. For each three-credit hour course, students are expected to participate in in-class (online) student engagement for at least 45 hours and complete 45-120 hours of work outside the classroom.

The expected progression and sequencing of the courses in each MSN program specialization are depicted in the following tables. Courses in a particular cluster must be taken and passed successfully before the next cluster’s courses can be attempted. Students may take courses in any order within each level of cluster. Students complete courses as sequenced in Level 1, Level 2 and Level 3. Students taking two courses may take one course to complete a cluster and a second course from the following cluster.

**Nursing Management and Organizational Leadership Specialization (18 credit hours)**

The nursing management and organizational leadership specialization is designed for experienced professionals seeking to develop their nursing leadership skills. This specialization prepares students to advance their leadership and management abilities and work toward the achievement of optimal health in the dynamic healthcare system. Through case studies and hands-on course work, nurses examine the various human resource challenges facing an organization as well as the dynamic nature of the strategic planning and management processes. Courses cover long-range planning, including budgeting, analyzing, reporting and developing a capital budget. Students are prepared for careers in nursing administration and health information management where they will manage resources, collaborate with a variety of other professionals and apply technology, information systems and critical thinking to their jobs.

Graduates of the MSN program, nursing management and organizational leadership specialization, will be able to:

- Analyze organizational structures and policies to address organizational issues.
- Appraise strategic, operational and financial planning processes in healthcare settings.
- Implement human resource management principles as an organizational leader.
- Internalize various organizational and leadership concepts into personal leadership values.
Nursing Management and Organizational Leadership Curriculum

Completion of the MSN, nursing management and organizational leadership specialization, requires 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

<table>
<thead>
<tr>
<th>REQUIRED COURSES and Sequencing for the MSN Nursing Management and Organizational Leadership Specialization</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501PE Advanced Practice Role Development (To be taken before Cluster 1)</td>
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</tr>
<tr>
<td>Cluster 1</td>
<td></td>
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<tr>
<td>N505PE Theoretical Foundations</td>
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<td>N512 Advanced Pathophysiology</td>
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<td>N515PE Research Design</td>
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<tr>
<td>N521 Advanced Pharmacology</td>
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<td>N522PE Advanced Physical Assessment</td>
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</tr>
<tr>
<td>N530PE Leadership in Healthcare Organizations (to be completed after Cluster 1 and before Cluster 2)</td>
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<tr>
<td>Cluster 2</td>
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<tr>
<td>N525PE Human Resource Management</td>
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<td>N508PE Clinical and Administrative Systems</td>
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<td>N540PE Healthcare Finance and Economics</td>
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<tr>
<td>N545PE Healthcare Strategic Management and Planning</td>
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<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 2)</td>
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* Credit hours are equivalent to semester hours.

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MSNMOL.html

Case Management Specialization (18 credit hours)

With the growing complexities and costs of healthcare in the United States, the demand for nurses prepared as case managers is accelerating dramatically. Case management is the collaborative process of assessment, planning, facilitation and advocacy of patients’ options and services. Case management jobs are available in hospitals, skilled nursing facilities, outpatient and rehabilitation centers, and in home healthcare.

The American Sentinel MSN, case management specialization, prepares students to be professional nurse case managers responsible for the advocacy of improving clinical outcomes. This is accomplished by effectively balancing efficiency, patient satisfaction and the cost of delivery. The program is ideal for nurses who want to start their own case management businesses. The specialization teaches nurses to deliver personalized services to patients to improve their care and focuses on understanding patient referrals, planning and delivery of care, evaluation of patient results, and the evaluation of overall program effectiveness.

The specialization builds upon the standards of the Case Management Society of America core curriculum, with additional emphasis on distance client management using technology. Professors introduce students to the process of life care planning.

Graduates of the MSN, case management specialization, will be able to:

- Analyze the role of nurse case management within an interdisciplinary team.
- Apply case management theories to patient care plan development.
- Appraise patient care innovations as it applies to life care planning and evaluation of outcomes.
- Analyze the financial and ethical aspects of case management in various settings.

Case Management Curriculum

Completion of the MSN, case management specialization, requires 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.
REQUIRED COURSES and Sequencing for the MSN Case Management Specialization

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<th>Course</th>
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Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MSNCM.html

MSN Nursing Education Specialization (18 credit hours)
The American Sentinel MSN, nursing education online specialization, is designed for experienced nurses who wish to pursue educator roles within a clinical environment or become faculty members at traditional or nontraditional schools of nursing. The specialization emphasizes curriculum development, teaching various learning styles and teaching via distance technology.

Graduates of the MSN, Nursing Education Specialization, will be able to:

- Analyze the role of the nurse educator in practice environments.
- Design curriculum using emerging trends in nursing education.
- Develop assessment and performance evaluations of individual learners.
- Develop a plan for evaluating program effectiveness in an academic or institutional setting.

Nursing Education Curriculum
Completion of the MSN, nursing education specialization, requires 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

REQUIRED COURSES and Sequencing for the MSN Nursing Education Specialization

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<td>N532PE Teaching to Diverse Learning Styles (to be completed after Cluster 1 and before Cluster 2)</td>
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</tbody>
</table>
**Disclosure Information on Gainful Employment**
http://www.americansentinel.edu/ge/Gedt_MSNEDU.html

- **MSN, Infection Prevention and Control Specialization (18 credit hours)**
The American Sentinel MSN, infection prevention and control specialization, teaches experienced nurses to create programs and monitor critical infection control indicators in healthcare delivery systems. Students will develop expertise in epidemiology, data management and data mining that improves patient care and develops infection prevention and control policies for ensuring patient safety. The specialization emphasizes understanding the infrastructure necessary to improve nursing practice while safeguarding the security and privacy of data. Graduates will be prepared to assume critical roles managing health risk and safety systems in ambulatory, acute and long-term care settings, as well as in the public health environment.

American Sentinel’s MSN, infection prevention and control specialization, was created using guidelines from the Certification Board for Infection Control and Epidemiology and the Quality and Safety Education for Nurses guidelines sponsored by the Robert Wood Johnson Foundation.

Graduates of the MSN, infection prevention and control specialization, will be able to:

- Apply principles of epidemiology to environmental risk assessment.
- Develop a comprehensive infection prevention and control program.
- Design a surveillance system.
- Interpret infection control data.

**Infection Prevention and Control Curriculum**
Completion of the MSN, infection prevention and control specialization, requires 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

<table>
<thead>
<tr>
<th>REQUIRED COURSES and Sequencing for the MSN Nursing Infection Prevention and Control Specialization</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501PE Advanced Practice Role Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cluster 1</strong></td>
<td></td>
</tr>
<tr>
<td>N505PE Theoretical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>N512 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>N515PE Research Design</td>
<td>3</td>
</tr>
<tr>
<td>N521 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>N522PE Advanced Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>BIO501 Introduction to Identification of the Infectious Disease Processes (to be completed after Cluster 1 and before Cluster 2)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cluster 2</strong></td>
<td></td>
</tr>
<tr>
<td>EPI500 Clinical Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>N570PE Infection Prevention Control</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cluster 3</strong></td>
<td></td>
</tr>
<tr>
<td>N571PE Design of a Surveillance System (to be completed before N572PE)</td>
<td>3</td>
</tr>
<tr>
<td>N572PE Collection and Interpretation of Surveillance Data</td>
<td>3</td>
</tr>
<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 3)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.

Normal time to complete this program attending American Sentinel University part time is three years.
MSN, Nursing Informatics Specialization (18 credit hours)
The American Sentinel MSN, nursing informatics specialization, prepares experienced nurses to manage health information systems critical to the mission of healthcare delivery systems. Nurses will develop expertise in clinical and administrative systems, data management and data mining for improved patient care, and information systems project management. The specialization emphasizes understanding the infrastructure necessary to improve nursing practice while safeguarding the security and privacy of data. Graduates will be prepared to assume critical roles managing health information systems in ambulatory, acute and long-term care settings, as well as in the public health environment.

Graduates of the MSN program, nursing informatics specialization, will be able to:

- Utilize informatics in healthcare settings to improve patient outcomes.
- Evaluate applications that acquire, process and report clinical and financial information to enhance patient care.
- Demonstrate data management skills that target opportunities to improve patient safety.
- Develop a detailed project management plan for evaluating, contracting and implementing new technologies to improve health outcomes and reduce risk.

Nursing Informatics Curriculum
Completion of the MSN, nursing informatics specialization, requires 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

<table>
<thead>
<tr>
<th>REQUIRED COURSES and Sequencing for the MSN Nursing Informatics Specialization</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501PE Advanced Practice Role Development</td>
<td>3</td>
</tr>
<tr>
<td>N505PE Theoretical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>N512 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>N515PE Research Design</td>
<td>3</td>
</tr>
<tr>
<td>N521 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>N522PE Advanced Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>N508PE Clinical and Administrative Systems (to be completed after Cluster 1 and before Cluster 2)</td>
<td>3</td>
</tr>
<tr>
<td>Cluster 2</td>
<td></td>
</tr>
<tr>
<td>N535PE Healthcare Informatics</td>
<td>3</td>
</tr>
<tr>
<td>N526 Healthcare Data Analytics</td>
<td>3</td>
</tr>
<tr>
<td>N527PE Healthcare Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IS555 Information Security and Privacy in Healthcare Economics</td>
<td>3</td>
</tr>
<tr>
<td>N555PE MSN Capstone (All Specializations) (to be completed after Cluster 2)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MSNINF.html

MSN Completion Policy
Each MSN specialization within the MSN program consists of 12 three-credit-hour courses (for a total of 36 credits), allowing for progression and graduation from the program over a two-year period with a full-time course of study (one course per term). If students attend half time, they will take approximately one course every other term, allowing completion in five years, which is the maximum time allowed to complete the program. Students who have not successfully completed all the requirements for graduation in four years will be administratively withdrawn from the program and required to reapply and repeat any courses that are more than four years old before they can graduate from the MSN program.
MSN Program Learning Outcomes Mapped to University Principles

<table>
<thead>
<tr>
<th>University Principles</th>
<th>MSN Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Integrate roles as leaders and collaborators in various healthcare settings.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Use theoretical knowledge to guide advanced practice nursing. Appraise research to enhance professional nursing practice.</td>
</tr>
<tr>
<td>Accountability</td>
<td>Evaluate legislation, policies, and economics as applied to the current healthcare environment.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Analyze models that expand the role of nurses in a global society.</td>
</tr>
</tbody>
</table>

Master of Science Business Intelligence and Analytics

American Sentinel’s M.S. Business Intelligence and Analytics degree prepares professionals to use business intelligence to make strategic decisions, identify opportunities to improve processes, improve operations and more. The program teaches students to quantify business operations and use data to understand and improve them. A bachelor’s degree is required for admission into the M.S. Business Intelligence and Analytics program.

Graduates of the Master of Science Business Intelligence and Analytics will be able to:

- Assess the organization’s business and healthcare case for business intelligence and analytics systems.
- Formulate business intelligence and analytics systems and process requirements.
- Organize business intelligence and analytics team and responsibility requirements.
- Correlate business and healthcare functions and processes related to the business intelligence and analytics applications.

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment [http://www.americansentinel.edu/ge/Gedt_MSBI.html](http://www.americansentinel.edu/ge/Gedt_MSBI.html)

Curriculum

To receive the M.S. Business Intelligence and Analytics degree, a student must complete 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

Undergraduate prerequisite courses may be required depending on an applicant’s background. The number of courses will be determined upon transcript evaluation during the admissions process. Prerequisite courses cannot be used to fulfill M.S. Business Intelligence course requirements and must be completed before beginning the program. Talk to an advisor about required prerequisite courses.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(36 credit hours)</td>
<td></td>
</tr>
<tr>
<td>BUSI500 Overview of Business Intelligence and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>BUSI510 Data Analytics</td>
<td>3</td>
</tr>
<tr>
<td>BUSI520 Balanced Scorecards and Performance Dashboards</td>
<td>3</td>
</tr>
<tr>
<td>BUSI530 Business Performance Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSI540 Customer Relationship Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSI550 Business Intelligence and Analytics Systems Tools</td>
<td>3</td>
</tr>
<tr>
<td>HCI515 Data Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT540 Strategic Management of Technology and Innovation</td>
<td>3</td>
</tr>
<tr>
<td>IS550 Project and Change Management</td>
<td>3</td>
</tr>
<tr>
<td>IS565 Decision Support and Intelligent Systems</td>
<td>3</td>
</tr>
<tr>
<td>IS575 Data Storage Methods</td>
<td>3</td>
</tr>
<tr>
<td>BUSI599 Business Intelligence and Analytics Capstone Project</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.
Master of Science Information Systems Management

The Master of Science Information Systems Management teaches students the skills needed to integrate an organization’s information systems with its strategic goals. Information systems encompass not only the technology of an organization, but also the people, hardware, software, communication devices and network resources that process data and information. The degree produces information systems professionals capable of successfully leading healthcare systems projects.

Graduates of the M.S. Information Systems Management program will be able to:

- Apply advanced information systems tools, techniques and methodologies to solve and prevent problems in healthcare organizations.
- Incorporate ethical principles into business strategies and project management.
- Manage healthcare information systems development projects from inception to conclusion.
- Identify future strategic initiatives for a healthcare organization’s information systems/IT function.
- Identify healthcare system opportunities and problems, critically analyze possible solutions, synthesize information system concepts and tools relevant to these topics, and clearly communicate a recommended system specification.

Normal time to complete this program attending American Sentinel University part time is three years.

Disclosure Information on Gainful Employment
http://www.americansentinel.edu/ge/Gedt_MSISM.html

Curriculum

To receive the M.S. Information Systems Management degree, a student must complete 36 credit hours. Students may be eligible to transfer up to 18 credit hours from previous graduate study.

Undergraduate prerequisite courses may be required depending on an applicant’s background. The number of courses will be determined upon transcript evaluation during the admissions process. Prerequisite courses cannot be used to fulfill M.S. Information Systems Management course requirements and must be completed before beginning the program. Talk to an advisor about required prerequisite courses.

<table>
<thead>
<tr>
<th>REQUIRED COURSES (36 credit hours)</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS515 Database Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>IS525 Data Communications and Networking</td>
<td>3</td>
</tr>
<tr>
<td>IS530 Organizational System Metrics</td>
<td>3</td>
</tr>
<tr>
<td>IS535 Systems Analysis, Design, and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>IS541 Organizational Behavior for Technology Professionals</td>
<td>3</td>
</tr>
<tr>
<td>IS545 IT Governance and Compliance</td>
<td>3</td>
</tr>
<tr>
<td>IS550 Project and Change Management</td>
<td>3</td>
</tr>
<tr>
<td>IS560 Healthcare Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>IS565 Decision Support and Intelligent Systems</td>
<td>3</td>
</tr>
<tr>
<td>IS590 Strategic Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>IS595 Special Topics in Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>IS599 Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.
American Sentinel University offers one doctoral program with two specializations for nurse leaders seeking a practice-focused degree that will gain them the credibility, management skills and industry knowledge they need in today's rapidly changing healthcare environment. The Doctor of Nursing Practice (DNP) program offers the flexibility of online learning, is taught by experienced faculty members with significant nursing leadership and educational experience, and attracts a nationwide representation of students. The program is programmatically accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

American Sentinel developed the DNP student learning outcomes to align with the Quality and Safety Education for Nurses’ (QSEN) Graduate Level Competencies for Knowledge, Skills, and Attitudes, and the National League for Nursing’s (NLN) Graduate Competencies for the Practice Doctorate. Highlights of the QSEN competencies include the emphasis on patient-centered care through collaboration and data use that examine quality and safety concerns in the healthcare environment and in nursing educational settings. Highlights of the NLN competencies include the emphasis on human flourishing within students’ organizational cultures, promotion of nursing judgment through examination of common practice and educational situations, and encouragement of development of professional identity and pride in the nursing profession and a spirit of inquiry related to the advancement of the profession and its knowledge base.

In addition, the American Association of Colleges of Nursing’s The Essentials of Doctoral Education for the Advanced Practice Nurse (2006) was used to guide and strengthen the curricular content and the overall suggested practice hours (1,000 post-baccalaureate practice hours). Highlights include curricular content that addresses the scientific underpinnings of learning, organizational and systems leadership, evidence-based practice, information technology, health policy and advocacy, collaboration, health promotion and preventative measures, and the previously mentioned practice hours.

As articulated in the Essentials, “Practice-focused doctoral programs are designed to prepare experts in specialized advanced nursing practice. They focus heavily on practice that is innovative and evidence-based, reflecting the application of credible research findings” (2006, p. 3). American Sentinel’s doctoral program is designed to facilitate the individual growth of the nursing professional in order to strengthen the design and delivery of healthcare to individuals, families, and communities. This focus on practice leadership will, in turn, expand the role of nurse leaders in nursing education, health policy, health informatics and health services research.

This program employs an active learning model that assumes the learner’s active involvement in the learning process is essential to good practice. Adults learn best when bridges are built between new knowledge and the learner’s experience. The curriculum builds upon experiences and practices that encourage reflection and application and are based on the recognition that a learner’s experience provides a context through which new meanings are constructed from new information. In American Sentinel University DNP courses, students’ past and current experiences are interwoven with subject matter in class discussions and in assignments and projects. Faculty members serve as facilitators of the learning process. Students are able to apply what is learned immediately into their work environment.

Graduates of the DNP program will be able to:

- Appraise the needs of complex organizations as they go through strategic decision-making and change implementation.
- Critique roles of leaders and collaborators in planning, providing, and evaluating healthcare.
- Generate strategic plans for organizational change by utilizing theoretical knowledge, meaningful, data and evidence-based practice while being culturally and ethnically sensitive.

**Additional Disclosure**

American Sentinel’s Doctor of Nursing Practice program is **accredited** by the Accreditation Commission for Education in Nursing (ACEN).

The University’s ACEN-accredited DNP degree program with specializations in executive leadership and educational leadership is a post-licensure nursing program. This means that students must already be licensed as an RN and hold a BSN degree and a master’s degree to be accepted for admission, and must maintain an active and unencumbered RN license throughout their enrollment in the program. The program is designed for nurse leaders looking to gain the credibility, management skills, and industry knowledge they need in today’s rapidly changing healthcare environment.

Some states may offer advanced nursing licensure opportunities beyond the RN, and individuals obtaining such advanced licensures may be able to secure employment in a position other than RN. Our DNP degree program is not designed to enable
graduates to obtain any such form of advanced licensure in any state, or to secure any form of employment that might require such advanced licensure.

Prior to enrolling in our program, prospective students interested in securing any form of advanced licensure, or any form of employment other than RN, should carefully discuss with the appropriate certifying agency whether successful completion of our DNP degree program will further their interests.

**Doctor of Nursing Practice (DNP), Executive Leadership Specialization**

The Doctor of Nursing Practice, executive leadership specialization is designed to foster the advanced practice of nursing leadership within a complex, highly computerized health system. The program is open to nursing managers and executives who have at least two years of management or leadership experience that has been obtained within the last five years. Applicants must hold an active and unencumbered U.S. RN license and an MSN degree from a regionally or nationally accredited institution. For the executive leadership only, students with a master’s degree in a discipline other than nursing may be accepted. Students with a master’s degree in something other than nursing will be required to complete a bridge or pathway program. Foreign students must hold a comparable degree or equivalent from a recognized institution. No GRE or other placement testing is required.

The DNP, executive leadership specialization is 42 credits, in alignment with other regionally accredited DNP programs, and the expected length of the program is two years. Each course is three credits. American Sentinel University defines one credit hour as 15 actual hours of student engagement in the online classroom and an additional 15-45 hours of student course engagement through readings, homework and out-of-class work. For each three-credit-hour course, students are expected to participate in in-class (online) student engagement for at least 45 hours and complete 90-120 hours of work outside the classroom.

**Residencies**

The program includes two residencies, at the beginning of years one and two, embedded within an eight-week online class format. The first Residency, offered during Capstone I (N740PE) is a four-day event held in Aurora, Colorado. The second residency, offered during Capstone II (N765PE) is a two-day virtual residency. All other courses are offered completely online in eight-week terms. The Residency allows students to build rapport with students in their cohorts and gives them access to various faculty members who support the development of their capstone practice project. Each residency incorporates one intensive three-credit course. Students must not participate in any outside activity during these two residencies. Time should be devoted to attending class and study. Class attendance is mandatory. If students are unable to attend the residency classes, they will not be able to progress in the program. If students are unable to complete the residency classes, they will receive a “W” and must retake the courses for credit in the residency environment.

There are participation requirements, as specified in the course syllabi.

**Schedule**

Each week of the term has specific topics, learning outcomes, readings, practicum experiences and other activities. Often, there is a weekly assignment in addition to robust online class discussions. The more students participate in the discussions, the richer the learning experience. Each course has specific deliverables through which the student demonstrates mastery of the course learning outcomes. These assignments are developed in a way that allows students to apply new knowledge directly to their work experience, thus enhancing the link between theory and practice.

**Capstone**

The program requires a dissertation quality, evidence-based capstone project. The subject area is determined by the student in consultation with the capstone committee chair/mentor and must meet the academic standards of the university. All research is subject to the review and supervision of the American Sentinel University Institutional review board. See the DNP Student Capstone Project Guide for information about the DNP capstone project requirements.

**DNP Practice Experiences**

The DNP, Executive Leadership Specialization includes 600 hours of required practice experiences, providing an opportunity for students to apply concepts and demonstrate master’s-level competencies in real-world or simulated settings. Practice experiences are to be completed as assigned in each course and are embedded into assignments throughout the program. Students may complete any of several suggested activities that relate to the overall course objectives and course assignments/projects, or students may seek faculty approval to complete activities that fulfill the course objectives and/or assignments/projects criteria. All practice experiences are graded as pass/fail and are intended to enhance the student’s learning experiences. Please refer to the American Sentinel University Nursing Programs Practice Experiences Guide for specific policies and procedures.

**DNP Progression and Graduation Policy**

The Doctor of Nursing Practice, Executive Leadership Specialization consists of 14 three-credit-hour courses (a total of 42 credits).
credits), allowing for progression and graduation from the program over a two-year period with a full-time course of study (one course per term). If students attend half time, they take approximately one course every other term, allowing completion in four years, which is the maximum time allowed to complete the program. Students who have not successfully completed all the requirements for graduation in four years will be administratively withdrawn from the program and required to reapply and repeat any courses that are more than four years old before they can earn the DNP at American Sentinel University.

**DNP Executive Leadership Curriculum**
The Doctor of Nursing Practice, Executive Leadership Specialization curriculum prepares master’s-educated nurses for leadership roles in the healthcare system. The program develops five key competencies: leadership, business intelligence, finance, health policy and health services research. Students examine legislative policy issues and economics, build critical thinking skills and develop into more marketable leaders. The DNP, Executive Leadership Specialization program is ideal for executives and managers who currently hold or intend to pursue leadership positions in their careers.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N700PE Leadership: Setting the Example</td>
<td>3</td>
</tr>
<tr>
<td>N740PE Capstone Project I**</td>
<td>3</td>
</tr>
<tr>
<td>N725PE Health Services Research</td>
<td>3</td>
</tr>
<tr>
<td>N705PE Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>BUSI700PE Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>N755 Health Statistics</td>
<td>3</td>
</tr>
<tr>
<td>N758 Advanced Statistics</td>
<td>3</td>
</tr>
<tr>
<td>N765PE Capstone Project II**</td>
<td>3</td>
</tr>
<tr>
<td>N715PE Quality Management Techniques</td>
<td>3</td>
</tr>
<tr>
<td>N720PE Healthcare Finance</td>
<td>3</td>
</tr>
<tr>
<td>N735PE Contemporary Use of Health Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>N745PE Strategic Leadership</td>
<td>3</td>
</tr>
<tr>
<td>N760PE Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>N770PE Capstone Project III</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours of Doctorate Courses</td>
<td>42</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.
** Residency courses

**DNP, Executive Leadership Specialization Learning Outcomes**
Graduates of the DNP, Executive Leadership Specialization program will be able to:
- Summarize meaningful data that informs leadership using information technology.
- Design health policy that considers environmental social justice, consumer and other issues.
- Create new models to explain, predict and improve the performance of organizations.
- Explain the role of healthcare finance in the health of an organization.

**DNP, Executive Leadership Specialization Learning Outcomes Mapped to University Principles**

<table>
<thead>
<tr>
<th>University Principles</th>
<th>DNP, Executive Leadership Specialization Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Create new models to explain, predict and improve the performance of organizations.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Summarize meaningful data that informs leadership using information technology.</td>
</tr>
<tr>
<td>Accountability</td>
<td>Design health policy that considers environmental social justice, consumer and other issues.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Explain the role of healthcare finance in the health of an organization.</td>
</tr>
</tbody>
</table>

Normal time to complete this program attending American Sentinel University part time is three years.

**Disclosure Information on Gainful Employment**
http://www.americansentinel.edu/ge/Gedt_DNPEXEC.html
Doctor of Nursing Practice (DNP), Educational Leadership Specialization

The Doctor of Nursing Practice, Educational Leadership Specialization is designed to foster the advanced practice of nursing leadership within a complex, highly regulated nursing educational system or an acute-care or hospital-based nursing education department. The program is open to nurse educators who have a minimum of two years of full-time work experience in a leadership or faculty role in nursing education at a two- or four-year college or university, hospital or healthcare organization. Applicants must hold an active and unencumbered U.S. RN license or equivalent and an MSN degree from a regionally or nationally accredited institution. Foreign students must hold a comparable degree from a recognized institution. No GRE or other placement testing is required.

The DNP, Educational Leadership Specialization is 42 credits, in alignment with other regionally accredited DNP programs, and the expected length of the program is two years. Each course is three credits. American Sentinel University defines one credit hour as 15 actual hours of student engagement in the online classroom and an additional 15-45 hours of student course engagement through readings, homework and out-of-class work. For each three-credit-hour course, students are expected to participate in in-class (online) student engagement for at least 45 hours and complete 90 -120 hours of work outside the classroom.

Residencies
The DNP, Educational Leadership Specialization includes two residencies, at the beginning of years one and two, embedded within an eight-week online course format. The first Residency, offered during Capstone I (N745PE) is a four-day event held in Aurora, Colorado. The second residency, offered during Capstone II (N765PE) is a two-day virtual residency. All other courses are offered completely online in eight-week terms. The Residency allows students to build rapport with students in their cohorts and gives them access to various faculty members who support the development of their capstone practice project. Each residency incorporates one intensive three-credit course. Students must not participate in any outside activity during these two residencies. Time should be devoted to attending class and study. Class attendance is mandatory. If students are unable to attend the residency classes, they will not be able to progress in the program. If students are unable to complete the residency classes, they will receive a “W” and must retake the courses for credit in the residency environment.

There are participation requirements, as specified in the Academic Catalog and the course syllabi

Schedule
Each week of the term has specific topics, learning outcomes, readings, practice experiences and other activities. There is often a weekly assignment in addition to robust online class discussions. The more students participate in the discussions, the richer the learning experience. Each course has specific deliverables through which the student demonstrates mastery of the course learning outcomes. These assignments are developed in such a way that students can apply new knowledge directly to their work experience, thus enhancing the link between theory and practice.

Capstone
The program requires a dissertation-quality, evidence-based capstone project. The subject area is determined by the student in consultation with the capstone chair/mentor and must meet the academic standards of the university. All research is subject to the review and supervision of the American Sentinel University Institutional review board. See the DNP Student Capstone Project Guide for information about the DNP Capstone Project requirements.

DNP Practice Experiences
The DNP, Educational Leadership Specialization includes 600 hours of required practice experiences, providing an opportunity for students to apply concepts and demonstrate master’s-level competencies in real-world or simulated settings. Practice experiences are to be completed as assigned in each course and are embedded into assignments throughout the curriculum. Students may complete any of several suggested activities that relate to the overall course objectives and course assignments/projects, or students may seek faculty approval to complete activities that fulfill the course objectives and/or assignments/projects criteria. All practice experiences are graded as pass/fail and are intended to enhance the student’s learning experiences. Please refer to the American Sentinel University Nursing Programs Practice Experiences Guide for specific policies and procedures.

DNP Progression and Graduation Policy
The DNP, Educational Leadership Specialization program consists of 14 three-credit-hour courses (a total of 42 credits), allowing for progression and graduation from the program over a twenty-eight month period with a full-time course of study (one course per term). If students attend half time, they take approximately one course every other term, allowing completion in three years, which is the maximum time allowed to complete the program. Students who have not successfully completed all the requirements for graduation in four years will be administratively withdrawn from the program and required to reapply and repeat any courses that are more than four years old, before they can earn the DNP from American Sentinel University.

DNP, Educational Leadership Specialization Curriculum
The Doctor of Nursing Practice, Educational Leadership Specialization is a practice-based, leadership-focused program that prepares faculty, program directors and deans to lead nursing education programs. Whereas most traditional Ph.D. programs
are research based, not practice focused, and traditional Ed.D. programs are focused on general education not specific to nursing, the American Sentinel DNP, Educational Leadership Specialization provides nurse education leaders the terminal credentials they need to gain competence and credibility when sitting alongside academic and healthcare leaders. The DNP program develops six key competencies needed by today’s nursing education leaders: leadership, finance and fund development, new models of curriculum development and delivery, education policy, education research and strategic planning.

**DNP, Educational Leadership Specialization Learning Outcomes**

Graduates of the DNP, Educational Leadership Specialization program will be able to:

- Evaluate curricula in order to meet the needs of communities of interest.
- Explain how technology and simulation can be effectively integrated into a nursing curriculum at all levels.
- Propose how technology and simulation can be effectively integrated into nursing education.
- Plan for use of economic and human resources to maximize the potential of a program or school.
- Create an assessment plan for a nursing program that provides direction for program improvement and meets state and accreditation requirements.

**DNP, Educational Leadership Specialization Courses**

**REQUIRED COURSES (42 credit hours)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N700PE Leadership: Setting the Example</td>
<td>3</td>
</tr>
<tr>
<td>N740PE Capstone Project I**</td>
<td>3</td>
</tr>
<tr>
<td>N725PE Health Services Research</td>
<td>3</td>
</tr>
<tr>
<td>N702PE Organizational Complexities of Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>N710PE Learner-Centered Curriculum Design and Learning Outcomes</td>
<td>3</td>
</tr>
<tr>
<td>N755 Health Statistics</td>
<td>3</td>
</tr>
<tr>
<td>N758 Advanced Statistics</td>
<td>3</td>
</tr>
<tr>
<td>N765PE Capstone Project II**</td>
<td>3</td>
</tr>
<tr>
<td>N712PE Advanced Assessment in Education</td>
<td>3</td>
</tr>
<tr>
<td>N714PE Role of Technology and Simulation in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>N742PE Principles of Finance and Fund Development</td>
<td>3</td>
</tr>
<tr>
<td>N745PE Strategic Leadership</td>
<td>3</td>
</tr>
<tr>
<td>N760PE Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>N770PE Capstone Project III</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.
** Residency courses

**DNP, Educational Leadership Specialization Learning Outcomes Mapped to University Principles**

<table>
<thead>
<tr>
<th>University Principles</th>
<th>DNP Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Plan for the use of economic and human resources to maximize the potential of a program or school.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Propose how technology and simulation can be effectively integrated into nursing education.</td>
</tr>
<tr>
<td>Accountability</td>
<td>Evaluate curricula in order to meet the needs of communities of interest.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Create an assessment plan for a nursing program that provides direction for program improvement as well as meets state and accreditation requirements.</td>
</tr>
</tbody>
</table>

Normal time to complete this program attending American Sentinel University part time is three years.

**Disclosure Information on Gainful Employment**

http://www.americansentinel.edu/ge/Gedt_DNPEDU.html
Infection Prevention and Control Certificate Program

The purpose of the certificate program is to educate health professionals on the principles of infectious diseases and promote the principles of infection prevention and control in health settings and the community at large. Health professionals who manage infectious diseases to control the outbreak or spread of these diseases (such as physicians, respiratory therapists, medical equipment managers, operating room technicians, public health workers, dieticians and nurses) are ideal candidates for the five-course certificate program in infection prevention and control. Multidisciplinary teams are needed in healthcare settings to stem the epidemic of hospital acquired infections and develop comprehensive infection prevention programs. The core knowledge in this program is based on the latest evidence and recommendations of the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Institute for Healthcare Improvement (IHI), and the American Society of Infection Control Professionals (APIC). Teams are brought together in acute care, long-term acute care, rehabilitation and long-term care settings to address these issues. This program provides education on the requisite skills to be an effective member of these teams.

The Infection Prevention and Control certificate program gives students the didactic information needed to prepare for the Certification in Infection Control (CIC®), offered by the Certification Board of Infection Control and Epidemiology (CBIC®), however, the certificate is not a prerequisite for taking the exam. Please see the CBIC website for the specific requirements to be eligible to take the certification exam: www.cbic.org.

Infection Prevention and Control Certificate Learning Outcomes

- Apply principles of epidemiology to environmental assessment of risk.
- Plan a comprehensive infection prevention and control program.
- Propose a surveillance system.
- Interpret infection control data.

Infection Prevention and Control Certificate Curriculum

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Credit Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(15 credit hours)</strong></td>
<td></td>
</tr>
<tr>
<td>EPI500 Clinical Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO501 Introduction to Identification of the Infectious Disease Processes</td>
<td>3</td>
</tr>
<tr>
<td>N570PE Infection Prevention and Control</td>
<td>3</td>
</tr>
<tr>
<td>N571PE Design of a Surveillance System</td>
<td>3</td>
</tr>
<tr>
<td>N572PE Collection and Interpretation of Surveillance Data</td>
<td>3</td>
</tr>
</tbody>
</table>

* Credit hours are equivalent to semester hours.

Students pay the posted credit hour fee for graduate courses and upon successful completion of the certificate program will earn 15 graduate credit hours.
### Practice Experiences by Program

#### Nursing Programs Practice Experiences

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Practicum</th>
<th>Practice Learning Experience</th>
<th>Precepted Practice Experience</th>
<th>Simulation</th>
<th>Capstone Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN to BSN</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>RN to BSN/MSN</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MSN Nursing Education</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MSN Infection Prevention and Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSN Case Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSN Nursing Informatics</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>MSN Nursing Management and Organizational Leadership</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Infection Prevention and Control Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNP Educational Leadership</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>DNP Executive Leadership</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Total Number of Practice Experience Hours Required by Nursing Program**

<table>
<thead>
<tr>
<th>Nursing Program</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN to BSN</td>
<td>90</td>
</tr>
<tr>
<td>RN to BSN/MSN</td>
<td>490</td>
</tr>
<tr>
<td>MSN</td>
<td>400</td>
</tr>
<tr>
<td>DNP</td>
<td>600</td>
</tr>
</tbody>
</table>

Practice experiences in the nursing programs include a combination of 1) practice learning experiences (PLE), 2) practicums (P), 3) precepted practice experiences (PPE), 4) simulation experiences (S), and 5) capstone hours (CH). The different degree programs have different types of practice experiences.

#### Certified Background
Certified Background, a document tracking and repository service, collects, tracks and monitors students' required documentation.

- This website helps students upload all required documents.
- Students have access to their documents after they graduate.
- Students pay a fee to set up an account with Certified Background. The average cost is between $60 and $150 depending on the student's location and requirements of the state in which he or she resides.
- Certified Background monitors students' posting of the required documents and contacts the student (and American Sentinel) automatically if a student needs to update a document.

To view a Prezi presentation on the Certified Background process, students must visit [http://prezi.com/-p0mlhwg_rzb/final-certifiedbackgroundcom-presentation/?auth_key=552fb14783f6ee1bcd597fc3487ff19e9cbf6eed](http://prezi.com/-p0mlhwg_rzb/final-certifiedbackgroundcom-presentation/?auth_key=552fb14783f6ee1bcd597fc3487ff19e9cbf6eed)

#### Required Student Malpractice Insurance
Several organizations provide malpractice insurance to nursing students. One example is Nurses Service Organization (NSO). The cost of malpractice insurance depends on:
- The student’s state of residence.
- Whether the student graduated from a pre-licensure program within the past 12 months.
- Whether the student works more than 24 hours per week or is currently unemployed.
- The average cost for malpractice insurance in most states (AZ, CA, CO, DC, FL, GA, IA IL, MI, MN, MO, NY, OH, OR, PA, TX and Puerto Rico) is $104/year for $1,000,000 per occurrence/$3,000,000 aggregate coverage per year. It is advisable for all nurses to carry individual malpractice insurance in addition to the malpractice insurance that is covered by their employers.

**Nursing Student Photo Identification**

For security purposes, most healthcare organizations require that students wear photo identification cards on their clothing that is visible at all times when onsite.

**Definition of Terms**

- **Practice experiences** are activities that students complete during the courses in their programs of study. For the RN to BSN program, practice experiences are a combination of the following activities and experiences.

- **Practice learning experiences (PLE)** are embedded course assignments (i.e. interviews, shadowing, etc.) that occur at the workplace or other healthcare setting. PLEs do not require that students obtain an affiliation agreement or preceptor. Example: A student in the Community Health Nursing course interviews a community health nurse to learn more about her or his role in the community. These hours count toward the total practice hours for the RN to BSN program.

- **Practicums (P)** are practice experiences embedded in courses that occur in the workplace or other healthcare site. Ps do not require that students obtain an affiliation agreement, unless it is required by the workplace or the healthcare site. Ps may require that students obtain mentors to work with them to complete the experience. The mentor must be approved by the faculty of record for the course. For P experiences, students need to have a background check posted on an account set up with Certified Background. Students also need to post proof of malpractice insurance for this type of practice experience on the Certified Background account. Example: A student in the Community Health Nursing course has the local community health nurse mentor him or her to complete a community assessment of the student’s local community. These hours count toward the total practice hours for the RN to BSN program.

- **Precepted practice experiences (PPE)** take place in the workplace or other healthcare site. PPEs require that students obtain a preceptor that meets the stated requirement for a preceptor and is employed at the site of the PPE. The university must obtain an affiliation agreement with each PPE site. Students are required to complete specific requirements through Certified Background. Example: An RN to MSN student in the case management specialization program is precepted by a case management nurse in the healthcare facility where the student is employed as a staff nurse. The student sits in on group discussion with the case manager and his or her team. These hours count toward the total practice hours in the RN to MSN program.

- **Simulations (S)** are practice experiences that involve participation in a variety of virtual settings. Example: A student participates in a windshield survey of a virtual neighborhood. These hours count toward the total practice hours for the RN to BSN program.

- **Capstone Hours (CH)** are practice experiences in the DNP Program that occur during students’ scholarly work on their capstone project. Example: A DNP Executive Leadership analyzes the data obtained from a project where he or she replicated a previous research study by administering a survey to staff nurses about workload. These hours count toward the total practice hours for the DNP program.
American Sentinel University’s academic year is 32 weeks long, consisting of two consecutive 16-week semesters. Each semester includes two consecutive eight-week terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/18/16</td>
<td>3/13/16</td>
</tr>
<tr>
<td>February</td>
<td>2/15/16</td>
<td>4/10/16</td>
</tr>
<tr>
<td>March</td>
<td>3/14/16</td>
<td>5/08/16</td>
</tr>
<tr>
<td>April</td>
<td>4/18/16</td>
<td>6/12/16</td>
</tr>
<tr>
<td>May</td>
<td>5/16/16</td>
<td>7/10/16</td>
</tr>
<tr>
<td>June</td>
<td>6/13/16</td>
<td>8/7/16</td>
</tr>
<tr>
<td>July</td>
<td>7/18/16</td>
<td>9/11/16</td>
</tr>
<tr>
<td>August</td>
<td>8/15/16</td>
<td>10/9/16</td>
</tr>
<tr>
<td>September</td>
<td>9/19/16</td>
<td>11/13/16</td>
</tr>
<tr>
<td>October</td>
<td>10/17/16</td>
<td>12/11/16</td>
</tr>
<tr>
<td>November</td>
<td>11/14/16</td>
<td>1/08/17</td>
</tr>
<tr>
<td>December</td>
<td>12/19/16</td>
<td>2/12/17</td>
</tr>
</tbody>
</table>
### Bachelor’s Programs

#### RN to BS Nursing

<table>
<thead>
<tr>
<th>Tuition: Multi-Course/Credit Hours (12 credit-hour commitment)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit hour</td>
<td>$380</td>
</tr>
<tr>
<td>Total number of credit hours</td>
<td>60</td>
</tr>
<tr>
<td>Total tuition</td>
<td>$11,400-22,800 (depends on the number of transfer credits)</td>
</tr>
</tbody>
</table>

#### Fees

- Application fee: $0
- Course extension fee: $65
- Late course registration fee: $50
- Program switch fee: $150
- Prior learning assessment fee (per course): $300
- Test out fee (per test): $300
- Graduation fee (payable 2 weeks prior to graduation): $125
- Graduation ceremony attendance fee: $125
- Transcript fee (for each transcript requested): $10 per request
- New student resource fee: $175
- Resource fee: semester students (Title IV recipients): $140 per 12 credit hours
- Resource fee: term students (Non-Title IV recipients): $140 per 12 credit hours

#### Other Costs

- **Books:**
  - New books cost approximately $150 per course. Students may purchase used books. Students are not required to purchase books and materials directly from the university. Many courses use eBooks and discounts are available from several sources.

Students residing in the states of Arkansas should refer to the State Regulatory section of the catalog for specific information regarding their tuition and credit hour requirements.

### Master’s Programs
<table>
<thead>
<tr>
<th></th>
<th>M.S. Nursing, Course-based MBA Healthcare, M.S. Business Intelligence and Analytics, M.S. Information Systems Management</th>
<th>RN to B.S. Nursing/M.S. Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition per credit hour</td>
<td>$495</td>
<td>$380 for undergraduate courses</td>
</tr>
<tr>
<td></td>
<td>$495 for graduate courses</td>
<td>$495 for graduate courses</td>
</tr>
<tr>
<td>Total number of credit hours</td>
<td>36</td>
<td>51 undergraduate credit hours</td>
</tr>
<tr>
<td></td>
<td>36 graduate credit hours</td>
<td>36 graduate credit hours</td>
</tr>
<tr>
<td>Total tuition</td>
<td>$8,910-$17,820 (if no prerequisite courses; depends on the number of transfer credits)</td>
<td>$18,375-37,200 (depends on the number of transfer credits)</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application fee</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Course extension fee</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Program switch fee</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Prior learning assessment fee</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Test out fee (per test)</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Graduation fee (payable two</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>weeks prior to graduation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation ceremony</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>attendance Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript fee (for each</td>
<td>$10 per request</td>
<td>$10 per request</td>
</tr>
<tr>
<td>transcript requested)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New student resource fee</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>Resource fee: semester students</td>
<td>$140 per 12 credit hours</td>
<td>$140 per 12 credit hours</td>
</tr>
<tr>
<td>(Title IV recipients)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource fee: term students</td>
<td>$140 per 12 credit hours</td>
<td>$140 per 12 credit hours</td>
</tr>
<tr>
<td>(non Title IV recipients)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>New books cost approximately $150 per course. Students may purchase used books. Students are not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>required to purchase books and materials directly from the University. Many courses use eBooks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and discounts are available from several publishers.</td>
<td></td>
</tr>
</tbody>
</table>
### Costs associated with background checks and malpractice insurance

Students enrolling in the RN to BSN/MSN or MSN program are required to establish a Certified Background account that collects, tracks and monitors the documentation required for the practice experiences you will complete during your nursing program. Fees vary by state, please contact Certified Background and your insurance company for actual costs. Contact [www.certifiedbackground.com](http://www.certifiedbackground.com).

### Practicum Workroom

A fee of $400 per 8-week term will be charged for students who need to enroll in one or more Practicum Workrooms to complete practice hours because they received transfer credit for one or more MSN courses that did not contain the required practice hours, or enrolled in the DNP Executive Leadership specialization and did not complete 400 practice hours during their master’s program. This allows students to earn the practice hours required to complete a MSN program (400 hours) or the DNP program (1,000 post baccalaureate hours). This fee is non-refundable once the 8 week term has commenced.

### Project-based MBA Healthcare

<table>
<thead>
<tr>
<th><strong>Tuition</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard rate</td>
<td>$3,500/16-week period</td>
</tr>
<tr>
<td><strong>Total standard tuition</strong></td>
<td>$14,000 (based on completing the program in four 16-week periods)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fees</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$0</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
</tr>
<tr>
<td>Program switch fee</td>
<td>$150</td>
</tr>
<tr>
<td>Graduation fee (payable 2 weeks prior to graduation)</td>
<td>$125</td>
</tr>
<tr>
<td>Graduation ceremony attendance fee</td>
<td>$125</td>
</tr>
<tr>
<td>Transcript fee (for each transcript requested)</td>
<td>$10 per request</td>
</tr>
<tr>
<td>New student resource Fee</td>
<td>$175</td>
</tr>
<tr>
<td>Resource Fee</td>
<td>$140 per 16-week period</td>
</tr>
<tr>
<td><strong>Prior learning assessment fee</strong></td>
<td>Not available at this time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Costs</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
<td>All digital resources needed for the program will be provided in MySentinel Resource Center MySRC (specifically designed for the project-based program) and are already covered by your tuition and the Resource Fee. This includes textbooks, videos, lectures, current articles, whitepapers, webinars, tutorials, job aids and demonstrations. Any books will be provided in electronic format and are part of the program’s tuition and resource fees. Students can utilize as many or as few of the resources as they need. Students are expected to base their projects on actual or virtual organizations; using their employers’ resources is acceptable within the program’s guidelines.</td>
</tr>
</tbody>
</table>
# Doctoral Program

## Doctor of Nursing Practice

### Tuition

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit hour</td>
<td>$690</td>
</tr>
<tr>
<td>Total number of credit hours</td>
<td>42 (Plus 9 additional MSN credit hours for non-MSN degree holding students enrolling into DNP Executive Leadership Program using Option B)</td>
</tr>
<tr>
<td>Total tuition</td>
<td>$24,840-28,980 (depending on the number of transfer credits) $33,435 (if 9 additional MSN credits required)</td>
</tr>
</tbody>
</table>

### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$0</td>
</tr>
<tr>
<td>Course extension fee</td>
<td>$65</td>
</tr>
<tr>
<td>Program switch fee</td>
<td>$150</td>
</tr>
<tr>
<td>Graduation fee (payable 2 weeks prior to graduation)</td>
<td>$125</td>
</tr>
<tr>
<td>Graduation ceremony attendance fee</td>
<td>$125</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
</tr>
<tr>
<td>Transcript fee (for each transcript requested)</td>
<td>$10 per request</td>
</tr>
<tr>
<td>DNP resource fees</td>
<td>$300 twice during the program</td>
</tr>
<tr>
<td>DNP capstone fees***</td>
<td>Capstone Project II $1,200 Capstone Project III $1,200</td>
</tr>
<tr>
<td>DNP capstone continuation fee</td>
<td>The purpose of this fee is to cover expenses for resources and faculty support when a student slows down or discontinues progress on his/her Capstone project. This $350 fee is assessed monthly when a student fails to meet the required perquisite deliverables for Capstone II or Capstone III. See DNP Capstone Guide for further information.</td>
</tr>
</tbody>
</table>

### Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>An estimated cost of textbooks and other learning materials required for the program is $2,500. Students are not required to purchase books and materials directly from the university. Many courses use eBooks and discounts are available from several publishers.</td>
</tr>
<tr>
<td>Residency</td>
<td>DNP students are required to attend two residencies. Estimated costs for meals and travel for on-site Residency I is $650. Estimated cost for software for virtual Residency II is $50-100.</td>
</tr>
<tr>
<td>Costs associated with background checks and malpractice insurance</td>
<td>Students enrolling in the DNP program are required to establish a Certified Background account that collects, tracks and monitors the documentation required for the practice experiences you will complete during your nursing program. Fees vary by state, please contact Certified Background and your insurance company for actual costs. Contact <a href="http://www.certifiedbackground.com">www.certifiedbackground.com</a>.</td>
</tr>
<tr>
<td>Practicum Workroom</td>
<td>A fee of $400 per 8-week term will be charged for students who need to enroll in one or more Practicum Workrooms to complete practice hours because they received transfer credit for one or more MSN courses that did not contain the required practice hours, or enrolled in the DNP Executive Leadership specialization and did not complete 400 practice hours during their master’s program. This allows</td>
</tr>
</tbody>
</table>
students to earn the practice hours required to complete a MSN program (400 hours) or the DNP program (1,000 post baccalaureate hours). This fee is non-refundable once the 8 week term has commenced.

***Students in the DNP program are assessed a capstone fee ($1,200) prior to the start of the Capstone II Project course and a capstone fee ($1,200) prior to the start of the Capstone Project III course. During the capstone process students work with a committee that includes a mentor and a faculty member who provide students with individualized and expert guidance as they work on each of the key stages of the capstone project: topic selection and focus, proposal development and defense, Institutional review board (IRB) application, project implementation and analysis and final paper and defense.

Certificate Programs

<table>
<thead>
<tr>
<th>Tuition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit hour</td>
<td>$495</td>
</tr>
<tr>
<td>Total number of credit hours*</td>
<td>15</td>
</tr>
<tr>
<td>Total tuition</td>
<td>$7,425</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$0</td>
</tr>
<tr>
<td>Course extension fee</td>
<td>$65</td>
</tr>
<tr>
<td>Program switch fee</td>
<td>$150</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation fee (payable two weeks prior to graduation)</td>
<td>$125</td>
</tr>
<tr>
<td>Graduation ceremony attendance fee</td>
<td>$125</td>
</tr>
<tr>
<td>Transcript fee (for each transcript requested)</td>
<td>$10 per request</td>
</tr>
<tr>
<td>New student resource fee</td>
<td>$175</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$140 per 12 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>New books cost approximately $150 per course. Students may purchase used books. Students are not required to purchase books and materials directly from the University. Many courses use eBooks and discounts are available from several publishers.</td>
</tr>
<tr>
<td>Costs associated with background checks and malpractice insurance</td>
<td>Students enrolling in the Infection Prevention and Control Certificate program are required to establish a Certified Background account that collects, tracks and monitors the documentation required for the practice experiences you will complete during your nursing program. Fees vary by state, please contact Certified Background and your insurance company for actual costs. Contact <a href="http://www.certifiedbackground.com">www.certifiedbackground.com</a>.</td>
</tr>
</tbody>
</table>
### Military Tuition Rates per Credit Hour **

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Tuition per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor's programs</strong></td>
<td></td>
</tr>
<tr>
<td>Active-duty military</td>
<td>$260</td>
</tr>
<tr>
<td>Non-active-duty military</td>
<td>$290</td>
</tr>
<tr>
<td><strong>Master's programs (Course-based)</strong></td>
<td></td>
</tr>
<tr>
<td>Active-duty military</td>
<td>$290</td>
</tr>
<tr>
<td>Non-active-duty military</td>
<td>$330</td>
</tr>
<tr>
<td><strong>Master's programs (Project-based)</strong></td>
<td></td>
</tr>
<tr>
<td>Active-duty and non-active-duty military</td>
<td>$3,300</td>
</tr>
<tr>
<td><strong>Doctor of Nursing Practice</strong></td>
<td></td>
</tr>
<tr>
<td>Active-duty military</td>
<td>$660</td>
</tr>
<tr>
<td>Non-active-duty military</td>
<td>$660</td>
</tr>
<tr>
<td><strong>Infection Prevention and Control Certificate</strong></td>
<td></td>
</tr>
<tr>
<td>Active-duty military</td>
<td>$290</td>
</tr>
<tr>
<td>Non-active-duty military</td>
<td>$330</td>
</tr>
</tbody>
</table>

### Military Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Bachelor's, Course-based Master's, and IPC Certificate Programs</th>
<th>Project-based Master's Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Course extension fee</td>
<td>$65</td>
<td>Not available for this program</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Program switch fee</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Prior learning assessment fee (per course)</td>
<td>$300 – Not available for IPC Certificate</td>
<td>Not available at this time</td>
</tr>
<tr>
<td>Test out fee (per test)</td>
<td>$300 – Not available for IPC Certificate</td>
<td>Not available at this time</td>
</tr>
<tr>
<td>Graduation fee</td>
<td>Provided by military scholarship</td>
<td>Provided by military scholarship</td>
</tr>
<tr>
<td>Graduation ceremony attendance fee</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>Transcript fee (for each transcript requested)</td>
<td>$10 per request</td>
<td>$10 per request</td>
</tr>
<tr>
<td>New student resource fee</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>Resource fee: semester students (Title IV recipients)</td>
<td>$140 per 12 credit hours</td>
<td>$140 per 16-week period</td>
</tr>
<tr>
<td>Resource fee: term students (Non-Title IV recipients)</td>
<td>$140 per 12 credit hours</td>
<td>$140 per 16-week period</td>
</tr>
</tbody>
</table>

### Books

New books cost approximately $150 per course. Students may purchase used books. Students are not required to purchased books and material directly from the university. Many courses use eBooks and discounts are available from several publishers.
Students are expected to base their projects on actual or virtual organizations; using their employers’ resources is acceptable within the program’s guidelines.

<table>
<thead>
<tr>
<th>Military Fees</th>
<th>Doctor of Nursing Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$0</td>
</tr>
<tr>
<td>Course extension fee</td>
<td>$65</td>
</tr>
<tr>
<td>Late course registration fee</td>
<td>$50</td>
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<tr>
<td>Program switch fee</td>
<td>$150</td>
</tr>
<tr>
<td>Graduation fee</td>
<td>Provided by military scholarship</td>
</tr>
<tr>
<td>Graduation ceremony attendance fee</td>
<td>$125</td>
</tr>
<tr>
<td>Transcript fee (for each transcript requested)</td>
<td>$10</td>
</tr>
<tr>
<td>DNP resource fees</td>
<td>$300 twice during the program</td>
</tr>
<tr>
<td>DNP capstone fees***</td>
<td>Capstone Project II $1,200</td>
</tr>
<tr>
<td></td>
<td>Capstone Project III $1,200</td>
</tr>
<tr>
<td>DNP capstone continuation fee</td>
<td>The purpose of this fee is to cover expenses for resources and faculty support when a student slows down or discontinues progress on his/her Capstone project. This $350 fee is assessed monthly when a student fails to meet the required perquisite deliverables for Capstone II or Capstone III.</td>
</tr>
<tr>
<td>Books</td>
<td>An estimated cost of textbooks and other learning materials required for the program is $2,500. Students are not required to purchase books and materials directly from the university. Many courses use eBooks and discounts are available from several publishers.</td>
</tr>
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</tr>
<tr>
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<tr>
<td>Practicum Workroom</td>
<td>A fee of $400 per 8-week term will be charged for students who need to enroll in one or more Practicum Workrooms to complete practice hours because they received transfer credit for one or more MSN courses that did not contain the required practice hours, or enrolled in the DNP</td>
</tr>
</tbody>
</table>
Executive Leadership specialization and did not complete 400 practice hours during their master’s program. This allows students to earn the practice hours required to complete a MSN program (400 hours) or the DNP program (1,000 post baccalaureate hours). This fee is non-refundable once the 8 week term has commenced.

*All credit hours are equivalent to semester units.

**Auxiliary members receive same benefits as non-active military. All spouses receive same benefit as their military/auxiliary member counterpart. Rates reflect tuition only in accordance with Change 3 to Department of Defense (DoD) Instruction 1322.25, “Voluntary Education Programs.”

***Students in the DNP are assessed a capstone fee ($1,200) prior to the start of the Capstone II Project course and a capstone fee ($1,200) prior to the start of the Capstone Project III course. During the capstone process students work with a committee that includes a mentor and two faculty members who provide students with individualized and expert guidance as they work on each of the key stages of the capstone project: topic selection and focus, proposal development and defense, Institutional review board (IRB) application, project implementation and analysis and final paper and defense.

American Sentinel reserves the right to adjust the tuition and fees charged for future semesters. Notice of any tuition and fees adjustments will be sent electronically and/or mailed to currently enrolled students 60 days prior to the effective date of the adjustment.
**ACADEMIC POLICIES**

**Academic Policy Authority**
American Sentinel University’s academic policies undergo periodic review by the Chief Academic Officer, deans and faculty representatives to ensure they are consistent with administrative policy and meet the requirements of applicable oversight agencies. The Academic Policy Committee approves all changes to academic policies. Questions regarding the interpretation of academic policies should be submitted to the Chief Academic Officer.

The Chief Academic Officer is responsible for communicating, interpreting and ensuring the implementation of the university’s academic policies. The Chief Academic Officer is also responsible for determining how to proceed when an issue is not directly addressed in the academic policies or whether conditions warrant an exception to an existing policy.

Only the Chief Academic Officer may approve an exception to an academic policy. All policy exceptions must be in writing and placed in the student’s official file. Documentation should include the following:

- Name and title (or student ID) of the person requesting the exception
- Date of the request
- Description of the requested exception
- Reason for the exception

**Academic Records**
American Sentinel University generates and collects academic records to advise students about their admissions status and academic progress and to understand the overall effectiveness of their academic effort. The university is responsible for maintaining the integrity and confidentiality of these documents, retaining them for the appropriate period of time, assuring their validity and keeping them secure. Accessing, copying, transferring or destroying student academic records must be carried out in strict compliance with applicable federal and state regulations, including the Family Educational Rights and Privacy Act of 1974. The Document Retention policy is designed to ensure that only pertinent and necessary records are kept.

**Access to Student Academic Records** and the *Family Education Rights and Privacy Act*
All student education records are protected by the Family Education Rights and Privacy Act of 1974 (FERPA). Education records are all records directly related to the student.

**Student FERPA Rights**
FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education record(s) within 45 days of the day the registrar receives a written request for access identifying the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. Students may obtain copies of their education records for a nominal fee.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading or in violation of their privacy rights. A written request for amendment that fully describes the specific reason(s) for the requested change must be given to the registrar. Following review, the student will be informed of any amendments or denials of amendment to his or her education records, including a detailed explanation for the decision rendered. Students have a right to a hearing regarding the request for amendment by making a written request to the Grievance and Appeals Committee and presenting evidence relevant to the disputed issues. All decisions made by the Grievance and Appeals Committee are final. Copies of all requests and written documentation regarding the contents of a student’s education record will be retained as part of that student’s permanent record.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S Department of Education concerning alleged failures of the university to comply with the requirements of FERPA. The office that administers FERPA is:

   Family Policy Compliance Office  
   U.S Department of Education  
   400 Maryland Avenue, SW Washington, D.C. 20202-8520

**Disclosure Without Consent**
In specific circumstances, FERPA authorizes disclosure of personally identifiable information from educational records without the prior written consent of the student. One such circumstance is disclosure to school officials with legitimate educational
interests. A school official is a person employed by a school in an administrative, supervisory, academic, research or support
staff position, or a member of the board of trustees. A school official has legitimate educational interest if the official needs to
review education records in order to fulfill his or her professional responsibility. Other instances where student information may
be disclosed without the permission of the student include, but are not limited to:

- Disclosure made to authorized representatives of the U.S. Department of Education, the Office of the Inspector
  General, accreditation and licensure agencies, and state and local education authorities.
- Disclosure in connection with financial aid for which the student has applied.
- Disclosure made to the student’s parent(s) if the student is a dependent (as defined by the U.S. Internal Revenue
  Service).
- Disclosure made to organizations that are conducting studies concerning the administration of student aid programs on
  behalf of educational agencies or institutions.

Record of Disclosures
The registrar maintains a record of each request for access and each disclosure of personally identifiable information from the
education records of each student. This record will be maintained with the education records of each student and will include the
parties who have requested or received information and the legitimate interests the parties had in requesting or obtaining the
information.

The university is not required to keep record of disclosures made to:

- The student.
- Any school official with a legitimate educational interest.
- Any party with written consent from the student.
- Any party receiving records as directed by law enforcement subpoena whereby the court has ordered that the
  existence of the subpoena not be disclosed.

Compliance with Jacob Wetterling Act and the Campus Sex Crimes Prevention Act
The Campus Sex Crimes Prevention Act (CSCPA) of 2000 was an amendment to the Jacob Wetterling Act of 1998. CSCPA
requires registered sex offenders to report enrollment or employment at institutions of higher education. Those seeking to obtain
information about registered sex offenders should visit www.snopr.gov. If state officials notify an educational institution of
information concerning registered sex offenders, FERPA does not prevent educational institutions from disclosing such
information.

Academic Records Definitions
Academic records are all records directly related to the student and maintained by the school or a party acting for the school.
Academic records include, but are not limited to:

- Academic transcripts from American Sentinel.
- Dates of attendance.
- Admission documents, including the application for admission, enrollment agreement, placement examination results,
  U.S. residency classifications (if applicable) or any other documentation required for admission.
- Academic achievement documents including proficiency examination results, prior college transcripts and transfer
  credit evaluation.
- Student status change forms: course adds/deletes, program changes, grade changes, course withdrawals, name
  changes, ID changes, school withdrawal forms and academic dismissal appeals.

Examples of Academic Management Records
- Class lists
- Class schedules
- Instructor grade records
- Periodic enrollment figures
- Satisfactory academic progress reports
- Student complaints

Student Academic File Contents
In accordance with American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, student files
may contain the following documents:

- Acceptance letter
- Application for admission
- Enrollment agreements
• Name change authorizations
• Official transcripts from other colleges and evaluation of transfer credit
• Readmission forms
• RN licensure documentation
• TOEFL/IELTS reports for international students

Additionally, the following registration, attendance and academic progress records are maintained as part of the student’s permanent file:
• Academic action authorizations (dismissal, etc.)
• Academic advising and/or appeal documentation
• Academic records
• Applications for graduation
• Applications for reentry
• Changes of course (add/drop forms)
• Changes of grade forms
• Credit by examination reports/scores (CLEP, AP)
• Disciplinary action documents (are kept in a file separate from the student’s academic record)
• FERPA documents
• Final transcript of the student’s academic record
• Relevant correspondence
• Student disclosure form
• Transcript requests
• Transfer credit evaluations
• Withdrawal authorizations

Document Retention
All records for applicants who do not enter school are kept for one year. Such records are not covered by FERPA. All academic records for matriculated students, including non-degree-seeking students are kept on site for a period of at least five years from the last date of attendance. Academic records for matriculated students who attended American Sentinel longer than five years ago may be housed offsite at a location deemed to be secure from fire, theft, water damage and other forms of damage or neglect. These records are kept indefinitely.

Academic management records will be retained according to the following guidelines:
• All faculty schedules are retained for three years.
• A final attendance report for each term will be retained for five years after the completion of that term. After the retention period, these reports may be discarded.
• Academic management records not otherwise described will be retained for five years.

The university keeps required records in hard copy or computer file, optical disc (CD/DVD) or other media formats provided that all record information is retrievable in a coherent hard copy format. Any document containing a signature, seal, certification or any other image or mark to validate its authenticity is maintained in original hard-copy form or in an imaged media format. All imaged media format used to maintain required records is capable of reproducing an accurate, legible and complete copy of the original document at approximately the same size of the original document when printed.

To prevent the unintended disclosure or destruction of a student’s private information, all academic records are kept in a secure, locked and fireproof location. Acceptable means of protection include fire-rated file cabinets, a secure vault and microfilm records, computer disc, backup tape, printout records (of digital records) or hard copies. The registrar keeps the keys to the files.

Disposal of Sensitive Documents
All employees who handle sensitive or confidential documents must use discretion in viewing, copying, transferring and destroying these documents. No documents other than the exceptions following are to be destroyed, deleted or removed from any file. Exceptions include: purely personal documents (in the sole possession of the maker, such as private advising notes), class materials and classroom work products, lesson plans, syllabi and exercises. Attendance records are kept. With these exceptions, no documents may be destroyed without the written approval of the Chief Academic Officer.

Academic Transcripts
An academic transcript is an official and complete copy of a student’s academic work, which includes any official academic actions or changes, such as degrees, transfers or proficiency credit, special academic status, withdrawals or dismissals. All permanent academic records, including transcripts, are maintained by the university registrar.

Students may obtain official or unofficial copies of their American Sentinel University transcripts:
• Official transcripts – Printed on security paper, forwarded to a third party and signed and embossed by the university registrar. Official copies may be issued to the student, but will be stamped “Issued to Student.”
• Unofficial transcripts – Marked unofficial and printed on standard photocopy paper.

The reverse side of the transcript contains a key of terms and definitions, which helps clarify the information contained in the transcript. The key may contain, define or describe:

• Academic calendar (and its definition)
• Date of last revision to the key
• Definition of academic terms
• FERPA re-disclosure statement
• Grading system
• Institutional policy on recording all courses attempted
• Institutional policy on withdrawals, transfer credits, incompletes and repeated courses
• Method of certification as an official transcript (card stock used, embossed seal, etc.)
• Method of GPA calculation
• Name, address and telephone number of the institution
• Unit of credit definition
• Warning against alteration or forgery

External Transcripts and Records
External transcripts and records, such as high school or GED transcripts, transcripts from other colleges or universities and other official records, are retained as part of a student’s permanent record. Access is limited to authorized school employees. Once received, these records become the property of American Sentinel University.

Student Name Changes
Students requiring a name change after applying to American Sentinel must submit one of the following documents:

• Certified copy of marriage license
• Court order or dissolution decree
• Court-filed name change documents

Non-U.S. citizens may submit a current passport or official proof of identity. Name changes can only be processed for current students. Former students, including those who have graduated, cannot change the name on their official university records, including their diploma.

Attendance and Participation Policy

Course-based Programs
The academic week begins on Monday at 6:00 a.m. Mountain Time and ends on Monday at 5:59 a.m. Mountain Time. Students must actively participate in courses by turning in assignments and posting to discussion forums each week (except in project-based programs). Students must post at least one time in week one to be considered as an active student in the course. Failure to post in week one classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course. Students who add a course on the last day of the add/drop period may extend the first week of the term (only) through the following Tuesday at 5:59 a.m. Mountain Time.

Attendance
American Sentinel takes attendance at the start of each term/semester. The start of the second week is designated as the census date. To be counted in attendance for census purposes, a student must post to the online classroom at least once in the first week. Failure to post in week one classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course.

Participation
Active student and faculty participation in the online classroom is intended to be a rich educational experience for all students. Meaningful participation in the classroom discussions is expected and graded. Failure to participate in the online discussions will impact the grade for the course. Active-duty military members should discuss any participation limitations with the instructor.

Continuous Enrollment
Continuous enrollment is defined as being enrolled in classes at American Sentinel without a break of eight or more consecutive months. Re-admission is necessary for any student who wants to resume degree candidacy after any of the following situations occur:

• Withdrawal from university.
- Failure to begin a course within eight months.
- Interruption of continuous enrollment.
- Disciplinary suspension, indefinite expulsion or expulsion.
- Returning for another undergraduate degree after completing an associate or baccalaureate degree. If readmitted, students must follow the catalog in effect at the time of their reenrollment.

In cases when the university no longer teaches required courses, the appropriate dean may designate a reasonable substitute.

**Project-based Programs**

The academic week begins on Monday at 6:00 a.m. Mountain Time and ends on Monday at 5:59 a.m. Mountain Time. Students must actively participate in the weekly sessions with the faculty coach to be considered as an active student in the project-based programs. Failure to participate in the week one session classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically withdrawn from the 16-week project. Students who are added to a project on the last day of the add/drop period may extend the participation requirement of the first week of the 16-week period (only) through the next scheduled meeting with the faculty coach.

**Attendance**

American Sentinel takes attendance at the start of each 16-week period. The start of the second week is designated as the census date. To be counted in attendance for census purposes, a student must have participated in the first week’s session with the faculty coach. Failure to meet the week one participation requirement classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically withdrawn from the project.

**Participation**

Active student and faculty coach participation in the online classroom results in an enriched educational experience for all students. Meaningful participation in the weekly sessions with the faculty coach is required. Failure to participate in the weekly sessions will result in removal from the 16-week project period. Active-duty military should discuss any participation limitations with the instructor.

**Continuous Enrollment**

Continuous enrollment is defined as being enrolled in a program at American Sentinel without a break of eight or more consecutive months. Re-admission is necessary for any student who wants to resume degree candidacy after any of the following situations occur:

- Withdrawal from university.
- Failure to begin a project within eight months.
- Interruption of continuous enrollment.
- Disciplinary suspension or expulsion.

If readmitted, students must follow the catalog in effect at the time of their reenrollment. In cases when the university no longer teaches required projects/competencies, the appropriate dean may designate a reasonable substitute.

**Accommodations for Military Students**

Military students may find it difficult because of military-related commitments to follow the above Attendance and Participation policies verbatim. When military commitments, such as exercises, deployments or permanent change of station orders cause difficulties in following these policies, as an SOC consortium member and military-friendly school, American Sentinel is committed to minimizing administrative issues and helping students navigate academic policies that might impede completion of a course or program when the military commitment causing the difficulty is ended. However, when such military situations arise, students are expected to communicate with the university as soon as possible through their course faculty member, student success advisor or military advisor. Depending on the situation, military documentation may be required to validate requests requiring significant deviation from normal policy. Timely communication with the university in some cases may eliminate or minimize financial obligations such as TA repayment of failed courses.

**Accommodations for Students with Disabilities**

American Sentinel University is an Equal Opportunity Educational Institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Applicants, prospective students or current students with disabilities have the following rights and responsibilities:

- Right to equal access to all programs.
- Disability records will be maintained separately from academic records. Disability records will be used solely to determine appropriate services.
- Responsibility to give advance notification of accommodations needed prior to the beginning of enrollment.
- Responsibility to submit both documentation of their disability and a request for services.
- Responsibility to initiate the request for services or accommodations. Requests should be addressed to the university president. Students must communicate to the university president or designated members of the university staff the nature of their disability and any necessary and reasonable accommodations to allow them full participation in programs. Students must meet the requirements of the academic program of study with or without reasonable
accommodation. Students are encouraged to submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university’s review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student.

Any interruption in education may affect a student's eligibility for financial aid.

All students seeking accommodation under Section 504 of the Rehabilitation Act or the ADA must submit documentation of physical or mental disability from qualified medical or testing personnel. Expenses incurred in obtaining such documentation are the responsibility of the student. The following documentation should be forwarded to the university president upon admission or at any time concurrent with a request for accommodations:

**For physical disabilities:**
- A statement of the physical impairment from a licensed healthcare professional who is qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation for reasonable classroom accommodations.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram, type of hearing loss (conductive, sensor, or neural) and the degree of the hearing loss (for resident programs such as the DNP Educational Leadership).

**For mental disabilities:**
- A statement or report from a licensed psychologist or psychiatrist that includes the following items:
  - Statement of DSM-IV condition or impairment.
  - Summary of assessment procedures used to make the diagnosis.
  - Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
  - Current medications and side effects.
  - A description of functional limitations in a major life activity.
  - Recommendations for reasonable accommodations for the classroom and clinical setting (for the online classroom).

**For learning disabilities:**
- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history and psychosocial history.
- A record of comprehensive testing that is current (within past two years and after age of 18).
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the classroom and clinical setting.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the university president within 10 calendar days of the discrimination incident. A hearing will be scheduled within seven calendar days of the notification at which time the student has the right to present further evidence and bring witnesses to support their position. Students also have the right to file an ADA or Section 504 complaint with the State Office of Civil Rights (OCR).

**Enrollment Policy**

Once students are enrolled, they must register for their courses within the stated registration period for any given term. For details, see the academic calendar. Courses are offered to provide students with convenience and flexibility to complete their studies. However, students should note the requirements and prerequisites for each class when reviewing the syllabus for each course in order to be very clear on specific faculty expectations.

Students may change their program of study or specialization after consultation with student success advisors. Changing a program of study or specialization will require a new degree plan issued by the university. In addition, students changing a program of study will be assessed a program switch fee.

**Withdrawing from the University**

**Student-Initiated Withdrawals**

Students who wish to withdraw from the University should notify their student success advisor. Students must clearly identify the effective date of withdrawal, which must be on or after the date of notification, and the reason for the withdrawal. Students may make the notification in any manner (e.g., phone, email, fax, mail, in person). The official withdrawal date is defined as the date the school is notified.
Administrative-Initiated Withdrawals
The dean or designee may initiate a withdrawal for violation of policy without the student’s request. The university registrar will enter an administrative withdrawal in the student’s record if the student:

- Fails to return from a standard period of non-enrollment.
- Fails to maintain satisfactory academic progress.
- Fails to maintain passing grades.
- Fails to pay tuition and fees on time.
- Fails to comply with the university’s academic policies.
- Fails to disclose a felony.
- Engages in improper or unlawful conduct.
- Brings discredit to the university.
- Engages in behavior that interferes with the educational process or human or civil rights of another student or American Sentinel employee.
- Fails to comply with the university’s rules and regulations as published in this catalog.

Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund policy.

COURSE POLICIES

Concurrent Course Registration
Concurrent course registration occurs when a student registers for more than one course in an 8-week term and also registers for one or more courses in a subsequent month. At no time may a student be registered for more than four courses concurrently in a 16-week period. Concurrent course registration cannot violate progression or prerequisite requirements. Concurrent course registration is subject to course availability. In unique cases and with prior approval of the Dean, a student may register for more than four courses in a 16-week period.

Add/Drop
Students who wish to add/drop a course must notify their student success advisor by phone (303.991.1575), fax (866.894.1575) or email (services@americansentinel.edu).

Students may add/drop a course through the first week of the term or semester. Students wishing to add/drop courses after the first week of the term or semester must contact their student success advisor.

Drops
Students who wish to drop a course must notify their student success advisor by phone (303.991.1575), fax (866.894.1575) or email (services@americansentinel.edu).

Course-based Programs
- Prior to the start of the course through week 1 drops: Students may drop a course through the first week of the term for no additional fee. Courses dropped in the first week will not appear on the student’s transcript. American Sentinel’s academic week starts on Monday at 6:00 a.m. and runs through the following Monday at 5:59 a.m. (seven full days). Students who drop a course in the first week may also add a course at the same time without paying the late registration fee.
- Weeks 2-5 drops: Students may drop a course between week two and the last day of week five for no additional fee. Courses dropped during this period will appear on the student’s transcript with the letter grade of W. W grades are not included in the student’s GPA calculation. Students may not drop a course after week five.
- American Sentinel will process a refund for courses dropped according to the Tuition Refund policy. Refunds will be processed and paid within 30 days of the effective date of the course drop. If the student owes any balance on their student account to the university, any refund will be applied toward the balance first before being sent to the student.

Project-based Programs
- Prior to the start of the 16-week period through week 1 drops: Students may drop from a 16-week period through the first week of that period for no additional fee. American Sentinel’s academic week starts on Monday at 6:00 a.m. and runs through the following Monday at 5:59 a.m. (seven full days). Students who drop a period in the first week may also add a future period at the same time without paying the late registration fee.
• Weeks 2-9 drops: Students may drop a 16-week period between week two and the last day of week nine for no additional fee.
• Students may not drop after week nine.
• Students may request up to two drops from 16-week periods during their program. After two drop requests, students needing additional drops may choose to withdraw and re-enroll into the program.
• American Sentinel will process a refund for periods dropped after the first week and before the last day of the ninth week according to the Tuition Refund policy. Refunds will be processed and paid within 30 days of the effective date of the drop. If the student owes any balance on their student account to the university, any refund will be applied toward the balance first before being sent to the student.

Late Registration
Students who fail to register during the scheduled registration period may register for a course from the day after registration closes until the first Friday after the term has started. To register late for a course, students must visit http://my.americansentinel.edu/Academics/Calendar_Registration.aspx. Students registering late must still post to the course discussion forum to be counted in attendance during week one, as defined in the attendance and participation policy.

Late registration does not change the refund policy, which states that the university processes refunds for courses dropped after week one and before the last day of week five. The refund policy begins with the first day of the course, not the day a student registers. Late registration does not extend the length of the course nor the course end date.

For project-based students, the same registration deadlines as defined for course-based students apply.

Credit Hours
American Sentinel defines one credit hour as 15 actual hours of student engagement in the online classroom and an additional 30 hours of student course engagement through readings, homework and out-of-class work (except in project-based programs). For each three-credit hour course, students are expected to participate in in-class (online) student engagement for at least 45 hours and complete 90 hours of work outside the classroom.

For American Sentinel courses that include practice experiences* each three-credit hour course that includes both didactic activities and practice experiences includes one of the following:

• In-class (online) student engagement for at least 30 hours, 45 hours of practice experiences and 60 hours of work outside the classroom.
• In-class (online) activities for at least 35 hours, 30 hours of practice experiences and 70 hours of work outside the classroom.
• In-class (online) activities for at least 40 hours, 15 hours of practice experiences and 80 hours of work outside the classroom.

*Including practice learning experiences (PLE), practicums (P), simulation (S), precepted practice experiences (PPE) and capstone hours (CH)

The report, "Validation of Time on Task Data," is pulled from the American Sentinel learning platform for student activity in six primary areas: readings, self-testing, progress testing, online discussion forums, other student interaction (learning team activity, project development, study sections, etc.) and other activities (computer software development, capstone project development and execution, etc.). The data is recorded for each student in each course.

Grading Policies
Course grades are based on evaluations of students’ mastery of course objectives. Each instructor’s grading policy will be published in the course syllabus and approved by the dean in advance of the first day of class. A student is responsible for all work assigned during the course and must discuss any issues with completing the required course work with the professor.

Non-Nursing undergraduate courses: Undergraduate students will receive credit for courses in which they earn a grade of D or higher. However, if a student’s GPA falls below 2.0, he or she may be placed on academic probation.

Nursing undergraduate courses: Students in undergraduate nursing courses must earn a C+ or higher to receive program credit.

RN to BSN progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all nursing courses. Students who earn a grade of less than C+ in any nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student’s GPA falls below 2.0 he or she may be placed on academic probation.

RN to BSN/MSN progression: The standard of performance required for undergraduate nursing courses is C+ (77%) or higher in
all nursing courses. Students who earn a grade of C or lower in any undergraduate nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student’s GPA in the undergraduate program falls below 2.0 he or she may be placed on academic probation. The standard of performance required for graduate nursing courses is B (83%) or higher in all nursing courses. Students who earn a grade of B- or lower in any graduate nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student’s GPA in the graduate program falls below 3.0 he or she may be placed on academic probation.

Non-Nursing Graduate courses: Students will receive credit for courses in which they earn a grade of B- or higher. Credit will not be granted for grades of C+ or below. Students who receive a B- may proceed, but must maintain an overall GPA of 3.0. Students who earn a grade of C+ or lower in a graduate course must repeat the course and earn at least a B- in order to complete the program of study.

Project-based master’s programs: In American Sentinel’s project-based master’s programs, students do not earn grades, but earn mastery when they complete a competency area according to scoring rubrics. Students are self-directed in this program, but must make satisfactory academic progress by completing at least two competency areas within 16 weeks.

MSN and DNP progression: The standard of performance required for graduate nursing programs is B (83%) or higher in all nursing courses. Students who earn a grade of less than B in any nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student’s GPA falls below 3.0 he or she may be placed on academic probation.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Grade Point Average
A student’s grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit hours for which grades were awarded. The grade points are calculated by multiplying the grade quality points for the grade earned for each course by the number of credit hours associated with course.

A student’s academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credit hours earned to date. Both GPA and CGPA include classes that are required for graduation in the student’s current program of study (including electives) and exclude developmental courses and any other courses considered to be ineligible by licensing, state or provincial authorities. The CGPA shows whether a student is meeting the standards of academic progress, is eligible for graduation and is eligible for academic honors. American Sentinel grades on a 4.0 (unweighted) GPA scale.

To graduate, undergraduate students must achieve a minimum cumulative GPA of 2.0, and graduate and doctoral degree students must achieve a minimum cumulative GPA of 3.0.

GPA Calculation Example

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade Earned</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>B</td>
<td>3 x 3 = 9</td>
</tr>
<tr>
<td>Western History I</td>
<td>3</td>
<td>C</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>Intro to Computer Science</td>
<td>3</td>
<td>A</td>
<td>3 x 4 = 12</td>
</tr>
</tbody>
</table>
To calculate the semester GPA, add the total grade points, and divide by the number of credit hours attempted. For this example, the semester GPA equals 33/12 = 2.75.

Cumulative Grade Point Average
The cumulative GPA (CGPA) is the overall cumulative academic average achieved by a student. The CGPA becomes permanent at graduation, except for authorized grade changes. In addition:

- If a course is repeated, the highest grade is used for the CGPA. Courses may be taken for credit after proficiency or transfer credit has been awarded. The grade earned is then used for both the term GPA and CGPA.
- Transfer credit may be granted for courses taken at other institutions. Grade points earned at other institutions are not included in the CGPA. However, the course and the grade earned remain on the transcript in the term in which the course was completed.
- A semester/term GPA is not affected by subsequent course repeats or other adjustments to the CGPA.

Grade Reports
Students have access to their grades at any time during their program. Throughout each course, they will be able to keep track of their progress and check assignment due dates, examination dates and grades.

Failing Grades
An undergraduate student who receives a failing grade of F in a required course must repeat the course and receive a passing grade at American Sentinel University. A course for which an F is awarded is included in the semester or term GPA and cumulative GPA. When the student repeats the course and earns a passing grade, the F will no longer be calculated in the cumulative GPA.

Incomplete Grades
An incomplete grade of I signifies that not all required course work was completed during the term/semester. An incomplete grade is a temporary grade that is assigned by a faculty member only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor.
- The student is unable to complete some course work because of unusual circumstances that are deemed acceptable by the professor.

If a student meets the above criteria, he or she may be granted an additional 14 calendar days to complete a course by the faculty member (beyond the official published last day of the course). If the student completes the course, he or she earns a final grade for the course.

Credits associated with courses in which a temporary I grade is received count toward total semester credits attempted and minimum cumulative credits completed at American Sentinel. A temporary I grade does not impact the calculation of cumulative GPA. Credits associated with courses in which a temporary I grade is received will count toward the maximum timeframe for completion (see the Satisfactory Academic Progress policy).

Audit Grade
Students are not allowed to audit courses at American Sentinel University.

Pass/Fail Grade
American Sentinel University does not utilize pass/fail grades in courses for academic credit. In American Sentinel’s project-based master’s programs, students do not earn grades, but earn mastery when they complete a competency area according to scoring rubrics.

Deadline Extensions
Generally, students are not allowed to resubmit assignments that have not been successfully completed. In some situations (subject to the approval of the course professor), a student may be given the opportunity to resubmit an assignment. In extenuating circumstances, some students may be given an extension of the deadline for an assignment. Deadline extensions must be approved by the course professor.
Academic Appeals

Certain academic actions may be appealed, including:

- Academic warning and probation
- Academic dismissal
- Course grades (discussed further in the Grade Appeals Process below)

Academic appeals must be in writing and must be submitted to the dean prior to the end of the add/drop period of the term. Written appeals will be considered by American Sentinel’s Chief Academic Officer or the Grievance and Appeals Committee. Written appeals must contain:

- The student’s name and student ID number
- The date of appeal
- The student’s program of study
- The last date of attendance (for inactive students)
- The reason and nature of the appeal, including the decision or action that is the cause of the appeal
- The specific relief that is sought by the appeal
- An explanation and documentation of any extenuating circumstances
- The student’s signature

It is the student’s responsibility to meet the appeal deadline by the end of the add/drop period of the new term. The Chief Academic Officer or the Grievance and Appeals Committee will take action on the appeal within five business days. Written documentation of the final appeal disposition will become a part of the student’s academic file. The student will be notified in writing and will be given a copy of the final disposition, which must be signed and dated. Decisions made by the Chief Academic Officer or the Grievance and Appeals Committee are final.

Appeals may be made only under extraordinary or unique circumstances. The student submitting the appeal may be required to meet certain conditions to continue or resume enrollment. Appeals granted with conditions must clearly describe the conditions and any time requirements within which they must be fulfilled. Tracking and follow up on the conditions of the appeal must be recorded and placed in the student’s file. A student who fails to meet appeal conditions is subject to immediate dismissal.

Grade Appeals Process

Students that have a disagreement with how an assignment or examination is graded should contact the appropriate faculty member. If the instructor discovers a potential error in grading, the student must return the entire assignment or examination. If warranted, the grade for that assignment or examination may be changed. If so, the instructor notifies the Registrar to change the grade in the student's record. If a grade change is not warranted, the instructor provides clarification to the student, explaining why a change was not made. If the student does not agree with the instructor's change or explanation, the student may appeal this decision as part of an appeal of the final course grade as described below.

Students may appeal final grades if they adhere to the following process:

1. The student must first appeal by email to the faculty member within 30 calendar days after receiving notification of the final grade. The student must clearly state the specifics of his/her appeal. The faculty member will respond to the student by email within seven calendar days.

2. If the student does not agree with the faculty member’s decision, the student may appeal to the Dean’s office by email within 14 calendar days of receiving the faculty member’s response or, if no response was received, within 14 days of when the student originally sent the appeal to the Faculty. The student should forward a copy of his/her original appeal, the faculty member’s response and any additional information that the student believes to be pertinent. The Dean’s office will provide a response to the student’s appeal within 14 days.

3. If the student does not agree with the decision from the Dean’s office, he/she may request a formal appeal. The request for an appeal must be made in writing to the Chief Academic Officer (CAO) within 60 days after the grade was received. The CAO will convene a student Grade Appeals Committee, which consists of:
   a. Two staff members, one of which will be the Director of Student Success or his/her designee and the other a staff member not involved in the issue, and
   b. Three faculty members, two of which must teach in the student’s academic program.

4. The Chief Academic Officer may ask for additional information from the Dean, faculty member or student to bring before the Grade Appeals Committee and should communicate the decision to the student by email, including rationale, as soon as possible but within 30 days of receipt of the appeal. The decision by the Grade Appeals Committee and the Chief Academic Officer is final.
A student’s failure to follow the steps outlined above will disqualify any appeal. A student’s status does not change during the appeal process.

**Student Evaluation and Testing Methods**
American Sentinel is committed to using the most appropriate evaluation procedures to allow students to demonstrate their mastery of academic content. As courses and programs are diverse, so are the types of evaluation. The university regularly reviews its evaluation procedures to ensure their effectiveness. Students’ assessments at the conclusion of each course are reviewed to ensure any student concerns about the appropriateness and impartiality of evaluation methods are addressed.

Many of the evaluation procedures in American Sentinel’s courses provide learning experiences that help integrate students’ classroom knowledge into their work experience, such as writing computer code for a civic organization, developing organizational plans or developing a health assessment procedure. Applying knowledge this way contributes to the development of students’ professional and civic lives.

Course evaluation procedures vary by course. Students are evaluated in one or all of the following methods:

1. **Participation** – Students are required to participate in activity sessions and/or group discussions online. Regular presence and active involvement are essential to the learning process.

2. **Synthesis of required readings research paper** – Some courses require final research papers that build on prior learning, research and reflection and are designed to show evidence of students’ appropriate academic writing style (conforming to the guidelines of the most recent edition of the *Publication Manual of the American Psychological Association* (6th edition, July 2009)).

3. **Exams** – Exams are a formal knowledge-based evaluation methodology. Final exams will be scheduled for three to four days following the end of a course. All exams are to be completed within a specified time. Some exams are open book, while others are proctored (taken in the presence of someone who verifies a student’s identity).

4. **Progress tests** – Some courses provide embedded tests, or progress tests. These are developed by faculty to provide students the opportunity to demonstrate their command of certain content and receive feedback.

5. **Written computer code/program assignments** – Many courses in American Sentinel’s technology degree programs require students to demonstrate their understanding of technological concepts by writing computer code or programs.

6. **Peer evaluation group assignments** – Occasionally, students work in groups on special projects. The peer evaluation process requires peers to assign scores to one another and provide feedback on group assignments. Peer evaluations serve to increase motivation and enhance the learning process.

7. **Projects** – American Sentinel faculty coaches evaluate competency areas within each project in the university’s project-based master’s programs.

8. **ePortfolios** are a formal evaluation methodology to document student growth in knowledge, skills, and attitudes across the program of study. ePortfolio requirements vary by program level and type.

9. **Program evaluation** – Students’ progress through a degree program is monitored to ensure that overall degree program objectives are being met. American Sentinel has established a set of program objectives, required and elective courses, prerequisites, suggested program tracks and suggested career ladders to ensure students meet both program and overall course objectives. Faculty members regularly review students’ progress to maintain high academic and professional standards. Additional or alternate methods of assessment evaluation beyond those listed may be incorporated into courses based on industry standards and program requirements.

10. **Additional or alternate methods of assessment evaluation** beyond those listed may be incorporated into courses based on industry standards and program requirements.

**Proctored Examinations**
Examinations at American Sentinel University are designed specifically for the distance education setting. Some exams must be proctored (taken in the presence of another person who verifies the student’s identity).

Proctored exams must be requested by students prior to the last day of the course. Students are strongly encouraged to request their exams early to ensure that they can take and return them within the allotted timeframe. Proctored exams must be completed within one week of the end of the course. Students who fail to request the exam before the course end date will not be allowed to take the final exam.

Students are allowed to access their textbooks during proctored exams; however, notes and other study materials may not be used. Students are not permitted to access the Internet during the exams. All proctored exams have set time limits, which will be explained by the proctor before the exam begins.

**Proctor Requirements**
Students are responsible for selecting a person of good character with sound credentials as their proctor. In addition to
traditional proctoring arrangements described below, students may make use of the third party online proctor service made available by American Sentinel University. Information about online proctoring is available in courses that require proctored exams. Students making use of the on-demand online proctoring service are not required to select a proctor or receive prior approval. Students are responsible for paying all costs related to proctoring exams as set by the proctoring individual or organization.

Students must select a proctor from one of the following groups

- Librarians: American Sentinel University prefers that librarians proctor exams. Libraries make excellent settings for taking examinations and librarians generally have significant experience proctoring exams. There may be a small proctoring fee charged by librarians.
- Testing centers: Testing centers for taking proctored exams are members of the National College Testing Association (NCTA). NCTA is an organization of testing professionals in post-secondary institutions and testing companies. NCTA has more than 700 members in the United States. The Consortium of College Testing Centers (CCTC) is a free referral service provided by the NCTA to facilitate distance learning. The purpose of the CCTC is to make test administration services available to students at locations close to where they live or work (www.ncta-testing.org/cctc).
- Supervisors or human resource representatives: Students may ask their supervisor at their job or their human resource representative to serve as a proctor. In this case, students may have to schedule their exam during work hours and should first discuss this with their supervisor.
- Other: Students may ask a minister, rabbi, law enforcement officer, teacher, principal or other educational administrator to serve as a proctor.

Unacceptable/disallowed proctors: Family members, friends, current American Sentinel students or anyone with a personal connection to the student.

**Proctor Approval**

Proctors must be approved by American Sentinel University before they will be authorized to administer exams. The student must submit the proctor’s credentials for review and approval before requesting his or her exam. The proctors will receive an agreement form from American Sentinel University that must be signed and returned prior to proctoring any examination. If an examination is received using a proctor that has not previously been approved, the exam will be returned ungraded.

Once the proctor is approved, a student may continue to use the same proctor throughout his or her time at American Sentinel. New proctors must be approved (and previously used proctors must be re-approved) if:

- The student’s relationship with proctor changes.
- New credential information arises.
- The student relocates.
- The student chooses a new proctor.

American Sentinel University routinely verifies proctor information. If a student is found to have falsified proctor information, the student will be expelled under the Student Responsibilities Policy.

**Graded Final Exam Policy**

Graded final exams will not be returned to students. The proctor should make a copy of the student’s answers for the paper exam before returning it to American Sentinel University. The proctor should keep this copy for two months, after which time the proctor may destroy this copy. The student should not keep a copy of the test questions or answers; only the proctor should have a copy. The test questions received from American Sentinel University should be destroyed by the proctor.
GRADUATION POLICIES

Academic Eligibility Requirement
Candidates for graduation must successfully complete all curriculum requirements and hold a cumulative GPA of at least 2.0 for undergraduate degrees and 3.0 for graduate degrees. Additionally, a minimum portion of the program requirements must have been met through course work successfully completed at American Sentinel University.

- Bachelor’s-level candidates for graduation must complete a minimum of 25 percent of their required course work at American Sentinel (not through articulation or transfer credit). If an undergraduate student transfers 80 percent of the courses required for a certain degree to American Sentinel, he or she must still take 25 percent of the degree’s required curriculum.
- Master’s-level candidates for graduation must complete a minimum of 50 percent of their required course work at American Sentinel.
- DNP level candidates for graduation must complete a minimum of 85% (36 semester credits) of their required course work at American Sentinel. This does not include bridge courses required of candidates without an MSN.

Graduation Date
A student’s graduation date falls on the last day of the month in which he or she successfully completes his or her course work (and fulfills all record and financial obligations to the university), not the date of the final course completion or the date of the commencement ceremony. This date will appear on the transcript, degree, diploma or certificate, as well as in all external reports and verifications of graduation. The registrar is responsible for making sure all graduation dates are correct.

All students receiving federal financial aid are given an expected graduation date at the time of enrollment. The registrar adjusts the expected graduation date based on changes in a student’s progress through the program. Adjusting expected graduation dates is an ongoing process.

Degree, Diploma and Certificate Format
Upon determining a student’s eligibility for graduation, the university will confer the appropriate degree, diploma or certificate. All degrees, diplomas and certificates awarded include the following:

- Graduate’s name
- Name of the school, city and state
- Title of the degree, diploma or certificate
- Latin honors
- The school seal
- Signature of the chief administrators

Posthumous Degrees or Diplomas
A posthumous degree or diploma may be awarded at the discretion of the Chief Academic Officer and the president.

Late Graduates
If all graduation requirements are met by the last day of the add/drop period following the expected graduation date, the graduate will receive a degree, diploma or certificate bearing the graduation date of the term that just ended. If a student does not resolve any graduation deficiencies until after this deadline, he or she will be considered a late graduate. Late graduates will graduate with the next available class after resolving all academic graduation deficiencies. Any exceptions to this policy involving extensions beyond the final graduation deadline must be approved and documented by the Chief Academic Officer.

Disclaimers in Commencement Programs
Students enrolled in a bachelor’s or master’s degree program may participate in the commencement ceremony if they are within nine credit hours of completing their degree requirements. Students enrolled in a doctoral degree program may participate in the commencement ceremony if they have successfully completed the final defense of their project and are within nine credit hours of completing their degree requirements

Latin Honors
The Latin honors program recognizes academic excellence achieved throughout the duration of a student’s entire undergraduate career. Eligibility for the three designations of Latin Honors (summa cum laude, magna cum laude and cum laude) is based on the cumulative GPA for all course work completed at American Sentinel University.
Undergraduate students are recognized at commencement and on their diploma with honors levels:

<table>
<thead>
<tr>
<th>Honors Level</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.9 and up</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75—3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.5—3.74</td>
</tr>
</tbody>
</table>

**INSTITUTIONAL ACADEMIC PROGRESS**

As part of the University’s Institutional Academic Progress Policy, all students are required to have a minimum cumulative GPA of 2.0 in undergraduate programs and a 3.0 in graduate programs. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Dismissal

For students receiving Title IV financial aid, see additional requirements in the next section.

Academic programs must clearly identify any unique requirements that would impact the classification of “good standing" for students. The student is responsible for meeting all degree requirements for graduation.

The following describe the procedures for each academic classification:

- **Good Standing (Active)** – A minimum cumulative GPA of 2.0 for undergraduate and 3.0 for graduates must be maintained to be in good standing.

- **Academic Probation:**
  - Upon the completion of a minimum of 12 semester hours, a student will automatically be placed on academic probation when his/her cumulative GPA drops below the required minimum (Note: Students who show substandard academic progress in their first 12 semester hours may be academically dismissed without a probationary period per the Academic Dismissal section below).
  - A student will remain on academic probation for 12 semester hours. While on academic probation, a student will have to demonstrate sustained satisfactory progress and develop an action plan for academic improvement, approved by their student success advisor. Students may be limited to enroll in one course at a time until the cumulative GPA is 2.0 undergraduate and 3.0 graduate. In addition, a student may be delayed from enrolling in the next course pending evaluation of academic progress.
  - Appeal of academic probation shall be made to the Academic Appeals Committee as directed by the Chief Academic Officer.
  - Satisfactory progress requires that a student either raise the cumulative GPA to an acceptable level, or that the student makes progress toward earning the acceptable GPA during the probationary period, as detailed below.
  - If after completing 12 semester hours required during the probationary period, the student raises the cumulative GPA to 2.0 or higher for undergraduates or 3.0 or higher for graduates, the student will be removed from probation and be placed in good standing. If the student does not raise the cumulative GPA to good standing, the student will be dismissed.

- **Academic Dismissal:**
  - American Sentinel University reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving good standing classification within a reasonable time frame. Students are subject to academic dismissal (without a probationary period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses attempted within the last 12 semester hours.
  - Appeal or reinstatement from academic dismissal shall be made to the Academic Appeals Committee as directed by the Chief Academic Officer.

- **Academic Progress Appeals:**
  - An appeal of academic probation or academic dismissal must be in writing and must be submitted to the Chief Academic Officer. Written appeals must contain:
Student Success Advisor and Academic Progress - The SSA will be notified by the deans, faculty members or internal systems when a student appears to be experiencing academic difficulty as evidenced by substandard performance in a course. The SSA will invite the student for a conference to determine the cause of the difficulty and to create a viable plan to improve the student’s performance. This plan may include assistance from the SSA, as well as both academic and counseling assistance from other faculty members. While the SSA will initiate contact in some circumstances, the student is ultimately responsible for seeking adequate academic advice, meeting degree requirements and attending appropriate courses to insure orderly and timely progress toward the degree.

Academic Progress Warning and Probation
The first offense will result in the student being placed on an academic progress warning. The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. This warning period will be whatever time is required for the student to attempt a minimum of 12 credits. Student will be notified via email and can continue to take courses during this time. Cumulative GPAs are calculated using grades earned only at American Sentinel.

The second offense will result in the student being placed on academic progress probation. The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. This probation period will be whatever time is required for the student to attempt a minimum of 12 credits. The student will be notified via email, can continue to take courses during this time but will be placed on a probation hold.

The third consecutive offense will result in the student being dismissed from the university.

Students placed on academic warning, probation or suspension will be provided with written notification that continued unsatisfactory progress will result in termination from American Sentinel University.

Appeal of Dismissal
A student who is dismissed from any of American Sentinel University’s programs may appeal for reinstatement by submitting a written appeal to the dean. The appeal must contain verifiable documentation of mitigating circumstances that contributed to poor academic performance and must be submitted at least one month prior to the desired start date. If the appeal is accepted, the student may enroll in the next available semester/term. Students will remain on academic probation until successful completion of the first semester/term upon readmission.
SATISFACTORY ACADEMIC PROGRESS (TITLE IV, FEDERAL FINANCIAL AID RECIPIENTS ONLY)

American Sentinel University’s Satisfactory Academic Progress (SAP) policy for students receiving Federal Financial Aid is a cumulative measure of a student’s academic performance and includes all terms and semesters of the student’s enrollment at the university. Both quantitative and qualitative standards are used to evaluate SAP.

American Sentinel evaluates a student’s SAP at the end of each semester/ payment period for students receiving federal financial aid. American Sentinel will notify any student who is failing to achieve SAP standards in writing. The following chart provides the minimum quantitative and qualitative requirements:

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress Level</th>
<th>Total Semester Credits Attempted (Including transferred credits*)</th>
<th>Minimum Cumulative Credits Completed</th>
<th>Minimum CGPA Required for Financial Aid</th>
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</table>

*Credits transferred in from another college or university via an official transfer credit evaluation are factored into the above calculation but transfer credits do not affect the student’s GPA calculation.

- A course withdrawal (W) assigned after the add/drop week is not included in the GPA but is considered in the measurement of a student’s non-completion of attempted course work.
- An incomplete (I) grade is not included in the GPA but is considered in the measurement of a student’s non-completion of attempted coursework until the grade is replaced with a permanent grade and the progress can be re-evaluated.
- A failing (F) grade or an attendance failure (AF) are treated as attempted credits that were not earned and are included in both qualitative and quantitative calculations.

Maximum Timeframe for Completion

All students who receive federal financial aid under Title IV of the Higher Education Act are required to complete their programs of study within 150% of the published length of the program. The following maximum timeframes apply to each American Sentinel degree program:

- Bachelor’s degrees – The published length is 120 semester credits. The maximum period must not exceed 180 total semester credits attempted.
- Master’s degrees – The published length is 36 semester credits. The maximum period must not exceed 54 total semester credits attempted.
- Doctoral degrees - The published length is 42 semester credits. The maximum period must not exceed 63 total semester credits attempted.

Students residing in the state of Arkansas should refer to the State Regulatory section of the catalog for specific information regarding credit hour requirements and the impact that might have to their financial aid.

Repeated Courses Counted Toward Maximum Timeframe for Completion

Students receiving Title IV federal financial aid may repeat a course in accordance with American Sentinel’s academic policy. Credits from both course attempts will be counted in total semester credits attempted and in minimum cumulative credits completed at American Sentinel, but only the highest grade received will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count toward the maximum timeframe for completion.
Financial Aid Warning and Probation
Failure to maintain Satisfactory Academic Progress (SAP) may result in academic probation and loss of federal financial aid. SAP is measured after each payment period (at the end of each semester) for financial aid students. If a review of the student’s academic record indicates SAP has not been met, the student will be given a financial aid warning. The student will remain eligible for federal student aid for one semester, after which SAP will again be reviewed. Students will receive a financial aid warning letter via email.

Financial Aid Denied Status
If the cumulative GPA and completion rate continues to be less than the minimum standard at the end of the probationary evaluation period, the student will lose eligibility for Title IV federal financial aid. The student must successfully appeal ineligibility for Title IV to be placed on probation. No aid will be disbursed during the subsequent semesters unless the student makes an appeal and the appeal is granted for that semester. There are no exceptions to this requirement. Students given Financial Aid Denied status will be notified via email and will be given a deadline for appeal.

Financial Aid Denied Status Appeals Process
The student must submit a written appeal of Financial Aid Denied status to the Financial Aid Office before the deadline mentioned in their initial email discussing their status (see previous section). The appeal must include documentation of the circumstance that led to his or her inability to meet SAP standards as well as a description of how they will be able to meet SAP at the end of the next payment period. Circumstances that may be considered acceptable include death of a family member, unexpected injury or illness of the student, or other circumstances as supported with documentation.

The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision after the Appeals Committee meets and makes its determination. Appeals will not be granted unless the student’s proposed enrollment in the upcoming semester would be adequate to reestablish their progress under these standards.

All decisions of the Financial Aid Appeals Committee are final.

Re-Establishment of Financial Aid Eligibility
Once a student submits a written letter of appeal regarding their failure to make SAP and the Financial Aid Appeals Committee grants the appeal, the student is placed on financial aid probation for the next payment period. At the end of that probationary semester, the student’s SAP status will be reevaluated. The student must meet all SAP requirements at the end of that semester or they will return to Financial Aid Denied status and must reestablish eligibility.

Transfer and Readmitted Students/Students Changing Majors
If a student transfers to American Sentinel from another institution, the transfer credits accepted by the university will count as total semester credits attempted and total semester credits completed. The grades from such credits, however, will not be included in the calculation of minimum cumulative GPA.

If a student is readmitted to American Sentinel, credits that are applicable to the student’s current program will count as total semester credits attempted, and credits from American Sentinel will count toward the student's minimum cumulative credits completed at American Sentinel. The grades from such credits will be included in the calculation of minimum cumulative GPA.

If a student changes majors, American Sentinel credits applied to the new program of study will count as total semester credits attempted and count toward the student’s minimum cumulative credits completed at American Sentinel. The grades from such credits will be calculated into the minimum cumulative GPA.

Incomplete Grades
Credits associated with courses in which a grade of incomplete (I) is received will count toward total semester credits attempted and in minimum cumulative credits completed at American Sentinel. Such credits will also count toward the maximum timeframe for completion. An I grade does not impact the calculation of cumulative GPA.

Institutional Credit
Institutional credit is granted when developmental, college success remedial or skills classes are successfully completed. These credits are included in the total semester credits attempted but are not included in minimum cumulative credits completed at American Sentinel or the minimum cumulative GPA.
TRANSFER CREDIT POLICIES

General Criteria for Evaluating Transfer Credit

- American Sentinel’s Registrar’s Office assesses the credit transfer value of educational work completed elsewhere. The committee bases their decision on course content, age and other factors as appropriate. Additional documentation, such as course descriptions and/or syllabi, may be requested. Courses specific to a business or technology major taken more than eight years prior to enrolling at American Sentinel are less likely to transfer due to changing technology and business practices, however, the final decision will be based on a variety of factors.
- All evaluations are based on the unit’s credit (i.e. quarter or semester hours). Courses must be equal to four or more quarter hours to be considered for transfer. See chart below.
- The courses must have been college level. Credits earned in development course work and English-as-a–Second-Language courses may not be transferred into American Sentinel.
- The undergraduate course must have been completed with a grade of C or better. A numeric average of 70 percent or better is required for schools not using a traditional grading scale.
- The graduate course must have been completed with a grade of B or better. A numeric average of 83 percent or better is required for schools not using a traditional grading scale.
- Credit earned at foreign institutions must be externally evaluated by a foreign credential evaluator approved by the National Association of Credential Evaluation Services, U.S. Department of Education, or American Association of Collegiate Registrars and Admission Officers (unless the school has a trained foreign credential evaluator). See www.naces.org or www.aacrao.org for a list of approved evaluators.
- Military course work must be evaluated according to the criteria of the America Council on Education.
- Provided all course objectives are met, a mismatch of one unit of credit between the American Sentinel degree program course and the external course is allowed. For example, if a course was worth two credits at a prior institution, American Sentinel may choose to “round up” if all course objectives are met and award the student three transfer credits.
- In most cases, American Council on Education (ACE) credit recommendations are accepted as transfer credit.
- One quarter hour is equivalent to two-thirds of a semester hour. Quarter hours are converted as follows:
  - Quarter credit hours x 0.67 = Semester credit hours
- Students wishing to receive transfer credit for coursework completed prior to being admitted to American Sentinel must provide transcripts for evaluation during the application process. No transfer credit for courses completed prior to being accepted will be awarded after admission to the university.

*Please see conversion tables that follow.
### Converting Quarter Hours to Semester Hours: Table 1

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### Converting Quarter Hours to Semester Hours: Table 2

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<td>119=</td>
<td>79.33</td>
<td>139=</td>
<td>92.67</td>
<td>159=</td>
<td>106</td>
<td>179=</td>
<td>119.33</td>
<td>199=</td>
<td>132.67</td>
</tr>
<tr>
<td>120=</td>
<td>80</td>
<td>140=</td>
<td>93.33</td>
<td>160=</td>
<td>106.67</td>
<td>180=</td>
<td>120</td>
<td>200=</td>
<td>133.33</td>
</tr>
</tbody>
</table>
The dean or designee, in conjunction with the registrar, is responsible for documenting procedures for transferring external credit, which is made available to students in the academic catalog. For information regarding the awarding of credit of prior educational experience not meeting the criteria for transfer of external credit, see the section on proficiency credit.

**Maximum Allowable Transfer Credits**
Credits may be transferred from other institutions to count toward required credits for graduation from American Sentinel University. Transfer credits may include a combination of credits for prior education, professional certifications and life-work experience.

- Bachelor’s Degrees: Up to 75 percent* of the required credit hours for graduation may be transferred.
- Master’s Degrees: Up to 50 percent* of the required credit hours for graduation may be transferred*.
- Doctoral Degrees: No more than 14% of the required credit hours for graduation may be transferred.
- Project-Based Master’s Degrees: No transfer credit is accepted.

*A maximum of 25 percent of the maximum credits used to meet a student’s bachelor’s or master’s degree requirements may be from professional certifications, experiential learning portfolio assessment and test outs.

*Missouri residents: Master’s Degrees: Up to 25% of the required credit hours for graduation may be transferred.

**Core Course Requirements**
The core course requirements cover the knowledge and technical skills required for success in a program’s major subject and, typically, only course credit (not transfer credit) may be awarded in these areas. For this type of credit, the transfer credit evaluator must validate the comparability of the external course work with the specific course. Discipline credit may be awarded for core course requirements when the dean deems it appropriate.

**General Education Requirements**
American Sentinel believes in the importance of general education as a way to broaden students’ perspectives and extend their range of learning. The university's catalog defines the courses within the general education curriculum. Discipline credit may be awarded when a transferred course falls within the same discipline as a specific degree related course even if it does not meet the strict requirements for a specific course. In most cases, American Council on Education (ACE) credit recommendations are accepted for general education credit.

Students residing in the state of Arkansas should refer to the State Regulatory section of the catalog for specific information regarding their general education requirements.

**Provisions for Students Possessing Bachelor’s Degrees**
The general education component of a bachelor's degree granted by a regionally or nationally accredited school will be recognized by American Sentinel.

**Transfer Credit Documentation**
The awarding of external transfer credit will be clearly documented in each student’s file. Student files will include an original transcript(s) from the previous institution(s).

**Prior Learning Assessment**
American Sentinel University offers students the opportunity to demonstrate proficiency in a course’s content and receive course credit by examination or portfolio review. Proficiency exams may be developed and administered by the dean or they may be administered by a national program such as CLEP, DANTES or AP. Credit received this way will be noted as proficiency credit on the student’s transcript but will not be included in GPA or rate of progress calculations. Such credit will be included in the timeframe measurement calculation. If a student receives proficiency credit and later enrolls in the course, the grade earned in the course will be used in the GPA calculation.

Students are responsible for requesting proficiency examinations. Such a request is granted if an examination is available and the dean or designee believes the student’s experience or training warrants such an evaluation. The dean is responsible for developing proficiency examinations, for maintaining the examination procedures that ensure the integrity of the examinations process and for setting fees as outlined in the academic catalog or student handbook. Proficiency examination requests will not be honored if the student:

- Is currently enrolled in the course beyond the add/drop deadline.
- Was previously enrolled in the course for which the exam is being requested.
• Previously failed the proficiency exam for the course.
• Previously failed the course.

Any student requesting a proficiency exam who does not have credit for the prerequisite course must obtain approval from the dean. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation are retained in the student’s academic file.

To discuss proficiency testing, a student should contact his or her student success advisor. The student success advisor will contact the dean and the director of academics to initiate the process. Only a pass or fail grade will be issued.

Experiential Learning Portfolio
Adult students bring tremendous assets to the classroom through their personal and professional experiences. Such students' desire to learn and gain a deeper understanding of the subject matter raises the expectation of the adult learning experience to a higher standard. American Sentinel recognizes this and understands that learning is a lifelong activity and that many life learning experiences have a value equivalent to college-level learning. The experiential learning portfolio (ELP) is a method whereby learning gained through an individual’s life is evaluated for possible college credit toward an American Sentinel course. The student assembles and submits a portfolio, which is evaluated by faculty subject-matter experts. Developing an ELP for a course requires considerable effort, as the student must demonstrate that life learning has provided the equivalent of at least 80 percent of the learning objectives for the course. Evaluation of credit earned through ELP is available only to enrolled students. ELP is not available for students enrolled in the DNP program.

Professional Training/Certification Credit
Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certifications. Such certifications will be reviewed by the Chief Academic Officer, dean or a designee for proficiency credit. Where available, the ACE College Credit Recommendation Service (www.acenet.edu) should be used to assess such certifications or training. Evaluation and supporting documentation should be retained in the student's academic file.

Articulation Agreements
American Sentinel University maintains lists of acceptable courses from other institutions to promote consistency and to reduce the effort involved in the transfer credit process. Formal articulation agreements require the approval of the president and the Chief Academic Officer.

Transferability of American Sentinel University Credit
American Sentinel University has no control over whether or not another university will accept its credits as transfer credits. Many do, however, decisions about transfer of credit are made by individual colleges and universities. There are many reasons that credits might not transfer. Sometimes there is not an appropriate match in curricular content between two schools. Students should contact the registrar at the university in question to determine whether credits from American Sentinel will transfer to that institution. For additional information related to the transferability of credits, visit www.chea.org and read the handbook on the Fundamentals of Accreditation, and www.deac.org (American Sentinel’s accrediting body) and read Student Guide to Transfer of Credit.
FINANCIAL POLICIES

Tuition Refund Policy

Dropping a Course (Course-Based)

Based on the effective date of the course drop, students may be eligible for a refund of some or all of the tuition paid. Course refunds are calculated based on the following chart:

<table>
<thead>
<tr>
<th>Drop Date</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>During Week 2</td>
<td>80%</td>
</tr>
<tr>
<td>During Week 3</td>
<td>60%</td>
</tr>
<tr>
<td>During Week 4</td>
<td>40%</td>
</tr>
<tr>
<td>During Week 5</td>
<td>20%</td>
</tr>
<tr>
<td>After Week 5</td>
<td>No refund, students may not drop after week 5.</td>
</tr>
</tbody>
</table>

Refunds will be processed and paid to the student within 30 days from the effective date of the course drop.

DNP programs: Tuition is the same for all DNP courses, including those that include a mandatory residency component, therefore the refund policy is the same for all DNP courses.

Example Course Drop Refund Calculations:

1. A student drops a course with an associated tuition cost of $1,200.00. This course began on Monday, or Day 1 of the term, and the effective date of the course drop is determined to be the Saturday of the same week, or Day 6 of the term. By definition, American Sentinel’s academic week runs from Monday at 6:00 A.M. through the following Monday at 5:59 A.M. Therefore this course drop would be considered a Week 1 course drop, and would result in a 100% tuition refund, or $1200.00.

2. A student drops a course with an associated tuition cost of $1200.00. This course began on Monday, or Day 1 of the term, and the effective date of the course drop is determined to be the Wednesday of the following week, or Day 10 of the term. By definition, American Sentinel’s academic week runs from Monday at 6:00 A.M. through the following Monday at 5:59 A.M. Therefore this course drop would be considered a Week 2 course drop, and would result in an 80% tuition refund, or $960.00.

Dropping a 16-week Period (Project-Based)

Based on the effective date of the period drop, students may be eligible for a refund of some or all of the tuition paid. Refunds are calculated based on the following chart:

<table>
<thead>
<tr>
<th>Drop Date</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>During Week 2</td>
<td>80%</td>
</tr>
<tr>
<td>During Week 3</td>
<td>70%</td>
</tr>
<tr>
<td>During Week 4</td>
<td>60%</td>
</tr>
<tr>
<td>During Week 5</td>
<td>50%</td>
</tr>
<tr>
<td>During Week 6</td>
<td>40%</td>
</tr>
<tr>
<td>During Week 7</td>
<td>30%</td>
</tr>
<tr>
<td>During Week 8</td>
<td>20%</td>
</tr>
<tr>
<td>During Week 9</td>
<td>10%</td>
</tr>
<tr>
<td>After Week 9</td>
<td>No Refund, student may not drop after week 9</td>
</tr>
</tbody>
</table>
Example Period Drop Refund Calculations:

1. A student drops a 16-week period with an associated tuition cost of $3,500.00. This period began on Monday, or Day 1 of the period, and the effective date of the drop is determined to be the Saturday of the same week, or Day 6 of the period. By definition, American Sentinel’s academic week runs from Monday at 6:00 A.M. through the following Monday at 5:59 A.M. Therefore this drop would be considered a Week 1 drop, and would result in a 100% tuition refund, or $3,500.00.

2. A student drops a 16-week period with an associated tuition cost of $3,500.00. This course began on Monday, or Day 1 of the period, and the effective date of the drop is determined to be the Wednesday of the following week, or Day 10 of the period. By definition, American Sentinel’s academic week runs from Monday at 6:00 A.M. through the following Monday at 5:59 A.M. Therefore this course drop would be considered a Week 2 course drop, and would result in an 80% tuition refund, or $2,800.00.

Withdrawing from the University

Course-based Programs

Based on the effective date of a student’s withdrawal from American Sentinel, the student may be eligible for a refund of some or all of the tuition paid. If the effective date of the withdrawal is during the first term in a semester, a student will receive a refund of 100 percent of the tuition cost of enrolled courses in the second term of the semester plus a refund of a percentage of the tuition cost of any enrolled courses in the first term based upon the following chart:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Term 1 - Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>During Term 1 - Week 2</td>
<td>80%</td>
</tr>
<tr>
<td>During Term 1 - Week 3</td>
<td>60%</td>
</tr>
<tr>
<td>During Term 1 - Week 4</td>
<td>40%</td>
</tr>
<tr>
<td>During Term 1 - Week 5</td>
<td>20%</td>
</tr>
<tr>
<td>After Week 5</td>
<td>No refund</td>
</tr>
</tbody>
</table>

If the effective date of the withdrawal is during the second term of the semester, no refund is due for first term courses. The student will receive a refund of a percentage of the tuition cost of any enrolled courses in the second term based upon the following chart:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Term 2 - Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>During Term 2 - Week 2</td>
<td>80%</td>
</tr>
<tr>
<td>During Term 2 - Week 3</td>
<td>60%</td>
</tr>
<tr>
<td>During Term 2 - Week 4</td>
<td>40%</td>
</tr>
<tr>
<td>During Term 2 - Week 5</td>
<td>20%</td>
</tr>
<tr>
<td>After Week 5</td>
<td>No refund</td>
</tr>
</tbody>
</table>

A student withdrawing after the five (5) calendar day cancellation period will be subject to an one-time administrative fee of up to $200. Refunds will be processed and paid to the student within 30 days of the effective date of the withdrawal.

Example Withdrawal Refund Calculation:

- A student withdraws from the University, and is currently taking a course with an associated tuition cost of $1200.00. In addition, there are course registration(s) for which the student has been charged tuition that are for academic terms that have not yet commenced. The effective date of withdrawal is determined to be during Week 2 of the current course. In this case, a tuition refund of 80% would be due for the current course, or $960.00. In addition, a 100% tuition refund would be due for any and all future course(s) that have not yet commenced.

Project-based Programs

Based on the effective date of a student’s withdrawal from American Sentinel, the student may be eligible for a refund of some or all of the tuition paid. If the effective date of the withdrawal is prior to the start of sixteen week period, a student will receive a refund of 100 percent of the tuition cost for that period. If the effective date of the withdrawal is during a sixteen week period, a student will receive a refund of a percentage of the tuition cost for that period. See chart below:
A student withdrawing after the five (5) calendar day cancellation period will be subject to an one-time administrative fee of up to $200. Refund will be processed and paid to the student within 30 days of the effective date of the withdrawal.

Example Withdrawal Refund Calculation:

A student withdraws from the University, and is currently within a period with an associated cost of $3,500.00. The effective date of withdrawal is determined to be during week 4 of the period. In this case, a tuition refund of 60% would be due for the current period, or $2,100.00. In addition, a 100% tuition refund would be due for any and all future period(s) that have not yet commenced.

Enrollment Agreements

All students are required to complete an enrollment agreement upon accepting admission into American Sentinel University. Enrollment agreements may be cancelled within five calendar days after midnight of the date the enrollment agreement was completed. 100 percent of tuition and fees paid to American Sentinel will be refunded within 30 days of the day of the notice of cancellation. Notification of cancellation may be made in any manner (i.e. phone, fax, email, etc.)

FINANCIAL ASSISTANCE PROGRAMS

American Sentinel University has financial aid professionals to assist students in obtaining financial assistance to pay for their educational expenses. Available resources include federal financial aid and student loans from private lenders. Federal assistance programs are administered by the U.S. Department of Education. Any U.S. citizen, national or person living permanently in the United States who is enrolled or accepted for enrollment may apply for such assistance. Every student considering applying for financial aid should refer to “Funding Your Education-The Guide to Federal Student Aid at https://studentaid.ed.gov/sa/sites/default/files/2012-13-funding-your-education.pdf. This important document may be obtained from American Sentinel’s Financial Aid Office and helps students understand eligibility requirements, the federal financial aid application process, deadlines and the various forms of aid available.

Enrollment Status

A student’s enrollment status (the number of credits for which he or she is registered in a semester) will influence the amount of federal student aid a student will receive. To be eligible for federal student aid, students must enroll at least half time in consecutive semesters. Undergraduate students need a minimum of six credits per semester and graduate students at least three credit hours in order to be considered half time. Undergraduate students enrolled in only three credits per semester (less than half time) may be eligible for a federal Pell Grant, however, less-than-half-time status is ineligible for federal student loans and loan deferment.

Available Loans and Grants

Federal Pell Grant
The federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are usually awarded to undergraduate

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>During Week 4</td>
<td>60%</td>
</tr>
<tr>
<td>During Week 5</td>
<td>50%</td>
</tr>
<tr>
<td>During Week 6</td>
<td>40%</td>
</tr>
<tr>
<td>During Week 7</td>
<td>30%</td>
</tr>
<tr>
<td>During Week 8</td>
<td>20%</td>
</tr>
<tr>
<td>During Week 9</td>
<td>10%</td>
</tr>
<tr>
<td>After Week 9</td>
<td>No Refund</td>
</tr>
</tbody>
</table>
students who have not earned bachelor’s or professional degrees. Pell Grants are considered need based and are awarded based upon the student’s enrollment status as a full-time or part-time student. Apply online at https://fafsa.ed.gov/

**Federal Direct Student Loan Program**

**Subsidized and Unsubsidized Stafford Loans**
Stafford Loans are administered through the Financial Aid Office in cooperation with the William D. Ford Federal Direct Loan Program. Federal loans can be obtained at low fixed interest rates. For Direct Subsidized Loans, the federal government pays the interest for the student while he or she is in school and during the deferment period. For Direct Unsubsidized Loans, the student is responsible for the interest accrued while in school, grace and deferment periods. Students must be enrolled at least half time to be eligible for Direct Stafford Loans.

There is no mandated credit check for Stafford Loans; however, if a student has defaulted on a previous student loan, he or she may not be eligible for federal funding until the unpaid balance is cleared. Repayment of federal loans ordinarily does not begin until six months after graduation or the last day of attendance.

**Federal Direct PLUS Loans**
Federal Direct PLUS Loans are for the parents of dependent students and for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance.
A PLUS loan is intended to supplement any Direct subsidized or Direct unsubsidized loan for which a student is eligible. PLUS Loans require a credit check to determine that the applicant does not have an adverse credit history. The parent must begin repaying the servicer of the loan when the loan is fully disbursed. The first payment is due 60 days after the final disbursement. Payments include both principal and interest accumulated on the loan. Repayment on the Graduate PLUS Loan is deferred while the borrower is enrolled at least half-time. Repayment begins when the borrower graduates or drops below half-time enrollment status.

**Nurse Faculty Loan Program (NFLP) (Funds are available on a first come basis, with priority given to continuing students, when available, after July 1st each calendar year)**
The Nurse Faculty Loan Program is a low-interest Federal loan repayment program offered by the U.S. Department of Health & Human Services: Health Resources and Services Administration (HRSA) to schools of Nursing who offer MSN and doctoral degrees with specific Nurse Educator tracks. Awards are distributed to qualified students in the form of low-interest loans. After the student graduates and begins working as full-time faculty, up to 85% of the NFLP loan may be completely forgiven. Certain criteria must be met for eligibility.

**Federal Veterans Benefits**
Students who may be eligible for veterans’ benefits should contact their regional Veterans Administration Office or visit www.gibill.va.gov for more information. If a student qualifies for VA benefits, the Financial Aid Office at American Sentinel is required to certify benefits using the VA-Once system database, which has replaced the form 22-1999, in order for the student to receive the funds.

**NOTE:** To determine a veteran student’s eligibility for the above programs, the Free Application for Federal Student Aid must be completed: www.fafsa.ed.gov.

**FEDERAL FINANCIAL AID POLICIES**

**Verification**
A student’s Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called “verification” to verify the information on the application. Students must provide truthful and accurate information. Students who are selected for verification will be contacted by American Sentinel’s Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines and consequences of non-compliance. To complete verification and remain eligible for financial aid, the student must submit the verification worksheet as well as tax/ income information as directed by the Financial Aid Office.

For more information regarding the policies and procedures of verification, please contact American Sentinel’s Financial Aid Office 800.729.2427.

**Return of Title IV Funds**
If a student withdraws from American Sentinel University and the student received Title IV student financial assistance during the semester, the university must determine the amount of Title IV funds the student earned at the time of withdrawal using the return of Title IV funds formula. The Title IV Student Financial Assistance program rules may require a return to the federal
government all or a portion of the amounts disbursed during the semester.

The amount of financial assistance earned by a student is based upon the amount of time the student attended the university and the courses attempted and completed during the semester. A pro rata schedule is used to determine the amount of Title IV assistance funding the student has earned at the time of withdrawal. After the 60 percent point in the semester, a student has earned 100 percent of the Title IV funds. (Sample return of Title IV calculations are available from the university’s Financial Aid Office.)

The percentage of the semester completed is determined by dividing the number of calendar days completed in the semester (to include the day the student withdrew) by the total number of calendar days in the semester. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days (denominator) and the number of calendar days completed in that period (numerator).

Title IV funds must be returned in the following order:
- Direct Stafford Unsubsidized Loans
- Direct Stafford Subsidized Loans
- Direct PLUS Loans for Parents

If funds remain after repaying all loans, those remaining funds must be credited in the following order:
- Federal Pell Grants
- Academic Competitiveness Grant
- National SMART Grant

Return of Federal Student Aid Funds
The university must return the lesser of the following:
- The amount of federal student aid program funds that the student does not earn.
- The amount of institutional costs that the student incurred for the payment period (or period of enrollment multiplied by the percentage of funds that was not earned).

If there are additional federal student aid funds that must be returned, the student must return or repay as appropriate:
- Any federal student loan funds in accordance with the terms of the loan.
- Any remaining unearned federal student aid program grant funds (not to exceed 50 percent of the grant received). For post-withdrawal disbursements, the institution is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the student’s withdrawal.

If a student earned more aid than was disbursed to him/her, American Sentinel may owe the student a post-withdrawal disbursement, which must be paid as soon as possible but no later than:
- For loans: 180 days from the date the student withdrew.
- For grants: No later than 45 days from the date the student withdrew.

The university is required to notify the student in writing (within 30 days of the date it determined that the student withdrew) that he or she is eligible for a post-withdrawal disbursement of Title IV loan funds.

If the student (or parent in the case of a PLUS Loan) is eligible to receive a post-withdrawal disbursement of loan funds, the borrower must first confirm in writing whether he or she accepts or declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student’s account in order to satisfy tuition and fees, or directly to the student. The university will seek the student’s authorization to use a post-withdrawal disbursement for all other education-related charges in addition to tuition and fees.

Withdrawal During a Semester
When a student withdraws from American Sentinel, the Financial Aid Office will review the official date of withdrawal and compare the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

Once the calculation of the return of Title IV funds is completed, the amount (if any) of unearned funds are returned to the U.S. Department of Education. Students who have federal funds returned and owe money to American Sentinel are notified by email and a balance hold is placed on the account.
CAMPUS SECURITY

Campus Security and Crime Prevention Information
American Sentinel University complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and the 2013 Violence Against Women Reauthorization Act which amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. The university’s policy is prepared in cooperation with local law enforcement agencies. Per the Clery Act, nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual.

The university attempts to provide students and employees with a safe and secure environment in which to study and work. American Sentinel’s offices are open during posted hours and are secured during times the school is not open. American Sentinel does not have residential facilities for students.

Personal Safety
While the university attempts to provide a safe and secure environment, students, faculty, staff and office visitors are ultimately responsible for their own safety. Safety is enhanced when students and employees take the following precautions:

- Report all suspicious activities to the local police immediately.
- Never take personal safety for granted.
- Avoid walking alone at night.
- Avoid parking or walking in secluded or dimly lit areas.
- Carry only small amounts of cash.
- Never leave valuables unattended.
- Carry keys at all times and do not lend them.
- Lock car doors and close the windows when leaving the car.

Reporting a Crime
If a student or employee is aware that a crime has been or is being committed on university property or at a school-sponsored event, the crime should be reported immediately to the local police and the president or the designated safety officer. In an emergency, the local police department can be reached at 911.

The university does not have a campus police or security department. The university works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The university does not tolerate violence or threatening conduct against any members of the university community. This includes criminal acts against people or property, as well as harassment based on sex, race, ethnicity, gender orientation, gender identity, genetic information or disability. The university will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence occur on university property or in the online environment.

In addition to any criminal sanctions, the university will impose appropriate disciplinary sanctions if the offender is a student or employee of American Sentinel. The university president should be contacted if someone wishes to file a complaint.

Disciplinary Proceedings
Upon written request, the university will disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator. If the alleged victim is deceased as a result of the crime or offense, the university will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Reporting to the Community
The Director, Compliance will prepare an annual report of criminal offenses and violations for the community. This information will be posted on the campus website. A sample report is below.
Crime Statistics for Aurora, Colorado, the community in which American Sentinel is located:
Offenses Reported to Law Enforcement

<table>
<thead>
<tr>
<th>City</th>
<th>Year</th>
<th>Population</th>
<th>Violent Crime</th>
<th>Murder &amp; Non-Negligent Manslaughter</th>
<th>Rape</th>
<th>Rape (legacy definition)</th>
<th>Robbery</th>
<th>Aggravated Assault</th>
<th>Property Crime</th>
<th>Burglary</th>
<th>Larceny-Theft</th>
<th>Motor Vehicle Theft</th>
<th>Arson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora</td>
<td>2010</td>
<td>325,087</td>
<td>1,449</td>
<td>141</td>
<td>181</td>
<td>507</td>
<td>737</td>
<td>10,056</td>
<td>2,291</td>
<td>6,876</td>
<td>890</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Aurora</td>
<td>2011</td>
<td>330,740</td>
<td>1,452</td>
<td>12</td>
<td>185</td>
<td>504</td>
<td>751</td>
<td>9,913</td>
<td>2,194</td>
<td>6,896</td>
<td>868</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>Aurora</td>
<td>2012</td>
<td>336,952</td>
<td>1,433</td>
<td>29</td>
<td>179</td>
<td>483</td>
<td>742</td>
<td>10,059</td>
<td>1,791</td>
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<td>Aurora</td>
<td>2013</td>
<td>343,484</td>
<td>712</td>
<td>10</td>
<td>116</td>
<td>243</td>
<td>343</td>
<td>5,339</td>
<td>953</td>
<td>3,926</td>
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<tr>
<td>Aurora</td>
<td>2014*</td>
<td>651</td>
<td>3</td>
<td>121</td>
<td>183</td>
<td>344</td>
<td>4,780</td>
<td>893</td>
<td>3,398</td>
<td>489</td>
<td>39</td>
<td></td>
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</tbody>
</table>

Data from FBI statistics
*Data from FBI statistics is preliminary semiannual uniform crime report, January-June 2014.

Timely Warning Policy
The purpose for this policy is to establish a prompt alert to potentially dangerous criminal situations at or near our campus/workplace so that students and employees have the time and information necessary to take appropriate precautions. The Clery Act requires a timely warning be issued for any Clery Act crime that occurs within our Clery geography that is:

- Reported to the Safety Committee Lead, Director Compliance, Vice President Human Resources or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees. Timely warnings can be issued for threats to persons or property.

- Clery geography for American Sentinel campus located 2260 South Xanadu Way, Aurora, CO 80014:
  - Third Floor
  - Elevators
  - Stairwells (both)
  - Parking lot
  - Public property includes the public sidewalk and public street (Xanadu Way) adjacent to the campus building as well as the public sidewalk adjacent to the public street.

Notification of a timely warning will be decided on a case-by-case based on the facts surrounding a crime, including such factors:
- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

When a crime notification is received and verified that the crime(s) may pose a threat to the safety or welfare of the campus community, American Sentinel will release a timely warning notice. The timely warning notices will be distributed electronically.

If a student or employee has questions pertaining to the Timely Warning Policy they may contact:

Natalie Hunter – Director, Financial Aid and Compliance (Natalie.hunter@americansentinel.edu)
Kristine Zewe – Vice President, People and Culture (kristine.zewe@americansentinel.edu)

COMPLAINTS

Complaint Policy
Students are encouraged to attempt to resolve all grievances and concerns at the lowest possible level. The majority of all student grievances and concerns, therefore, will be resolved per Policy CM2.01 Student Grievance and Concern. If a student has an unresolved complaint concerning American Sentinel University programs, they should contact the president. If a student is not satisfied with the complaint that was settled at the institutional level, students may contact state accreditation boards, and other accreditation or regulatory bodies. Students agree to resolve disputes and claims against American Sentinel University using arbitration.
Student Grievances and Concerns

Students who believe they have been treated unfairly by American Sentinel University either through the action of individuals or the application of existing policy will have their grievance or concern addressed by the appropriate procedure. The university will provide follow up with updates to student grievances or concerns, which may include final resolution, within three business days of the date the grievance was submitted.

Students who are unclear about the appropriate procedures and the steps to take may consult their student success advisor or view the procedure online at http://www.americansentinel.edu/student-experience/student-support-services-and-resources/academic-policies/student-grievance-and-concern.

All issues will be tracked using internal incident tracking by the university.

The following types of grievances will follow the established policy and procedures as follows:

- Grade Appeal
- Institutional Academic Progress Appeal (see Institutional Academic Progress Policy)
- Financial Aid Satisfactory Academic Progress Appeal (see Financial Aid Policy Manual)
- Student Code of Conduct Appeal (see Code of Conduct Violations Policy)
- Sexual Harassment (see Sexual Harassment Policy)

All other concerns and grievances will follow the procedure as identified below.

Concerns

Concerns may be raised by a student or on behalf of the student by faculty, advisors, or applicable American Sentinel staff. Concerns include, but are not limited to, the following academic and non-academic items:

- Academic:
  - Faculty performance
  - Technical issues
  - Program content
  - Program effectiveness
  - Administrative
- Non-academic:
  - Financial
  - Technical issues
  - Administrative

For non-academic concerns or grievances about such issues as billing, financial aid and technical issues (as related to university web access):

- Students are expected to contact the student success advisor (SSA) within 10 days of the occurrence of the issue.
- At this time the issue or grievance will be tracked by the SSA and the student will be directed to the appropriate department head for resolution.
- If the appropriate department head is not able to resolve the issue to the student’s satisfaction, the student may appeal the decision of by submitting a brief, written summary of the problem to the Director, student success and retention within 5 working days of the decision.
- The decision of the Director, student success and retention is final.

For academic concerns or grievances regarding assessments, faculty performance, technical issues (as related to course content), program content, program effectiveness, or library services:

- Students are expected to contact the Student Success Advisor (SSA) within 10 days of the occurrence of the issue.
- If the issue cannot be resolved by the SSA, the SSA forwards the issue to Academic Services.
- The issue is investigated and if necessary the appropriate administrator reports the grievance to the dean of that discipline.
- The dean will take any necessary steps and the dean, or the dean’s representative, will respond to the student with resolution.
- If the student is dissatisfied with the decision of the dean, the student must submit a summary of the complaint in writing to the Chief Academic Officer within 5 working days.
- The decision of the Chief Academic Officer is final.

For other concerns or grievances:

- The student should first attempt to resolve the issue with the SSA.
- If the student and SSA cannot resolve the issue, the student should contact the manager, student success and retention.
- If upon the final decision of the manager, student success and retention the student wishes to appeal the decision, the
student must submit a summary of the complaint in writing to the president within five working days after receipt of the final decision.

- The decision of the president is final.

If a grievance or concern is unresolved, a student can initiate a complaint by contacting the president either by phone, mail, or email at the following address:

Mary Adams
President and Chief Academic Officer
American Sentinel University
2260 South Xanadu Way, Suite 310
Aurora, CO 80014
Tel. 303.991.1575
mary.adams@AmericanSentinel.edu

Upon receipt of the student complaint, the president, or designate, will review the complaint and associated records to determine if Policy CM2.01 was adequately executed and if there was an appropriate resolution. Within 30 business days, the president will take appropriate action and will respond to the student. The decision of the president is final.

If the student has exhausted all options to resolve a complaint within the university, the student may file a written complaint with the accrediting body, applicable state agency or other regulator listed below:

### State Regulatory Contacts Information for Complaints

<table>
<thead>
<tr>
<th>State</th>
<th>Address</th>
<th>Phone/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama Commission on Higher Education</td>
<td>100 N. Union St. P.O. Box 302000 Montgomery, AL 36130-2000 Main: (334) 242-1998 <a href="http://www.ache.state.al.us">http://www.ache.state.al.us</a></td>
<td></td>
</tr>
<tr>
<td>Alabama Department of Postsecondary Education</td>
<td>P.O. Box 302130 Montgomery, AL 36130-2130 Main: (334) 293-4500 <a href="http://www.accs.cc/">http://www.accs.cc/</a></td>
<td></td>
</tr>
<tr>
<td>Alaska Commission on Postsecondary Education</td>
<td>P.O. Box 110505 Juneau, AK 99811-0505 Main: (907) 465-6741 <a href="http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection">http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection</a></td>
<td></td>
</tr>
<tr>
<td>California Bureau for Private Postsecondary Education</td>
<td>2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 Main: (916) 431-6924 FAX: (916) 263-1897 <a href="http://www.bpbe.ca.gov/enforcement/complaint.shtml">http://www.bpbe.ca.gov/enforcement/complaint.shtml</a></td>
<td></td>
</tr>
<tr>
<td>Colorado Department of Higher Education</td>
<td>Complaints 1560 Broadway Suite 1600 Denver, CO 80202</td>
<td></td>
</tr>
</tbody>
</table>
Main: (303) 866-2723
Fax: (303) 866-4266
http://highered.colorado.gov/DHE/contact.html

Connecticut Office of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
Main: (860) 947-1800
http://www.ctohe.org/studentcomplaints.shtml (or)
http://www.ctohe.org/StudentsFamilies/pdfs/ComplaintForm.pdf

Delaware Department of Education
The Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901-3639
Main: (302) 735-4000 or (302) 857-3388
http://www.doe.k12.de.us/site/default.aspx?PageID=1

District of Columbia
Superintendent of Education
Education Licensure Commission (ELC)
Public Complaints
810 First Street NE, 9th Floor
Washington, DC 20002
Main: (202) 727-6436
Email: osse@dc.gov

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
Email: cieinfo@fldoe.org
http://www.fldoe.org/policy/commission-for-independent-edu/file-a-complaint.stml

State of Georgia Nonpublic Postsecondary Education Commission
2082 E. Exchange Place, Suite 220
Tucker, GA 30084
Main: (770) 414-3300
http://gnpec.org/consumer-resources/

Hawaii Postsecondary Education Authorization Program (HPEAP)
P.O. Box 541
Honolulu, Hawaii 96809
Main: (808) 586-7327
Email: hpeap@dcca.hawaii.gov
http://cca.hawaii.gov/hpeap/student-complaint-process/

Idaho State Board of Education
650 West State Street, Suite 307
P.O. Box 83720
Boise, Idaho 83720-0037
Private Postsecondary & Proprietary School Coordinator
Contact: Val Fenske
Main: (208) 332-1587
Email: Valerie.Fenske@osbe.idaho.gov

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404
Main: (217) 782-2551
Email: info@ibhe.org
http://www.ibhe.state.il.us/consumerinfo/complaint.htm

Indiana Commission for Higher Education
Board for Proprietary Education
Indiana Commission for Higher Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204
(317) 464-4400 ext. 0
Email: complaints@che.in.gov
http://www.in.gov/che/2744.htm
http://www.in.gov/bpe/2329.htm
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<th>Institution</th>
<th>Contact Information</th>
<th>Website/Resource Pages</th>
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<tr>
<td>Iowa College Student Aid Commission</td>
<td>430 East Grand Ave., FL3 Des Moines, IA 50319-0146 Main: (515) 725-3400 <a href="https://www.iowacollegeaid.gov/content/forms-and-applications">https://www.iowacollegeaid.gov/content/forms-and-applications</a></td>
<td></td>
</tr>
<tr>
<td>Kansas Board of Regents</td>
<td>1000 SW Jackson Street, Suite 520 Topeka, KS 66612-1368 Main: (785) 296-3421 <a href="http://www.kansasregents.org/private_postsecondary_complaint_process">http://www.kansasregents.org/private_postsecondary_complaint_process</a></td>
<td></td>
</tr>
<tr>
<td>Kentucky State Board for Proprietary Education</td>
<td>P.O. Box 1360 Frankfort, KY 40602 Main: (502) 564-3296 <a href="http://www.bpe.ky.gov/Applications%20and%20Forms/Form%20to%20File%20a%20Complaint.pdf">http://www.bpe.ky.gov/Applications%20and%20Forms/Form%20to%20File%20a%20Complaint.pdf</a></td>
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</tr>
<tr>
<td>Massachusetts Board of Higher Education</td>
<td>One Ashburton Place, Room 1401 Boston, MA 02108 Main: (617) 994-6950 <a href="http://www.mass.edu/forstudents/complaints/complaintprocess.asp">http://www.mass.edu/forstudents/complaints/complaintprocess.asp</a></td>
<td></td>
</tr>
<tr>
<td>Michigan Department of Licensing and Regulatory Affairs</td>
<td>Bureau of Commercial Services, Licensing Division Proprietary School Unit Staff 201 N. Washington Sq. Lansing, MI 48913 <a href="http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35395_35396---,00.html">http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35395_35396---,00.html</a></td>
<td></td>
</tr>
<tr>
<td>Minnesota Office of Higher Education</td>
<td>Registration &amp; Licensing 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108- 5227 Main: 651-259-3975 or 1-800-657-3866 Email: <a href="mailto:info.ohe@state.mn.us">info.ohe@state.mn.us</a> <a href="http://www.ohe.state.mn.us/mPg.cfm?pageID=1078">http://www.ohe.state.mn.us/mPg.cfm?pageID=1078</a></td>
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</tr>
<tr>
<td>Missouri Department of Higher Education</td>
<td>205 Jefferson Street, PO Box 1469 Jefferson City, MO 65102-1469</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Contact Information</td>
<td></td>
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<tr>
<td>----------------------------------------</td>
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</table>
| **Mississippi Commission on College Accreditation** | 3825 Ridgewood Road  
Jackson, MS 39211-6453  
Main: (601) 432-6372  
http://www.mississippi.edu/mcca/  
| **Montana Board of Regents**           | Office of Commissioner of Higher Education  
Montana University System  
2500 Broadway Street  
PO Box 203201  
Helena, MT 59620-3201  
Main: (406) 444-6570  
http://mus.edu/MUS-Statement-of-Complaint-Process.asp#Institutions%20Outside                                                                                           |
| **Nebraska Coordinating Commission for Postsecondary Education** | PO Box 95005, Lincoln, NE 68509-5005  
Main: (402) 471-0730  
http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf  
http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp                                                                                                 |
| **Nevada Commission on Postsecondary Education** | 8778 S Maryland Parkway, Suite 115  
Las Vegas, NV 89123  
Main: (702) 486-7330  
http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm                                                                                                         |
| **New Hampshire Higher Education Commission** | Edward R. MacKay, Division Director  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
Main: (603) 271-0256  
Email: Edward.MacKay@doe.nh.gov  
| **State of New Jersey**                | Office of the Secretary of Higher Education  
NJ Higher Education  
P.O. Box 542  
Trenton, NJ 08625-0542  
Main: (609) 292-4310  
Email: nj_che@che.state.nj.us  
http://www.state.nj.us/highereducation/  
https://www.state.nj.us/treas/highereducation/contactus.shtml                                                                                          |
| **New Mexico Higher Education Department (MNHED)** | 2048 Galisteo Street  
Santa Fe, NM 87505  
Phone: (505) 476-8442  
Fax: (505) 476-8453  
www.hed.state.nm.us/Complaint_3.aspx                                                                                                                      |
| **New York State Education**           | Bureau of Proprietary School Supervision  
Investigations and Audit Unit  
116 West 32nd Street, 5th Floor  
New York, NY 10001  
Main: (212) 643-4760  
Email: BPSS@NYSED.GOV  
http://www.acces.nysed.gov/bpss/students/disclos.htm                                                                                                      |
| **North Carolina Post-Secondary Education Complaints** | c/o Terrence R. Scarborough  
University of North Carolina General Administration  
910 Raleigh Road,  
Chapel Hill, NC 27515-2688  
Phone: (919) 962-4558                                                                                                                                        |
<table>
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<th>State/Region</th>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>North Carolina</td>
<td>State Board of Proprietary Schools</td>
<td>200 West Jones Street, Raleigh, NC 27603</td>
<td>Scott Corl, Executive Director</td>
<td><a href="mailto:corl@nccommunitycolleges.edu">corl@nccommunitycolleges.edu</a> <a href="http://www.nccommunitycolleges.edu/proprietary-schools">http://www.nccommunitycolleges.edu/proprietary-schools</a></td>
</tr>
<tr>
<td>North Dakota</td>
<td>University System</td>
<td>1815 Schafer St., Ste. 202, Bismarck, ND 58501-1217</td>
<td>Tanya Spilovoy, D. Ed.</td>
<td><a href="mailto:tanya.spilovoy@ndus.edu">tanya.spilovoy@ndus.edu</a> <a href="http://www.ndus.edu/system/state-authorization/">http://www.ndus.edu/system/state-authorization/</a></td>
</tr>
<tr>
<td>Ohio</td>
<td>State Board of Career Colleges and Schools</td>
<td>30 East Broad St., Suite 2481, Columbus, OH 43215</td>
<td>Shell Dumas, Director</td>
<td><a href="http://www.ohio.gov/Constituent/Departments/postsecondary_and_adult_education/complaint_procedures.htm">http://www.ohio.gov/Constituent/Departments/postsecondary_and_adult_education/complaint_procedures.htm</a></td>
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<tr>
<td>Oklahoma</td>
<td>State Regents for Higher Education</td>
<td>55 Research Parkway, Suite 200, Oklahoma City, OK 73104</td>
<td></td>
<td><a href="http://www.okhighered.org/current-college-students/complaints.shtml">http://www.okhighered.org/current-college-students/complaints.shtml</a></td>
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<tr>
<td>Oregon</td>
<td>State Board of Higher Education</td>
<td>775 Court St. NE, Salem, OR 97301</td>
<td>Shell Dumas, Higher Education Coordinating Commission</td>
<td><a href="http://www.oregon.gov/Education/CommunityEducation/Complaints/Pages/ComplaintProcedure.aspx">http://www.oregon.gov/Education/CommunityEducation/Complaints/Pages/ComplaintProcedure.aspx</a></td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Department of Education</td>
<td>333 Market Street, 12th Fl, Harrisburg, PA 17126</td>
<td>Shell Dumas, Director</td>
<td><a href="mailto:ra-collunivseminfo@pa.gov">ra-collunivseminfo@pa.gov</a> <a href="http://www.education.state.pa.us/search/page/?id=325">http://www.education.state.pa.us/search/page/?id=325</a></td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Board of Governors for Higher Education</td>
<td>80 Washington Street, Providence, RI 02903</td>
<td></td>
<td><a href="http://www.ribghe.org/students.htm">http://www.ribghe.org/students.htm</a></td>
</tr>
<tr>
<td>South Carolina</td>
<td>Commission on Higher Education</td>
<td>1122 Lady Street, Suite 300, Columbia, SC 29201</td>
<td></td>
<td><a href="http://www.che.sc.gov/">http://www.che.sc.gov/</a> (or) <a href="http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf">http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf</a></td>
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<tr>
<td>South Dakota</td>
<td>Board of Regents</td>
<td>306 East Capitol Ave, Pierre, SD 57501</td>
<td></td>
<td><a href="mailto:info@sdbor.edu">info@sdbor.edu</a> <a href="http://www.sdbor.edu/services/academics/SDSARA/SDSARA_000.htm">http://www.sdbor.edu/services/academics/SDSARA/SDSARA_000.htm</a></td>
</tr>
<tr>
<td>Tennessee</td>
<td>Higher Education Commission</td>
<td>Parkway Towers, Suite 1900, Nashville, TN 37243-0830</td>
<td></td>
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</tr>
<tr>
<td>State</td>
<td>Contact Information</td>
<td>Website URLs</td>
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<tr>
<td>Texas Workforce Commission</td>
<td>TWC-Career Schools and Colleges&lt;br&gt;Austin, Texas, 78778-0001&lt;br&gt;Main: (512) 936-3100&lt;br&gt;Email: <a href="mailto:career.schools@twc.state.tx.us">career.schools@twc.state.tx.us</a>&lt;br&gt;<a href="http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges-students.html">http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges-students.html</a></td>
<td><a href="http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/complaintform.pdf">http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/complaintform.pdf</a>&lt;br&gt;<a href="http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges-students.html">http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges-students.html</a></td>
<td></td>
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</tr>
<tr>
<td>Texas Higher Education Coordinating Board</td>
<td>College Readiness and Success Division&lt;br&gt;P.O. Box 12788&lt;br&gt;Austin, Texas 78711-2788&lt;br&gt;Email: <a href="mailto:StudentComplaints@thecb.state.tx.us">StudentComplaints@thecb.state.tx.us</a>&lt;br&gt;<a href="http://www.thecb.state.tx.us/">http://www.thecb.state.tx.us/</a></td>
<td><a href="http://www.twc.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D">http://www.twc.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utah Division of Consumer Protection</td>
<td>160 East 300 South&lt;br&gt;Salt Lake City, Utah 84111&lt;br&gt;Main: (801) 530-6601&lt;br&gt;Email: consumerprotection.utah.gov/studentcomplaints@example.com&lt;br&gt;<a href="http://consumerprotection.utah.gov/complaints/index.html">http://consumerprotection.utah.gov/complaints/index.html</a></td>
<td><a href="http://consumerprotection.utah.gov/studentcomplaints/example.html">http://consumerprotection.utah.gov/studentcomplaints/example.html</a>&lt;br&gt;<a href="http://consumerprotection.utah.gov/complaints/index.html">http://consumerprotection.utah.gov/complaints/index.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vermont Agency of Education</td>
<td>219 North Main Street, Suite 402,&lt;br&gt;Barre, VT 05641&lt;br&gt;Cathy Hilgendorf&lt;br&gt;Main: (802) 479-7451&lt;br&gt;Email: <a href="mailto:cathy.hilgendorf@state.vt.us">cathy.hilgendorf@state.vt.us</a>&lt;br&gt;<a href="http://education.vt.gov/directories/postsecondary#resources">http://education.vt.gov/directories/postsecondary#resources</a></td>
<td><a href="http://education.vt.gov/directories/postsecondary#resources">http://education.vt.gov/directories/postsecondary#resources</a>&lt;br&gt;<a href="http://education.vt.gov/documents/EDU-VTAOE-Complaint_Resolution_for_Postsecondary_Education.pdf">http://education.vt.gov/documents/EDU-VTAOE-Complaint_Resolution_for_Postsecondary_Education.pdf</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia State Council of Higher Education</td>
<td>101 N. 14TH St., 10TH FL,&lt;br&gt;James Monroe Bldg.&lt;br&gt;Richmond, VA 23219&lt;br&gt;Main: (804) 225-2600&lt;br&gt;Email: education.virginia.gov/studentcomplaints@example.com&lt;br&gt;<a href="http://www.schev.edu/students/studentcomplaint.asp">http://www.schev.edu/students/studentcomplaint.asp</a></td>
<td><a href="http://www.schev.edu/students/studentcomplaint.asp">http://www.schev.edu/students/studentcomplaint.asp</a></td>
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<tr>
<td>Washington Student Achievement Council</td>
<td>917 Lakeridge Way SW&lt;br&gt;Olympia, WA 98502&lt;br&gt;Program Administrator&lt;br&gt;Karen Oelschlager&lt;br&gt;Main: 360.753.7869&lt;br&gt;Email: <a href="mailto:kareno@wsac.wa.gov">kareno@wsac.wa.gov</a>&lt;br&gt;<a href="http://www.wsac.wa.gov/protecting-education-consumers">http://www.wsac.wa.gov/protecting-education-consumers</a></td>
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<td>Washington Workforce Training and Education Board</td>
<td>128 10th Avenue&lt;br&gt;Olympia, WA&lt;br&gt;Main: 360-709-4641&lt;br&gt;Email: <a href="mailto:pspencer@wtb.wa.gov">pspencer@wtb.wa.gov</a>&lt;br&gt;<a href="http://www.wtb.wa.gov/PCS_Complaints.asp">http://www.wtb.wa.gov/PCS_Complaints.asp</a></td>
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Students can also access applicable state or accrediting agency information on the American Sentinel website here and here.

The following states have additional information for students that reside in these states:

- Students residing in the state of Wisconsin: If a complaint is not settled at the institutional level, the student may contact the Wisconsin Educational Approval Board, PO Box 8696 Madison, WI 53708-8696, Telephone: 608-266-1996.
- Students residing in the state of Maryland: The institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission. Complaints should be directed to Maryland Attorney General Consumer Protection Division 200 St. Paul St., Baltimore, MD 21202, 410-258-8662/888-743-0823 (toll free).
- Students residing in the state of Missouri: If a complaint is not settled at the institutional level, may contact the Missouri Department of Higher Education at (573) 751-2361.

Regulatory Agency Contact Information

Students can file a written complaint to:

**Distance Education Accrediting Commission (DEAC)**

Executive Director
1101 17th Street NW, Suite 808
Washington, D.C. 20036
(202) 234-5100
DEAC has an “Online Complaint System” that enables individuals to file a complaint directly from the DEAC website. [Complaint Link](http://www.deac.org/)

**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Website: [http://www.acenursing.org/](http://www.acenursing.org/)

Please reference Policy # 20, [Complaints Against an Accredited Program](http://www.acenursing.org/) found in the [ACEN Accreditation Manual](http://www.acenursing.org/). The complaint is presented to the ACEN as a written, signed, and dated statement with supporting evidence.

**Commission on Collegiate Nursing Education (CCNE)**

One Dupont Circle, NW, Suite 530
Washington, DC 20036
Website: [http://www.aacn.nche.edu/accreditation/](http://www.aacn.nche.edu/accreditation/)

Please reference page 30 of the [Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs](http://www.aacn.nche.edu/accreditation/). The complaint is presented to the CCNE as a written, signed, and dated statement with supporting evidence.

**Department of Education**

Students can file a written complaint to:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Main: (303) 777-7675
Email: elaine.marces@wyo.gov

If a complaint is not settled at the institutional level students should contact EAB.

Wisconsin Educational Approval Board
30 W. Mifflin St., 9th Floor
P.O. Box 8696
Madison, WI 53708
Main: (608) 266-1996
Email: eabmail@eab.state.wi.us
[http://eab.state.wi.us/resources/complaint.asp](http://eab.state.wi.us/resources/complaint.asp)

If a complaint is not settled at the institutional level students should contact EAB.
Arbitration

Any disputes or claims (including any claims against American Sentinel or its officers, trustees or employees) shall be resolved by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Judgment on any award by the arbitrator may be entered into any court having jurisdiction. Because such a transaction involves interstate commerce, the Federal Arbitration Act and related federal judicial procedures govern. Any dispute subject to arbitration will not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association.

A student’s responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation and services charges for arbitration proceedings conducted by the American Arbitration Association will be limited to no more than $125 for claims under $10,000 and $375 for claims between $10,000 and $75,000, or for claims not seeking monetary compensation. The arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration conducted pursuant to this provision without the prior written consent of both parties.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Every American Sentinel University student has the right to:

- Appeal academic matters such as school policies, regulations and processes that affect his or her academic progress.
- Receive academic information in writing at the beginning of a course of instruction and to request further clarification of the following information from the professor/instructor delivering the course:
  - The course schedule, outline and objectives.
  - The type of teaching/learning methods to be employed in the course.
  - The methods of assessment of achievement and evaluation procedures.
  - Expectations of academic conduct from the course professor.
- Make, without fear of reprisal, a responsible complaint of unfairness, harassment or discrimination, and the right to petition the appropriate authority for changes in university policies and procedures.
- Appeal academic grades.
- Be honestly and fully informed about the reason for institutional policies and procedures and request change in policies and procedures.
- Be graded on academic performance and be protected by well-defined procedures designed to prevent prejudiced or capricious evaluation by professors.
- Have privacy regarding his or her records and the right to examine such records. This includes the right to be notified in the event of adverse information being placed in the student's official student file.
- Receive protection from release of information concerning any of his or her files to anyone without the student’s prior written consent, in accordance with the Freedom of Information and Privacy Act.

Student Responsibilities

American Sentinel University believes academic integrity is the foundation of the academic community. Every member of the American Sentinel University community is responsible for promoting and maintaining honesty within the institution.

Students shall submit written or other work that is the product of their own efforts and was not accomplished dishonestly. Academic dishonesty includes the following:

- Copying from another student’s paper.
- Using material not authorized by the course instructor to complete an assignment or examination (for example, referring to the book on a non-open-book exam.
- Collaborating with another student during an examination without permission.
- Plagiarism.
- Collusion by obtaining or giving another student unauthorized assistance in course work.
- Falsification of any examination, paper, record, assignment or report.
- Knowingly using, buying, selling, stealing or soliciting contents of an examination, paper, record, assignment or report.
• Representing oneself as another student for the purpose of taking an examination or allowing oneself to be represented by another for the same reason.
• Cheating of any kind.
• Furnishing false or misleading information to school officials or on official records.
• Forging, altering or misusing the school name, the name of any school employee, documents, records or identification.
• Using any technology to infringe upon the rights of others.
• Using technology (or verbally threatening to do so) to take any action that endangers or impairs the safety, health, life or freedom of any person affiliated with American Sentinel University.
• Not conducting oneself in a professional and courteous manner in the classroom environment.
• Violating any policy of American Sentinel University. Violators may also be in breach of student responsibilities and subject to action up to and including dismissal from the university.

Military Student Bill of Rights
American Sentinel also abides by the Military Student Bill of Rights. All military student populations have basic rights to satisfactory college marketing, admissions and student services practices, including the right to receive:

• Accurate information about a school’s programs, requirements, accreditation, and its potential impact on course transferability.
• Basic college/university information and fees without disclosure of student personal information.
• Educational planning and career guidance without high-pressure registration and enrollment efforts from institutions.
• A clear and complete explanation of course/program enrollment procedures and all resulting financial obligations.
• Explore, without coercion, all financial aid options before signing up for student loans or other financial assistance.
• Accurate scholarship information, free of misleading scholarship offers based on military tuition assistance.
• Appropriate academic screening and course placement based on student readiness.
• Appropriate, accessible academic and student support services.
• Clearly defined institutional drop/add and withdrawal policies and procedures including information about the impact of military duties (i.e. mobilization, activation, temporary duty assignments) on their academic standing and financial responsibilities.
• Clearly defined grievance/appeals processes.

Student Support
Student Success Advisor
A student success advisor is assigned to each student upon admission to American Sentinel. These advisors provide information about academic programs, help students make informed decisions and refer students to appropriate resources. Students are encouraged to consult their student success advisor any time, whether they experience academic difficulty or personal issues or are considering withdrawing from the university. The student success advisor will also be notified by the deans and faculty members when a student appears to be experiencing academic difficulty as evidenced by substandard performance in a course. The student success advisor will invite the student for a conference to determine the cause of the difficulty and to create a viable plan to improve the student’s performance. This plan may include academic and counseling assistance. The student is ultimately responsible for seeking adequate academic advice, meeting degree requirements and attending courses to ensure progress toward the degree.

Military Affairs Advisor
A military advisor is assigned to assist American Sentinel’s military community, including spouses, and the university faculty and staff when necessary military interruptions affect student progress. Students are encouraged to seek assistance or advice any time a military matter may affect reasonable academic progress. Faculty and staff are encouraged to involve the military advisor anytime a military student appears to be at risk or need decision help on accommodating military interruptions. Faculty and staff will receive periodic training covering the special needs that military community students may require and situations they may face as a result of military commitments. The military advisor also assists students and university staff regarding military system use in such areas as tuition assistance, grade submission, and school staff interfaces with these systems.

Student Library and Learning Resources
American Sentinel University provides library and information resources and services seven days a week for students and faculty. Resources meet or exceed the standards required by regulatory and accrediting bodies, including state professional licensing boards. The library gateway page is the central access point for all library resources and services. Resources are organized by program and alphabetically with both licensed commercial resources and appropriate open source sites. Reference assistance is by email using short videos, live chat, research guides and other library instructional tools. Information about how to use the library is included in the student orientation.
Information Fluency
American Sentinel University strives to give students the skills to become lifelong independent learners. Information literacy skills—including how to find, evaluate and use information—are critical to lifelong learning.

STUDENT CODE OF CONDUCT

The Code of Student Conduct serves as a guide of acceptable behavior and due process procedures. The administration of American Sentinel University has the authority to modify or change the Code of Student Conduct at any time. Students are responsible for obtaining all published materials and updates from the student website.

The primary concern of the university is its students. American Sentinel attempts to provide an environment that is conducive to academic endeavor and social and individual growth. Enrollment at American Sentinel is considered implicit acceptance of the rules, regulations and guidelines governing student behavior. American Sentinel reaffirms each student’s privilege of exercising certain rights, including the right to appropriate due process in any disciplinary matter.

Student Conduct Expectations
Students at American Sentinel University are expected to exhibit positive academic citizenship and are required to:

- Read and follow all policies, procedures and program information guidelines published in hard copy or available electronically on the University Web site.
- Pursue learning with honesty and integrity.
- Recognize and respect the rights of others.
- Assume personal responsibility as adults for their behavior without supervision.
- Progress in their programs by meeting course deadlines and following outlined procedures.
- Demonstrate mutual respect when interacting with administration, faculty, staff and other students.
- Meet their financial obligations in a timely manner.

Students who do not practice good academic citizenship may be subject to disciplinary action including suspension, dismissal and/or a hold on academic records. All students are responsible to review the academic code of conduct policy and behave in keeping with the stated principles.

Social Media Policy
Follow American Sentinel values: Guidelines for functioning in an electronic world are the same as the guidelines that dictate the values, ethics and confidentiality policies by which students are expected to live every day.

- Post meaningful, respectful comments and do not post remarks that are off-topic or offensive.
- Reply to comments in a timely manner when a response is appropriate.
- When disagreeing with others’ opinions, remain appropriate and polite.

Clarify an opinion: Unless authorized to speak on behalf of American Sentinel University, students should make clear that all views expressed are their own.

Act responsibly and ethically: When participating in online communities, students are advised not to misrepresent themselves.

Internet Usage Policy
All Internet data that is composed, transmitted, or received via the American Sentinel computer communications systems is considered to be part of the official records of the university and, as such, is subject to disclosure to law enforcement or other third parties, such as state regulators and accrediting agencies. Consequently, students should always ensure that the information contained in their email messages and other transmissions is accurate, appropriate, ethical and lawful.

Students will be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing or threatening messages or images.
- Stealing, using or disclosing someone else’s code or password without authorization.
- Violating copyright law.
- Sending or posting messages or material that could damage the university’s image or reputation, including the use of the university name, titles and positions in any publication that may be perceived as offensive.
- Sending or posting messages that defame or slander other individuals.
- Sending or posting chain letters, solicitations or advertisements not related to education purposes or activities.
Jeopardizing the security of the university’s electronic communications systems.
Sending or posting messages that disparage another organization’s products or services or the passing of personal views as representing those of the organization.
Sending anonymous e-mail messages.
Engaging in any other inappropriate or illegal activities.

**Official Obligations Between the Student and University**
Misconduct relating to official obligations between the student and the university or its officials includes but is not limited to the following:
- Issuance of a check without sufficient funds
- Failure to fulfill financial obligation(s) to the university
- Failure to fulfill other legal obligation(s) to the university
- Failure to comply with reasonable directions of, or failure to heed an official summons of, college officials, faculty or staff members acting in the performance of their duties
- Failure to comply with the sanction(s) imposed under the Code of Student Conduct and Discipline or sanctions otherwise imposed by the university
- Conspiring, planning, or attempting to achieve any of the above acts

**Academic Integrity and Plagiarism Policy**
The faculty and staff of American Sentinel University uphold an ethical and professional obligation to provide each student with the opportunity to develop and pursue his or her educational goals. However, our university is governed by institutionally established regulations of student behavior that protect such individual freedoms of educational pursuit, provided students demonstrate honesty, integrity and respect for the preservation, communication and pursuit of knowledge. Any action not consistent with such principles is unacceptable and subject to corrective actions that may include dismissal from the university.

Academic dishonest includes but is not limited to the following:
- **Cheating includes:**
  - Acquiring information for specifically assigned projects from another student, working with one or more persons on an exam that is to be taken as an individual or observing work from another individual’s exam
  - Providing information to another student for an exam that is meant to be taken individually or copying and giving out the exam or content prior to the exam time

- **Plagiarism includes:**
  - Failing to credit sources used in a work product in an attempt to pass off the work as one’s own
  - Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources
  - Copying textual content as well as presenting another's ideas or images without citing the source.

- **Falsifying information includes:**
  - Falsification of the results obtained from a research
  - The written or oral presentation or results of research that have not been performed

- Conspiring to commit an act of academic dishonesty.
- Furnishing false information to any university office or official, faculty or staff member acting in an official capacity, or giving false testimony or other falsified evidence at any campus disciplinary hearing
- Forgery, alteration, or misuse of any university document, record, or instrument of identification
- Theft, unauthorized access to or other abuse of computer systems or computer time relating to college endeavors
- Conspiring, planning, or attempting to achieve any of the above acts

**Procedure for Acts of Plagiarism:**
- **Levels of Plagiarism** - The following levels of plagiarism violation are as follows:
  - Level 1: Presents a paper, assignment, or problem set written by someone else as the student’s own work due to ignorance or inexperience.
  - Level 2: Presents a paper, assignment, or problem set written by someone else as the student’s own work intentionally and willfully.
  - Level 3: Repeats a Level 2 violation.
  - Level 4: Multiple repeats of a Level 2 violation.

- **Penalties for Plagiarism** - The following penalties for plagiarism violation are as follows:
  - Level 1
    - Student receives an academic warning that goes in the student’s file and is allowed to resubmit the assignment.
    - Instructor may assign a grade for the assignment that includes a penalty of a percentage of the grade (10% - 50%) or no grade penalty may be given.
  - Level 2
    - Student receives an F (0%) grade for the assignment.
    - Student may not resubmit the assignment.
  - Level 3
    - Student receives an F (59%) for the course and the student may retake the course.
  - Level 4
    - The student is suspended or expelled from program and University.
Handling Plagiarism - Although American Sentinel University recognizes that students may be unfamiliar with proper posting and citation requirements in the online environment, the expectation is that the faculty members help students learn how to properly cite information so students avoid violations. Faculty and students are held accountable to our strict no-tolerance policy regarding plagiarism in the academic environment.

Faculty member will select the consequence of a plagiarism issue in Level 1 and 2 violations. Level 3 and 4 violations will be handled by the Dean of the respective program. The treatment of an instance of plagiarism should reflect an evaluation of the nature of the problem.

Nursing Code of Conduct
Nursing students are expected to function within the framework of the American Nurses Association Code of Ethics for Nurses. Students may purchase the Code of Ethics for Nurses by contacting the American Nurses Association Publishing Company or may view the code online at http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx.

Penalties for Code of Conduct Violations
Penalties for violation of institutional policies, rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to a student leaving American Sentinel University, grades will be assigned in accordance with university’s grade policy and dates set forth in the academic calendar. American Sentinel may impose one or more of the following misconduct penalties upon individuals, groups or organizations.

- **Admonition:** This consists of a verbal or written warning. Verbal admonitions do not become a part of the student's confidential record held in the registrar's office.

- **Loss of privileges or imposition of certain tasks:** Under some circumstances of misconduct, the university may deem it appropriate to take away certain privileges. The following penalties may be imposed:
  - Withholding of an official transcript or degree.
  - Blocking from enrollment for a specified period of time.
  - Failing or changing a test, course, assignment or other grade.
  - Suspending library and internet access.

- The student may also be required to perform certain tasks, such as making restitution—whether monetary or by specific duties—attending counseling sessions, performing additional academic work not required of other students in a specific course, complying with a behavioral contract, or paying special fees, fines or service charges.

- **Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the misconduct. Probation carries with it a warning that any further violations of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation related to the Student Code of Conduct are:
  - Conduct probation - A sanction that will be removed from the student's confidential record at the end of the period of probation.
  - Disciplinary probation - A sanction that may or may not remain a permanent part of the student’s record.

- **Suspension:** Continued and/or flagrant violations of the probation terms (or serious-offense cases) may result in suspension from American Sentinel for a specified period. The student is blocked from re-enrollment until he/she applies for readmission to the university and is cleared by appropriate officials. Suspension becomes a part of the student’s permanent record in the registrar’s office.

- **Withdrawal:** Withdrawal is administrative removal of a student from a class or from the university and may be imposed in instances of unmet financial obligations to the university, for reasons of health or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until specific conditions are met.

- **Expulsion:** Expulsion is permanent severance from American Sentinel University.

- **Revocation of degrees:** The revocation of degrees may occur for misconduct of prior students. Allegations of misconduct that may result in a revocation of a degree will be considered by the appropriate academic process.

Students may file an appeal regarding the Code of Conduct violation using the university appeal process.

**MISCELLANEOUS**

**Intellectual Property Rights**
American Sentinel University owns all proprietary rights, including patent, copyright, trade secret and trademark rights to all American Sentinel materials provided in conjunction with enrollment. No portion of the materials may be copied or otherwise duplicated, nor may the materials be distributed or transferred to any other person or entity. The materials are for the use of students in American Sentinel University courses. Any other use of the materials violates the enrollment agreement.

Intellectual Property rights in scholarly works belong to the faculty member or student who created the work, unless an
agreement provides otherwise. Faculty scholarship does not include courses.

Job Placement Disclaimer
The purpose of degree programs offered by American Sentinel University is to extend the nature and range of careers available to students by providing quality education that integrates theory with practical application. The university does not offer guarantees of job placement, advancement or continued employment.

Legal Holidays
American Sentinel University offices are closed New Year’s Day, Martin Luther King, Jr. Day, Memorial Day (fourth Monday in May), the Fourth of July, Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November) and the Friday immediately following Christmas Eve (December 24) and Christmas day (December 25).

Letter of Reference
Students can request personal or professional reference letters from individual faculty members. Such requests should be submitted in writing directly to the faculty member along with a resume or curriculum vitae. At least two weeks’ notice should be given. Reference letters are not kept on file by the university. Reference letters requested after graduation should also be submitted in writing directly to the faculty member.

Non-Discrimination Statement
- In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, American Sentinel University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation or military service in any of its:
  - Educational policies, programs or activities.
  - Admissions policies or scholarship or loan programs.
  - American Sentinel University-administered programs.
  - Hiring practices.

Inquiries or complaints should be directed to the president’s office.

Privacy
American Sentinel does not sell or rent any personal data that is submitted on its website to any third parties.

Data Collected
American Sentinel automatically collects anonymous statistical data about the use of its website (browser, Internet domain, computer operating system and IP address and navigation path for visitors to the website). The American Sentinel website uses the first-party Google Analytics cookie only to track return visits but not to identify anyone personally by name, email, or any other data. This site also uses the third-party DoubleClick cookie to enable reporting on demographics and interests information (such as age, gender, and favored product categories), but, again, not in any way that is associated with personally identifiable information."

The university also collects personal data that visitors and prospective students voluntarily submit.

Data Used
American Sentinel uses data to improve the navigation, functionality and content of its website and to improve its program and services. Personal data is used to:

  - Communicate with students to provide them requested information and tell them about programs and services.
  - Help university officials make informed admission decisions.
  - Verify students’ identities prior to granting access to certain American Sentinel services and resources.
  - Communicate with individuals after they become students.

Data Shared
American Sentinel University does not sell or rent any personal data that is submitted on its website to any third parties. American Sentinel may share personal data collected through its website with other companies, organizations and individuals who perform certain functions on its behalf, for example, companies that provide support services (such as credit card processing services) or companies that help market American Sentinel products and services.
These companies, organizations and individuals may need this information in order to perform their functions. They are not authorized to use the information we share with them for any other purpose. Occasionally American Sentinel may send information about products and services we think may be of interest to students. Sometimes American Sentinel may share this information with its educational partners to bring similar information to students' attention. If, at any time, a student would like American Sentinel to remove his or her name from any marketing lists, he or she should contact the university at info@americansentinel.edu and American Sentinel will promptly comply with the request.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Under FERPA, the university can disclose education records without a student’s prior written consent to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

There are some special circumstances when American Sentinel University may share personal data. For example, personal data may be shared in the following situations:

- When it is necessary to comply with the U.S. Department of Education or Colorado Commission on Higher Education reporting requirements or the reporting requirements of accrediting bodies.
- When requested to comply with a court order or subpoena.
- When requested to comply with a legal requirement.
- When requested to enforce the university’s conditions of use to protect the rights, property or safety of American Sentinel University, its students or others.
- For fraud protection.
- For credit risk reduction.
- To administer programs.
- To provide a quality online learning experience.
- In the event of a corporate sale, merger, reorganization, dissolution or similar event.

The university may share anonymous statistical data about our users with advertisers, business partners, sponsors and other third parties.

Data Protection
American Sentinel University seeks to maintain the integrity and security of its databases. Although no guarantee can be provided against any loss, misuse, unauthorized disclosure, alteration or destruction of data, American Sentinel strives to prevent such events. The university’s servers and databases are protected by firewalls and passwords. In addition, American Sentinel uses Secure Sockets Layer (SSL) software to encrypt transcript and payments data. All other confidential data that students submit is accessible only to authorized employees of American Sentinel University.

Data from Children
American Sentinel University does not knowingly collect personal data from children under the age of 13 through its website. If a website visitor is under 13, he or she should not give American Sentinel any personal data. If a student has reason to believe that a child has provided personal data to American Sentinel University through the website, the student should contact info@americansentinel.edu and American Sentinel will try to delete that information from its databases.

Other Websites
The American Sentinel University website may contain links to other websites external to our own site. American Sentinel does not control these websites and is not responsible for their data practices. Any information provided to these websites is covered under the privacy policies of these linked external websites.

Changes
The American Sentinel University privacy policy was last revised on June 25, 2011. American Sentinel reserves the right to modify its privacy policy at any time, so students and website visitors should revisit the website to check for updates. Use of the website following any such change constitutes the visitor’s agreement that all data collected from or about them is subject to the terms of the revised privacy policy.

Governing Law
This privacy policy shall be governed in accordance with the laws of the state of Colorado, United States of America.

More Information
For questions about the university’s privacy policy, please email American Sentinel at info@americansentinel.edu.
Research Protocol
Any faculty, staff or student wishing to conduct research under the auspices of American Sentinel University must have the research proposal reviewed and approved by the institutional review board. The institutional review board will oversee the conduct of the study in accordance with the Department of Health and Human Services Policy for the Protection of Human Research Subjects (http://www.hhs.gov/ohrp/policy/index.html)

Schedule of Course Offerings
The registrar is responsible for developing schedules of course offerings each term and making them available to all necessary parties. Not all courses may be offered every term. Last-minute changes to schedules are avoided whenever possible, but may be necessary to accommodate staffing and class size. The registrar or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

Sexual Harassment
American Sentinel University considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual harassment by students, faculty or staff is a violation of American Sentinel policy and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a condition of an individual’s enrollment at the university.
- Submission to or rejection of such conduct by an individual is used as the basis for an academic decision affecting the individual.
- Such conduct interferes with an individual’s right to achieve an educational objective or to study in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

Individuals who are sexually harassed should follow these steps:

- Tell the harasser firmly, clearly and directly what specific comments or advances are unwelcome.
- Keep a record of all dates, times, places and types of incidents that have occurred and make a note of witnesses.
- It is important to be accurate and thorough when documenting incidences.
- Report sexual harassment incidents to the dean. All complaints must be reported to the appropriate program office within 180 days of the incident.
- Follow the steps outlined by the dean.

Reporting of sexual harassment incidents is considered sensitive and confidential. Dissemination of information relating to sexual harassment incidents will be limited in order to protect the privacy of those involved.

When investigating allegations of sexual harassment, Equal Employment Opportunity Commission (EEOC) looks at the circumstances and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Student Evaluation of Courses
Student course evaluations are meant to provide students the opportunity to give feedback on the teaching/learning process, the instructor’s interaction with students, the delivery of course material and the quality of the learning environment. Student evaluations are one component of the faculty evaluation process.

The information gathered through student course evaluations is to be used by American Sentinel faculty and academic leadership for instructional development. Therefore, any course evaluation program should include recommendations of resources for the improvement and further development of teaching. Student evaluations are taken seriously and used as one measure of professional development activities.

Student Identification
American Sentinel University verifies the identity of the students who are completing its courses and programs. Students must access their courses through the secure MyASU portal, where they must enter their username and password. These passwords must regularly be changed and may not be reused.

American Sentinel monitors technological improvements in order to identify more effective methods for verifying student identity.
and to assure that each student earning credit in a course is the person who completed all of the relevant work. To achieve this, American Sentinel follows these procedures:

- Students who are enrolled in online courses must always be required to enter their user ID and a password to access their online course (through the MyASU portal). Log in takes place through a secure connection.
- Professors determine when proctored examinations are required.

**Tax Benefits for Higher Education**

Each year, the Internal Revenue Service requires all eligible institutions to report certain information about qualified tuition, fees and related expenses to the IRS and to each of its students. The information reported on Form 1098-T helps students determine if they are eligible for tax credit on their federal income tax return.

To facilitate accurate reporting, the student must maintain a current address and social security number on file with the university.

For information on education-related federal tax benefits, students may read IRS publication 970, “Tax Benefits for Higher Education,” or contact their personal tax advisors.

**Veterans Administration Students**

To avoid overpayments, students who receive VA educational benefits should promptly report any changes in enrollment or dependency status to the university and the U.S. Department of Veterans Affairs (DVA). The university is required to notify the DVA within 30 days of any change in student status during previously certified periods of enrollment. Changes include withdrawals, unsatisfactory academic progress and changes in dates of enrollment. Upon receipt of the notice, DVA will reduce or terminate benefits. DVA is required to take prompt and aggressive action to recover benefit overpayments.

**Tuition Assistance Top-Up**

Active-duty students requesting to use the Tuition Assistance Top-Up program should direct all questions or concerns to the Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) or via their website at www.gibill.va.gov. American Sentinel University has no involvement in processing Tuition Assistance VA Top-Up requests.

**Right to Change Requirements**

Neither the American Sentinel University catalog nor any of the information and requirements contained herein constitute a contract or create any contractual commitments between American Sentinel University and any student, prospective student or third party. The information and program requirements contained in American Sentinel University catalog are regularly updated and are subject to change without notice. All updates to the catalog will be posted on American Sentinel’s website.

**Technology/Computer Requirements**

Neither the American Sentinel University catalog nor any of the information and requirements contained herein constitute a contract or create any contractual commitments between American Sentinel University and any student, prospective student or third party. The information and program requirements contained in American Sentinel University catalog are regularly updated and are subject to change without notice. All updates to the catalog will be posted on American Sentinel’s website. The following technology and Internet provisions are required:

- Computer and processor: 2 – 3 GHz or greater (Intel Pentium or Celeron, or AMD Athlon processors). Intel's i5 or i7 or equivalent is recommended, 5 years or newer.
  - Memory: 1 GB minimum. 4-8GB recommended
  - Hard drive: 80 GB or larger
  - Display: 1024×768 or greater monitor and video card
  - Operating system: Microsoft Windows 7 or later versions. Mac OS X.
  - Security: A current anti-virus program
  - Internet browser: Internet Explorer 9.0, Google Chrome (most recent), Firefox (most recent)
  - Internet access: A broadband internet connection is highly recommended. Media-rich content is included within courses and externally referenced materials.
  - Audio: Sound card with speakers or headphones
  - Microsoft Office 2003 or later
  - Email address
  - Adobe Acrobat PDF Reader (Free)
Course and Program Specific Software Requirements

- BSN437PE requires Shadow Health Undergraduate Version (accessed within the course)
- N522PE requires Shadow Health Graduate Version (accessed within the course)
- N535PE requires Microsoft Access Neehr Perfect (accessed within the course)
- N758 requires SPSS available at www.OnTheHub.com and monthly subscription is available

Microsoft Access can be downloaded for free from the American Sentinel University ELMS site, purchased as a stand-alone product from numerous academic software vendors, or purchased as part of Microsoft Office Professional.
UNDERGRADUATE COURSE DESCRIPTIONS

BIO130 INTRODUCTION TO BIOLOGY
Introduction to the essential principles of biology and the structure of biological systems. Must be taken concurrently with BIO130L.
Credit hours: 3

BIO130L INTRODUCTION TO BIOLOGY LAB
Lab for BIO130. Must be taken concurrently with BIO130.
Credit hours: 1

BSN405 REFLECTIVE PRACTICE, ISSUES AND TRENDS
Explores nursing theories and principles that serve as guides for ethically sound behavior within a nursing context. Addresses the added complexities that technological advances bring to the healthcare field. Other topics include economic issues, patient self-determination, ethics in research, diversity and discrimination in healthcare.
Credit hours: 3

BSN410 HEALTHCARE DELIVERY AND QUALITY OUTCOMES
Focuses on nursing practice foundations including the influence of socio-cultural-political-economic and physical environments on health, healthcare delivery systems, and outcomes.
Prerequisite or Corequisite: BSN405
Credit hours: 3

BSN415 NURSING MANAGEMENT STRATEGIES
Introduces concepts of organization and management theory as they relate to key issues in nursing management. Topics include delegation, conflict negotiation, standards of practice and professional responsibility. Students will engage in discussion regarding management traits, decision-making and workplace motivation.
Prerequisites: BSN405 and BSN410
Credit hours: 3

BSN420 STRATEGIC CHANGE AND QUALITY IMPROVEMENT
Guides students in developing their roles as leaders in interdisciplinary healthcare teams. Students discuss successful strategies for change management and effective communication that will result in quality improvement and patient safety. Covers various methods of effective management of resources.
Prerequisites: BSN405 and BSN410
Credit hours: 3

BSN421PE LEADERSHIP AND STRATEGIC PLANNING
Provides the theoretical foundation for understanding organizational and systems leadership, quality improvement and safety within selected healthcare settings. Emphasis is placed on strategies for effective change management and communication in quality improvement and patient safety. Ethical, legal, and resource management concepts will be explored. Includes 30 hours of practice experience activities.
Prerequisites: BSN405, BSN410, BSN415 (not applicable for RN-BSN/MSN), BSN436
Credit hours: 3

BSN422 NURSING RESEARCH
This course is a foundational research course designed to introduce students to the components of the nursing research process, with an emphasis on critiquing and applying current research for evidence-based practice.
Prerequisites: BSN405, BSN410, BSN415, BSN436
Credit hours: 3

BSN425 PUBLIC HEALTH NURSING A
Students will apply the principles of population health and epidemiology in both individual and family case studies, as well as in disaster scenarios. Students will discuss disease prevention in the context of emerging global diseases and within the constraints of personal and national financial resources. Students conduct a community health assessment and develop a plan for an intervention for a specific community health need that reflects a global health issue.
Credit hours: 3

BSN430 PUBLIC HEALTH NURSING B
In this course the student will implement a planned community intervention for an assessed community health need that reflects a global health issue. The student will then evaluate the plan and the results of the intervention.
Prerequisite: BSN425
Credit hours: 3

BSN432PE COMMUNITY HEALTH NURSING
Provides an overview of concepts and theories related to community health nursing. Emphasis is on population focused practice, health promotion, health maintenance and risk reduction. Topics include core functions and essential services of public health, epidemiology concepts, community assessment and interprofessional collaboration to meet client needs in community settings. Includes 30 hours of practice experience activities.
Prerequisites: BSN405, BSN410, BSN415, BSN436
Credit hours: 3

BSN436 DEVELOPING NURSING PRACTICE
Introduces a structured critical thinking approach to achieving the Institute of Medicine’s five core competencies. Students will be guided by Critical Thinking Habits of the Mind and Critical Thinking Skills in critiquing nursing assessment, inter-disciplinary planning and setting goals for patient health outcomes. The course offers suggestions for assessing the critical thinking abilities of patients and families to participate in care.
Prerequisites: BSN405 and BSN410
Credit hours: 3

BSN437PE HEALTH ASSESSMENT
Provides students with integrated functional health assessment knowledge and practical applications of physical assessment. The integrated health assessment includes physical, social, cultural, psychological and spiritual components across the lifespan. Emphasis will be placed on developing and using therapeutic communication skills. Includes 30 hours of practice experience activities.
Prerequisites: BSN405, BSN410, BSN415 and BSN436
Credit hours: 3

BSN440 CASE MANAGEMENT
This course covers current topics and trends in Nursing Case Management. This course will cover a wide array of topics including disease navigation and demand management. The course focuses on the nurse’s role in a collaborative team approach utilizing both acute and
community settings. The course offers a cumulative final project whereby the student chooses his or her patient population and builds the project on that specific patient/disease type.

**Prerequisites:** BSN405, BSN410, BSN415, BSN436

**Credit hours:** 3

**BSN499 CAPSTONE**

The capstone course reflects the nursing program outcomes and university principles of accountability, leadership, scholarship, and citizenship. This course is designed to synthesize and integrate the successful achievement of previous course objectives met during the program of study.

**Prerequisites:** All BSN courses

**Credit hours:** 3

**CHEM101 GENERAL CHEMISTRY I**

Designed for non-chemistry majors who have little or no chemistry background. Presents the origins and basic tenets of chemistry as they relate to the environment. Atomic elements, the periodic table, bonding, and acids and bases are examples of such chemistry principles. Issues such as global warming, energy conservation and acid rain are also discussed. The second half of the course explores energy sources, organic chemicals, drug designing, and composition of foods and provides an explanation to genetic engineering. Must be taken concurrently with CHEM101L.

**Credit hours:** 3

**CHEM101L GENERAL CHEMISTRY LAB**

Lab for CHEM101. Must be taken concurrently with CHEM101.

**Credit hours:** 1

**COM200 INTERCULTURAL COMMUNICATION**

This course focuses on understanding the importance of culture in the communication process. The course provides students with the tools for enhancing their own cross-cultural communication abilities and for communicating in a rapidly changing global society. Students will compare and contrast the beliefs, values, worldviews and communication styles of different cultural groups.

**Credit hours:** 3

**COM215 PUBLIC SPEAKING**

Teaches students to formulate ideas into effective spoken presentation. Covers the selection of supportive materials, arranging ideas logically and clear speaking techniques.

**Credit hours:** 3

**ENG105 BEGINNING WRITING**

This course is designed to help students develop English writing skills. Students learn to develop clear and direct thesis statements, topic sentences, coherent body paragraphs, introductions and conclusions. Required for any student who has not previously completed a college writing course or tested out by examination.

**Credit hours:** 3

**ENG110 ENGLISH COMPOSITION I**

Helps students develop quality writing skills by examining the writing process and five types of writing: compare and contrast, argumentative, persuasive, narrative and descriptive. Covers grammar, spelling and punctuation. Discusses the American Psychological Association style for citing works used in writing.

**Credit hours:** 3

**ENG210 ENGLISH COMPOSITION II**

As a continuation of English Composition I, this course focuses on analysis and argument while devoting attention to academic researched writing, critical thinking across the curriculum, citation, and documentation. Students will use a variety of readings to develop several modes of writing including evaluation, literary analysis, classification, media analysis, illustration and researched-based writing.

**Credit hours:** 3

**GA200 THE COMPARATIVE STUDY OF HEALTHCARE TRANSFORMATIONS**

This course will cover the major models for provision and financing of healthcare used around the world today. The historical development of these models will be traced, and the societal values and other factors underlying countries’ choice of healthcare systems and policies will be examined. Students will learn to analyze the advantages and disadvantages of various ways of organizing and financing healthcare and to evaluate health policies according to a range of criteria fir cost, quality, and equity.

**Credit hours:** 3

**GEO200 GLOBAL GEOGRAPHY**

Provides students with a background to understand contemporary world events. Acquaints students with the human and physical attributes that give uniqueness to world regional patterns on the Earth’s surface. Gives students a global perspective on the interconnections between the human and physical systems of the earth.

**Credit hours:** 3

**GHIS200 GLOBAL HISTORY OF NURSING**

This course explores the historical role of nurses around the world as critical actors in driving social, cultural, professional, and clinical changes in healthcare. Students will develop an understanding of the critical role, importance, and contributions that nursing historic development in the Middle East, Asia, Europe, and North America has had on today’s global healthcare system. While nursing traditions from early history are briefly examined, the emphasis is on more recent nursing dynamics within significant global contexts to illustrate the profession’s engagement in critical clinical issues and healthcare delivery since the Civil War era.

**Credit hours:** 3

**GHIS201 HISTORY OF GLOBAL HEALTH**

This course explores the interrelated and evolutionary histories of public health, international health, and global health. Particular attention is paid to the relationship between Western and non-Western forms of scientific practice and health systems as they have evolved. There is a focus on the social, economic, and political issues of the provision of healthcare from pre-modern times into the 21st century.

**Credit hours:** 3

**HIS125 WESTERN CIVILIZATION I**

This Western Civilization course will move quickly through the years from ancient ancestors and cultures found in Before Common Era (BCE) to Common Era (1450CE). This course will explore the lives of people and the historical events that happened during this time period and shaped our civilized world today.

**Credit hours:** 3

**HIS225 WESTERN CIVILIZATION II**

This course explores Western Civilization from 1450 to present with a focus on the last 200 years. In this trip through history, you will get an overview of concepts, people and events that shaped Western culture from the fifteenth century to the present.
HUM200 NURSING: A CRITICAL VOICE IN HEALTHCARE TRANSFORMATION
Nurses are the primary providers of hospital patient care, and they deliver most of the nation’s long-term care. Nurses’ roles range from direct patient care and case management to establishing nursing practice standards, developing quality assurance procedures, and directing complex nursing care systems. And yet, the nurse voice is seldom heard in the debate about the transformation of the U.S. healthcare system. This course is intended to provide the nursing professional with the knowledge and skills to add their leadership and voice to the direction of change in healthcare.
Credit hours: 3

HUM201 MEDIA AND NURSING
This course examines the effects of media on the image of nursing in society and the professional identity of nurses. This course is relevant for anyone who has an interest in the portrayal of nursing and how what we see affects what we think, how we feel and what we do.
Credit hours: 3

IS101 INTRODUCTION TO COMPUTER SYSTEMS
Introduces fundamental concepts and terminology related to computer hardware, software and networks.
Credit hours: 3

MA101 COLLEGE MATHEMATICS
This course was designed as a prerequisite course for further mathematics courses at American Sentinel University. The purpose of this introductory course is to teach students to think mathematically and solve problems by applying mathematical concepts and principles. Topics of study include basic operations involving whole number, fractions, decimals, ratios, rates, percent, and integers. Additional topics include: basic geometry, statistics, and solving equations in one variable.
Credit hours: 3

MA120 COLLEGE ALGEBRA
Discusses the fundamentals of functions, exponentsials and logarithms. Covers rational and complex numbers, linear equations and inequalities, and introduces probability.
Credit hours: 3

MA201 DISCRETE MATHEMATICS
Introduces discrete mathematics, emphasizing areas most useful to computer science students. Students learn about sets, relations, functions, graphs, trees, matching, the binomial theorem, combinations and permutations, probability, recurrence relations, iteration and finite state machines.
Prerequisites: MA120
Credit hours: 3

MA215 STATISTICS
This course provides a general introduction to statistical methods for students in all academic disciplines. Topics include basic statistics, descriptive and inferential statistics, discrete probabilities, confidence intervals, and hypothesis testing. The course emphasizes the importance of statistics in modern life by incorporating material relevant to your professional and civic lives.
Credit hours: 3

NUTR101 GLOBAL NUTRITION
This course will provide the student with an introduction to the concept of nutrition as it pertains to a global population. Topics covered will include the influence of geography, culture, religion, and policy on the nutrition status of various groups. The concepts of undernutrition and overnutrition will be discussed and the effectiveness of global healthcare and nutrition interventions will also be reviewed and assessed.
Credit hours: 3

OR100 ORIENTATION
Orientation is a course for all new students enrolling in American Sentinel University. Students practice navigating the online classroom as they learn about American Sentinel resources, posting to discussion forum, submitting assignments and strategies for success. Orientation provides numerous resources to new students for writing, APA, the library, webinars and student support both in and out of the classroom. The course includes discussion forums, a sample upload assignment and questionnaire. Orientation can be completed in 3-6 hours.
Credit hours: 0

PHI215 PHILOSOPHY OF RELIGIONS
Introduces the study of religion from several disciplinary approaches, including psychology, sociology, philosophy, and history and gender studies.
Credit hours: 3

PHI320 COMPUTER ETHICS
Explores the diverse moral issues surrounding the use of computers and information technology today, with an emphasis on differentiating ethical and unethical behavior in various scenarios.
Credit hours: 3

POLS101 AMERICAN GOVERNMENT
This course evaluates the processes and institutions of United States political systems. Among the topics discussed are individual political attitudes and values, the Presidency, Congress, the Judicial System, the Federal Bureaucracy, political participation, voting, parties, interest groups, and policy making groups (domestic, economic, social and foreign). This course will also look at how governments form and the purpose of governments. We will examine historical events that helped shape the government the United States has today and discuss some of the strengths and weaknesses of government systems.
Credit hours: 3

SOC220 GLOBALIZATION
Explores the global nature of contemporary social change. Case studies illustrate the impact of global trade, economic interdependence and health status on the world’s developing cultures.
Credit hours: 3

SOC250 TECHNOLOGY AND SOCIETY
Examines the broad implications of technological innovation on society and the world’s personal, political, economic and environmental issues.
Credit hours: 3
ACC510 FINANCIAL AND MANAGERIAL ACCOUNTING
Describes accounting as the language of business and the role of accounting information in making economic decisions. Discusses the importance of financial accounting information for investors and creditors, internal parties, and others. Reviews the importance of personal competence, professional judgment, and ethical behavior in the accounting profession.
Credit hours: 3

BIO501 INTRODUCTION TO IDENTIFICATION OF THE INFECTIOUS DISEASE PROCESSES
Students investigate the origins, types, diagnosis and treatments of the most common infectious diseases found in the healthcare setting. The course builds on principles of microbiology and epidemiology.
Prerequisites: MSN Core Courses
Credit hours: 3

BUSI500 OVERVIEW OF BUSINESS INTELLIGENCE AND ANALYTICS
Gives students a foundation in business intelligence. Covers the manner in which companies perform business intelligence (by integrating sales, HR, customer, finance, and product information within a data warehouse) and how business intelligence can improve decision-making capabilities.
Credit hours: 3

BUSI510 DATA ANALYTICS
Examines how data mining can identify trends (such as business process trends or in competition) using algorithms and other analytical methods.
Prerequisites: None
Credit hours: 3

BUSI510PE DATA MINING
Examines how data mining can identify trends (such as business process trends or in competition) using algorithms and other analytical methods. Include practice experience hours.
Credit hours: 3

BUSI520 BALANCED SCORECARDS AND PERFORMANCE DASHBOARDS
Students investigate how key performance indicators that drive organizational change can be identified and communicated effectively.
Credit hours: 3

BUSI530 BUSINESS PERFORMANCE MANAGEMENT
Examines behavioral change, management, and corporate governance. The first half of the course focuses on how to drive business strategy by setting performance objectives and through organization structures and management processes. The second half of the course focuses on managing teams and individuals toward performance objectives.
Credit hours: 3

BUSI540 CUSTOMER RELATIONSHIP MANAGEMENT
Focuses on the advantages of a customer relationship management system. Discusses the automation and support of customer processes, direct communication with customers (exclusive of sales and service representatives), and the analysis of customer information for a broad range of purposes.
Credit hours: 3

BUSI550 BUSINESS INTELLIGENCE AND ANALYTICS SYSTEMS TOOLS
Introduces students to business intelligence tools including analytical tools, ETL tools, and modeling and integration tools. The course discusses the nature of these tools as well as best practices for their effective application.
Credit hours: 3

BUSI599 BUSINESS INTELLIGENCE AND ANALYTICS CAPSTONE PROJECT
Through a research project, the course extends and deepens the student’s knowledge in the area of business intelligence. Students engage in research and learn how research can help executives solve problems.
Prerequisites: Completion of all required courses for the M.S. Business Intelligence.
Credit hours: 3

EPI500 CLINICAL EPIDEMIOLOGY
This course explores the core principles of the epidemiology of human disease, with particular emphasis on emerging infectious and blood-borne diseases. Topics include prevention and treatment of various disease entities.
Prerequisites: BIO501
Credit hours: 3

HCA510 HEALTH SERVICES MANAGEMENT
Explores the managerial roles and processes, technologies, and tools applicable to a variety of health services organizations.
Credit hours: 3

HCA515 HEALTHCARE MARKETING
Builds on the basics of marketing theory and principles to include opportunities created by web-based strategies and social media. Discusses the role of the marketing professional in researching and recommending market positioning, as well as in market branding and crisis management. Focuses on the creation of a detailed marketing plan for a healthcare product or service.
Credit hours: 3

HCA520 MODERN ORGANIZATIONS AND HEALTHCARE
Provides an in-depth discussion of the theories and practical applications of management within healthcare organizations. Covers the primary management functions of planning and organizing and also features specialized topics such as communications, process management, and leadership.
Credit hours: 3

HCA525 STATISTICS FOR HEALTHCARE ADMINISTRATION
Provides an in-depth discussion of the theories and practical applications of management within healthcare organizations. Covers the primary management functions of planning and organizing and also features specialized topics such as communications, process management, and leadership.
Credit hours: 3
square, t-test, analysis of variance and correlation.

**HCA530 HEALTHCARE FINANCIAL MANAGEMENT**
Managing the financial aspects of a healthcare organization has unique challenges not found in other industries. The course addresses both the financial management challenges and best practices in this rapidly growing industry.
Credit hours: 3

**HCA538 HEALTHCARE INFORMATION RESOURCES MANAGEMENT**
Explores concepts and techniques in healthcare enterprises for information resources management. Covers strategic assessment of information needs, resource allocation, techniques for prioritization and control, system acquisition and strategic planning for information system needs.
Credit hours: 3

**HCA542 HEALTHCARE STRATEGIC MANAGEMENT**
In the broadest terms, this course is about leadership, more narrowly, it concerns the essential strategic tasks of leading and managing healthcare organizations. The course advocates the importance of strategic thinking and clearly differentiates strategic thinking, strategic planning, and managing strategic momentum. These concepts represent the central elements of a complete strategic management process that reflects the realities of conceptualizing, developing and managing strategies.
Credit hours: 3

**HCA550 RISK MANAGEMENT FOR HEALTHCARE ORGANIZATIONS**
Introduces the health administrator to the area of risk management, covering patient safety, governance, organization risks, and key statutes, standards and regulations.
Credit hours: 3

**HCA560 PERFORMANCE IMPROVEMENT IN HEALTHCARE**
Provides healthcare leaders with the knowledge and tools to create and advocate for quality-centric, next-generation healthcare organizations. Covers statistical process control, six sigma, lean processes and other techniques for improving the performance of a healthcare organization.
Prerequisite: HCA525
Credit hours: 3

**HCA599 HEALTHCARE MANAGEMENT CAPSTONE**
This research-based course deepens students’ understanding of an important healthcare management issue by integrating their professional experience with the knowledge obtained during the MBA course work. Students select a research topic and work with the professor to develop and implement a research work plan that results in a research report.
Prerequisites: Completion of all required courses
Credit hours: 3

**HCI515 DATA MANAGEMENT**
Covers the activities, deliverables, and stakeholder relationships involved with managing various organizational data assets and functions. Major topics include data governance, data architecture management, data development, data operations management, data security, reference and master data management, data warehousing and business intelligence/informatics management, document and content management, metadata management, and data quality management.
Credit hours: 3

**IS515 DATABASE SYSTEMS MANAGEMENT**
This course provides an understanding of the issues in managing data as an essential organizational resource. Students learn enterprise data architecture components, data storage configurations, and information retrieval methods. The course proceeds from the relational model to Big Data, including the multidimensional model, cloud storage, in-memory databases and NoSQL.
Credit hours: 3

**IS525 DATA COMMUNICATIONS AND NETWORKING**
Focuses on the technical and managerial issues important to data communications in a modern business environment, including issues related to local and wide-area networks.
Credit hours: 3

**IS530 ORGANIZATIONAL SYSTEMS METRICS**
Covers how IT departments can gather and report organization-wide metrics that integrate processes, technology, and people. Students learn to develop a dashboard with metrics relevant to healthcare organizations.
Credit hours: 3

**IS535 SYSTEMS ANALYSIS, DESIGN AND IMPLEMENTATION**
In-depth examination of the stages of the systems development lifecycle and the tools and techniques used in each stage.
Credit hours: 3

**IS541 ORGANIZATIONAL BEHAVIOR FOR TECHNOLOGY PROFESSIONALS**
Explores the complexity of human behavior and group dynamics in organizations. Emphasizes situations involving the application of technology. Students also study ethical challenges relevant to information systems managers.
Credit hours: 3

**IS545 IT GOVERNANCE AND COMPLIANCE**
Explores governance and compliance issues associated with legislation such as Sarbanes-Oxley. Defines governance, risk management and compliance. Students learn the importance of management’s active involvement in assuring the organization’s compliance with applicable regulations, policies and procedures necessary to assure proper governance while minimizing risk to the organization.
Credit hours: 3

**IS550 PROJECT AND CHANGE MANAGEMENT**
Examines the knowledge sets, skills, tools and techniques of managing projects, with an emphasis on how project management contributes to the strategic goals of an organization. Topics include strategic management process, project prioritization planning, evaluating project risk, resource scheduling, project management structures, and project team and partner management issues. Discusses some of the most common change management challenges a project manager must face as well as an overview of change management best practices.
Prerequisites: None
Credit hours: 3
IS555 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ENVIRONMENTS
Explores the technical and physical requirements for secure information storage, processing and retrieval in healthcare enterprises and focuses on legal and regulatory issues unique to healthcare environments.
Credit hours: 3

IS560 HEALTHCARE INFORMATION SYSTEMS
Analyzes key technologies required to implement a cost-effective information infrastructure within healthcare environments. This course examines major trends in healthcare information technology with emphasis on compliance with regulatory standards, safety and quality implementation efforts.
Credit hours: 3

IS565 DECISION SUPPORT AND INTELLIGENT SYSTEMS
Examines the technologies behind management support systems and how those systems are used to support the decision-making process. Covers decision support systems, executive information systems, expert systems and other types of management support systems.
Credit hours: 3

IS575 DATA STORAGE METHODS
Explores the key components found in a data warehouse, describes a methodology for its development and discusses how a data warehouse system benefits an organization.
Credit hours: 3

IS590 STRATEGIC INFORMATION SYSTEMS MANAGEMENT
Examines information technology as a strategic asset in today's organizations. Covers the history of IT and IS management practices and discusses current and emerging trends. Prepares students to respond effectively to the types of issues they will face in IS management.
Credit hours: 3

IS595 SPECIAL TOPICS IN INFORMATION SYSTEMS
Explores current topics in information systems.
Credit hours: 3

IS599 CAPSTONE PROJECT
The capstone in information systems builds upon the concepts of all information systems courses. Using problem-solving techniques, students develop and implement viable solutions to technology or design needs in the business or institutional environment.
Prerequisite: Completion of all M.S. Information Systems Management courses
Credit hours: 3

MG540 STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION
Focuses on the strategic management of technology and innovation. Focuses on how companies use emerging trends in technology to compete and improve profitability. Learning objectives are achieved through reading assignments and case studies.
Credit hours: 3

N500 HEALTHCARE SYSTEMS
Develops a student's basic understanding of the various healthcare models/systems and their effects on the health of populations. Emphasizes system/ theory thinking, case management, health policy, the inter-relatedness of elements within healthcare systems, and strategies to influence systems.
Prerequisites: None
Credit hours: 3

N501PE ADVANCED PRACTICE ROLE DEVELOPMENT
Focuses on the historical development of advanced practice nursing, including but not limited to the advanced roles offered at American Sentinel University. These roles include nurse educator, nurse administrator, nurse case manager, nurse informaticist, and infection control and prevention nurse. Explores the advanced practice nursing roles and core competencies and conducts in-depth analysis of the advanced practice nursing role and debates those roles within the context of the healthcare system. Takes into account the complex social, economic, diverse, technologic, legal, ethical and political environments. This course has a required certified background activity.
Prerequisites: None
Credit hours: 3

N505 THEORETICAL FOUNDATIONS
Concentrates on nursing models and theories that support professional nursing practice. Students analyze and synthesize various nursing and interdisciplinary theoretical frameworks. Topics include application of the various theories and cover both clinical nursing practice and nursing research efforts.
Prerequisites: None
Credit hours: 3

N505PE THEORETICAL FOUNDATIONS
Concentrates on nursing models and theories that support professional nursing practice. Students analyze and synthesize various nursing and interdisciplinary theoretical frameworks. Topics include application of the various theories and cover both clinical nursing practice and nursing research efforts. This course includes 45 hours of practice experience activities.
Prerequisites: N501PE
Credit hours: 3

N508 CLINICAL AND ADMINISTRATIVE SYSTEMS
Provides the foundation of clinical information collection, processing, recording, and use to support decision-making in healthcare environments. Emphasizes compliance with regulatory standards, safety and emerging informatics initiatives.
Prerequisites: MSN Core Courses
Credit hours: 3

N508PE CLINICAL AND ADMINISTRATIVE SYSTEMS
Provides the foundation of clinical information collection, processing, recording, and use to support decision-making in healthcare environments. Emphasizes compliance with regulatory standards, safety and emerging informatics initiatives. This course includes 45 hours of practice experience activities.
Prerequisites: MSN Core Courses
Credit hours: 3

N510 DIVERSE POPULATIONS AND HEALTHCARE
Introduces concepts and theories relevant to healthcare for diverse populations. Examines diversity relative to social organization, roles and expectations, communication patterns and values/beliefs underlying health-illness behaviors between western and non-western cultures.
**Prerequisites: None**  
**Credit hours: 3**

**N512 ADVANCED PATHOPHYSIOLOGY**  
Emphasizes concepts from the biological sciences and nursing science in an examination of pathophysiologic principles and common pathological conditions. Regulatory and compensatory mechanisms as they relate to commonly occurring diseases are examined. Cellular biology, anatomy, genes and gene-environment interactions, mechanisms of self-defense, cellular proliferation, and pathophysiologic alterations related to organs and body systems are included. The focus is on pathological conditions across the life span.  
**Prerequisites: N501PE**  
**Credit hours: 3**

**N515 RESEARCH DESIGN**  
Examines the research process in nursing practice and reviews quantitative and qualitative methods. Students critique current nursing research.  
**Prerequisites: N501PE**  
**Credit hours: 3**

**N515PE RESEARCH DESIGN**  
Examines the research process in nursing practice and reviews quantitative and qualitative methods. Students critique current nursing research. This course includes 45 hours of practice experience activities.  
**Prerequisites: None**  
**Credit hours: 3**

**N520 MODERN ORGANIZATIONS AND HEALTHCARE**  
Addresses the application of behavioral sciences to management. Explores an overview of managing the modern organization and the structure of industrial and non-industrial organizations. There is an emphasis on the relationship of organizational and administrative theories to the current healthcare delivery system.  
**Prerequisites: None**  
**Credit hours: 3**

**N521 ADVANCED PHARMACOLOGY**  
Focuses on the theoretical background and the principles of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of prescribed and over-the-counter drugs, and natural products commonly used in the advanced practice nurse’s management of acute and chronic illnesses, and in the general well-being of persons throughout the lifespan. Students learn to employ therapeutic decision-making in drug selection and evaluation in the course of patient care within the context of knowledge concerning pathophysiology and current pharmacological research. Additionally, students monitor and assess the effectiveness of drug therapy and formulate clinical care and teaching plans for persons from diverse populations regarding safe and effective use of drugs and natural products. Reviews patient education, legal, ethical and economic issues.  
**Prerequisites: N501PE**  
**Credit hours: 3**

**N522PE ADVANCED PHYSICAL ASSESSMENT**  
Builds upon the undergraduate nursing knowledge of anatomy and physiology, pathophysiology, and health assessment skills. The course uses a comprehensive health promotion, disease prevention, and health restoration model. It focuses on the culturally competent, advanced comprehensive assessment of clients across the life span, including effective data collection and documentation. This course includes 45 hours of practice experience activities.  
**Prerequisites: N501PE**  
**Credit hours: 3**

**N525 HUMAN RESOURCE MANAGEMENT**  
Reviews the topic of human resource management. Human resource management addresses the challenge of recruiting, motivating and retaining key individuals in healthcare delivery and administrative roles. Discusses topics such as the strategic role of human resources, and hiring, motivating, appraising, retaining and releasing employees.  
**Prerequisites: MSN Core Courses**  
**Credit hours: 3**

**N525PE HUMAN RESOURCES MANAGEMENT**  
Reviews the topic of human resource management. Human resource management addresses the challenge of recruiting, motivating and retaining key individuals in healthcare delivery and administrative roles. Discusses topics such as the strategic role of human resources, and hiring, motivating, appraising, retaining and releasing employees. This course includes 15 hours of practice experience activities.  
**Prerequisites: N530PE**  
**Credit hours: 3**

**N526 HEALTHCARE DATA ANALYTICS**  
Analytics and business intelligence are transforming the healthcare industry. This course examines how raw healthcare data can be analyzed to produce insight and information that support practical and cost effective decisions in healthcare. Tools for data organization and research analysis such as sampling, variable comparison, and benchmarking of externally reported data will also be explored.  
**Prerequisites: N508 or N508PE**  
**Credit hours: 3**

**N527 HEALTHCARE PROJECT MANAGEMENT**  
Examines the knowledge sets, skills, tools, and techniques for managing healthcare projects, with an emphasis on how project management contributes to the strategic goals of the organization. Topics include strategic management process; project prioritization and planning; evaluating project risk; resource scheduling; project management structures; project team and partner management issues.  
**Prerequisites: N508**  
**Credit hours: 3**

**N527PE HEALTHCARE PROJECT MANAGEMENT**  
Examines the knowledge sets, skills, tools, and techniques for managing healthcare projects, with an emphasis on how project management contributes to the strategic goals of the organization. Topics include strategic management process; project prioritization and planning; evaluating project risk; resource scheduling; project management structures; project team and partner management issues. This course includes 45 hours of practice experience activities.  
**Prerequisites: N508PE**  
**Credit hours: 3**

**N530 LEADERSHIP IN HEALTHCARE ORGANIZATIONS**  
Explores the critical role leadership plays in the sustainable success of contemporary healthcare organizations. Students learn the components of effective leadership, how to build teams within a culturally diverse workplace, and how to build, motivate and lead high-reliability
organizations.

Prerequisites: MSN Core Courses
Credit hours: 3

N530PE LEADERSHIP IN HEALTHCARE ORGANIZATIONS
Explores the critical role leadership plays in the sustainable success of contemporary healthcare organizations. Students learn the components of effective leadership, how to build teams within a culturally diverse workplace, and how to build, motivate and lead high-reliability organizations. This course includes 45 hours of practice experience activities.

Prerequisites: MSN Core Courses
Credit hours: 3

N531 CURRICULUM DESIGN AND LEARNING OUTCOMES
Provides a historical, current and futuristic analysis of curriculum development in nursing education. The design and evaluation of robust curricular objectives, both at the programmatic and course levels, is a focus of this course. Topics include but are not limited to learning theories and taxonomies, accreditation processes, and application of evaluation methods.

Prerequisites: MSN Core Courses
Credit hours: 3

N531PE CURRICULUM DESIGN AND LEARNING OUTCOMES
Provides a historical, current and futuristic analysis of curriculum development in nursing education. The design and evaluation of robust curricular objectives, both at the programmatic and course levels, is a focus of this course. Topics include but are not limited to learning theories and taxonomies, accreditation processes, and application of evaluation methods. This course includes 15 hours of practice experience activities.

Prerequisites: N532PE
Credit hours: 3

N532 TEACHING TO DIVERSE LEARNING STYLES
Examines the teaching and learning considerations of learners with diverse backgrounds. Diverse learning styles are explored with complimentary teaching strategies and assessment techniques. Curricula for diverse learners are developed to include analysis of outcomes at the course and program level in accordance with regional and national accreditation standards.

Prerequisites: MSN Core Courses
Credit hours: 3

N532PE TEACHING TO DIVERSE LEARNING STYLES
Examines the teaching and learning considerations of learners with diverse backgrounds. Diverse learning styles are explored with complimentary teaching strategies and assessment techniques. Curricula for diverse learners are developed to include analysis of outcomes at the course and program level in accordance with regional and national accreditation standards. This course includes 15 hours of practice experience activities.

Prerequisites: MSN Core Courses
Credit hours: 3

N533 ASSESSMENT OF LEARNING
Focuses on assessment and performance evaluation for students in academic or institutional settings. Students examine formative and summative evaluation methods and develop tools to measure specific learning and program outcomes.

Prerequisites: MSN Core Courses
Credit hours: 3

N533PE ASSESSMENT OF LEARNING
Focuses on assessment and performance evaluation for students in academic or institutional settings. Students examine formative and summative evaluation methods and develop tools to measure specific learning and program outcomes. This course includes 45 hours of practice experience activities.

Prerequisites: N532PE
Credit hours: 3

N534 DISTANCE EDUCATION
Prepares the learner to be an effective online educator. Best practices in online pedagogy are explored. Educational theory is applied to the online environment. Students will design an online course.

Prerequisites: MSN Core Courses
Credit hours: 3

N534PE DISTANCE EDUCATION
Prepares the learner to be an effective online educator. Best practices in online pedagogy are explored. Educational theory is applied to the online environment. Students will design an online course. This course includes 45 hours of practice experience activities.

Prerequisites: N532PE
Credit hours: 3

N535 HEALTHCARE INFORMATICS
Explores development and utilization of healthcare informatics in the administration of healthcare agencies and institutions. Topics focus on the acquisition of clinical and financial information; information processing, analysis and reporting; and informatics trends.

Prerequisites: N508PE
Credit hours: 3

N535PE HEALTHCARE INFORMATICS
Explores development and utilization of healthcare informatics in the administration of healthcare agencies and institutions. Topics focus on the acquisition of clinical and financial information; information processing, analysis and reporting; and informatics trends. This course includes 45 hours of practice experience activities.

Prerequisites: N530PE
Credit hours: 3

N537 ORGANIZATIONAL DYNAMICS OF HIGHER EDUCATION
Focuses on the organization of higher education institutions and the regulations and accreditation standards that guide the work of academic leadership. Explores topics such as organizational behavior, organizational culture and organizational development.

Prerequisites: MSN Core Courses
Credit hours: 3

N537PE ORGANIZATIONAL DYNAMICS OF HIGHER EDUCATION
Focuses on the organization of higher education institutions and the regulations and accreditation standards that guide the work of academic leadership. Explores topics such as organizational behavior, organizational culture and organizational development. This course includes 15 hours of practice experience activities.

Prerequisite: N532PE
Credit hours: 3
N540 HEALTHCARE FINANCE AND ECONOMICS
Healthcare financial management presents unique challenges not found in other industries. This course addresses both the financial management challenges and best practice solutions in this rapidly growing industry.  
Prerequisites: MSN Core Courses  
Credit hours: 3

N540PE HEALTHCARE FINANCE AND ECONOMICS  
Healthcare financial management presents unique challenges not found in other industries. This course addresses both the financial management challenges and best practice solutions in this rapidly growing industry. This course includes 15 hours of practice experience activities.  
Prerequisite: N530PE  
Credit hours: 3

N541 CONCEPTS OF CASE MANAGEMENT  
Examines the history and evolution of the case manager concept from the inception through current practice models. Emphasizes the role and process of the case manager as an advanced nurse practitioner through various economic, political, cultural, legal and ethical scenarios. Explores the collaboration between the interdisciplinary team and the case manager nurse in a variety of institutional environments.  
Prerequisites: MSN Core Courses  
Credit hours: 3

N542 PROCESS OF CASE MANAGEMENT  
Examines the case management and reimbursement process as it relates to various specialty areas of healthcare across the life span. Topics include quality improvement, patient outcomes and patient care plan development.  
Prerequisites: MSN Core Courses or N541 (for students after 1/1/2014)  
Credit hours: 3

N543 CASE MANAGEMENT AND EVIDENCE-BASED PRACTICE  
Focuses on the process of evidence-based nursing case management patient care. Examines the role of the case manager as patient advocate and the incorporation of evidence-based care. Topics include identification of patient care innovations, implementation of the care, data collection of patient outcomes, and evaluation of the outcomes for continued care or revised care.  
Prerequisites: MSN Core Courses  
Credit hours: 3

N543PE CASE MANAGEMENT AND EVIDENCE-BASED PRACTICE  
Focuses on the process of evidence-based nursing case management patient care. Examines the role of the case manager as patient advocate and the incorporation of evidence-based care. Topics include identification of patient care innovations, implementation of the care, data collection of patient outcomes, and evaluation of the outcomes for continued care or revised care. This course includes 45 hours of practice experience activities.  
Prerequisite: N541  
Credit hours: 3

N544 LIFE CARE PLANNING
Examines the financial and ethical aspects of life care planning as related to disease management, coordination of care, and the process of identifying long-term care for vulnerable populations. Examines patients with congenital complications, chronic illness or complex injuries across the lifespan.  
Prerequisites: MSN Core Courses  
Credit hours: 3

N544PE LIFE CARE PLANNING
Examines the financial and ethical aspects of life care planning as related to disease management, coordination of care, and the process of identifying long-term care for vulnerable populations. Examines patients with congenital complications, chronic illness or complex injuries across the lifespan. This course includes 45 hours of practice experience activities.  
Prerequisite: N541  
Credit hours: 3

N545 HEALTHCARE STRATEGIC MANAGEMENT AND PLANNING  
Students investigate strategic management and planning processes used in healthcare systems. The emphasis is on establishing fiscally responsible objectives, project management designs, and implementing strategic plans in a rapidly evolving healthcare delivery system.  
Prerequisites: MSN Core Courses  
Credit hours: 3

N545PE HEALTHCARE STRATEGIC MANAGEMENT AND PLANNING  
Students investigate strategic management and planning processes used in healthcare systems. The emphasis is on establishing fiscally responsible objectives, project management designs, and implementing strategic plans in a rapidly evolving healthcare delivery system. This course includes 15 hours of practice experience activities.  
Prerequisites: N530PE  
Credit hours: 3

N550 LEGAL AND ETHICAL ISSUES IN HEALTHCARE MANAGEMENT  
Healthcare professionals are faced with increasing legal, moral, and ethical dilemmas in their daily professional work. The basis of professional practice and the practical applications of the principles of law and ethics to healthcare situations are examined.  
Prerequisites: None  
Credit hours: 3

N555 MSN CAPSTONE (All Specializations)  
This course is the culminating experience for the graduate nursing student as an emerging scholar within their chosen specialization track. The student completes an analysis of an institutional need regarding their chosen population to develop and implement a final capstone project that is evidence-based and meets or exceeds applicable accreditation standards. Through synthesis and analysis of emerging trends in healthcare the student designs an evidence-based project applicable to the chosen MSN specialization track. Self-assessment of achievement of course and program outcomes as a foundation for life-long learning are demonstrated in an electronic portfolio. This course has been replaced by N555PE for all students enrolled after March 31, 2014 and will be discontinued in 2017.  
Prerequisites: All MSN Core and Specialization Courses  
Credit hours: 3

*This course has been replaced by N555PE for all students enrolled after March 31, 2014 and will be discontinued in 2017.
N555PE MSN CAPSTONE (All Specializations)
This course is the culminating experience for the graduate nursing student as an emerging scholar within their chosen specialization track. The student completes an analysis of an institutional need regarding their chosen population to develop and implement a final capstone project that is evidence-based and meets or exceeds applicable accreditation standards. Through synthesis and analysis of emerging trends in healthcare the student designs an evidence-based project applicable to the chosen MSN specialization track. Self-assessment of achievement of course and program outcomes as a foundation for life-long learning are demonstrated in an electronic portfolio. This course includes 130 hours of practice experience activities.
Prerequisites: All MSN Core and Specialization Courses
Credit hours: 3

N570 INFECTION PREVENTION AND CONTROL
Explores the roles and responsibilities of the infection prevention and control professional. Students develop infection control policies and procedures for dealing with internal infection and the influx of patients with communicable diseases.
Prerequisites: BIO501
Credit hours: 3

N570PE INFECTION PREVENTION AND CONTROL
Explores the roles and responsibilities of the infection prevention and control professional. Students develop infection control policies and procedures for dealing with internal infection and the influx of patients with communicable diseases. This course includes 45 hours of practice experience activities.
Prerequisites: BIO501
Credit hours: 3

N571 DESIGN OF A SURVEILLANCE SYSTEM
Enables students to design a surveillance plan and epidemiologic investigation using computerized tools and decision support systems. Topics such as baseline rates, notification systems, appropriate and feasible denominator data, key indicators, reportable pathogens and communicable disease follow-up are discussed.
Prerequisites: N570, EPI500
Credit hours: 3

N571PE DESIGN OF A SURVEILLANCE SYSTEM
Enables students to design a surveillance plan and epidemiologic investigation using computerized tools and decision support systems. Topics such as baseline rates, notification systems, appropriate and feasible denominator data, key indicators, reportable pathogens and communicable disease follow-up are discussed. This course requires 45 hours of practice experience activities.
Prerequisites: N570PE, EPI500
Credit hours: 3

N572 COLLECTION AND INTERPRETATION OF SURVEILLANCE DATA
Students implement a surveillance and epidemiologic investigation, collecting and analyzing data. Techniques for examining, recording and analyzing surveillance data are explored and applied in select scenarios. Infection rates, incidence and prevalence are investigated, as well as such topics as risk stratified rates and antibiotic resistance patterns. The statistical significance of data findings is calculated and analyzed.
Prerequisites: N570, N571, EPI500
Credit hours: 3

N572PE COLLECTION AND INTERPRETATION OF SURVEILLANCE DATA
Students implement a surveillance and epidemiologic investigation, collecting and analyzing data. Techniques for examining, recording and analyzing surveillance data are explored and applied in select scenarios. Infection rates, incidence and prevalence are investigated, as well as such topics as risk stratified rates and antibiotic resistance patterns. The statistical significance of data findings is calculated and analyzed. This course includes 45 hours of practice experience activities.
Prerequisites: N570PE, N571PE, EPI500
Credit hours: 3
DOCTORAL COURSE DESCRIPTIONS

BUSI700PE BUSINESS INTELLIGENCE
Explores principles of business intelligence. Participants establish a foundation from which they can build their business intelligence knowledge and experience; examine how informatics and data management can be used to identify key attributes and trends of business processes. This course includes 45 hours of practice experience activities.
Prerequisites: N700PE, N725PE, N740PE
Credit hours: 3

HCA725 STATISTICS FOR HEALTHCARE ADMINISTRATORS
Enables students to use Microsoft Excel to perform mid-level statistical analysis of operational data critical for the management of complex medical systems.
Prerequisites: None
Credit hours: 3

MA700 ADVANCED STATISTICS
Applies intensive statistics to the health sciences. Topics include descriptive statistics, probability, binomial, Poisson and normal distributions, estimation and hypothesis testing of common parameters, analysis of variance for single factor and two factors, correlation and simple linear regression.
Prerequisites: None
Credit hours: 3

N700PE LEADERSHIP: SETTING THE EXAMPLE
Sets the pace of the doctoral program and is focused on executive and educational leadership in a dynamic healthcare environment. Students explore contemporary leadership theories in the context of their own leadership styles, taking into account organizational culture, current health policies and governance complexities. This course includes 30 hours of practice experience activities.
Prerequisites: None
Credit hours: 3

N702PE ORGANIZATIONAL COMPLEXITIES OF HIGHER EDUCATION
Focuses on the organizational structure of higher education, starting with the federal and state laws that govern academic institutions. Students explore the standards for national and regional accreditation, as well as those for specific health specialties. Students will also explore the nature of leadership roles in public and private academic institutions. This course includes 15 hours of practice experience activities.
Prerequisites: N700PE, N725PE and N740PE
Credit hours: 3

N705PE HEALTH POLICY
Focuses on the health policy process, critique of current healthcare reform legislation, and the role of government in the regulation of healthcare. Learners will examine the role of federal and state agencies and propose strategies for nursing influence and involvement. Topics include the health policy process, critique of current healthcare reform legislation, and the role of government in the regulation of healthcare. Students examine the role of federal and state agencies in health policy change. The DNP-prepared nurse leads health policy change and influences stakeholders to improve healthcare delivery and outcomes. This course includes 15 hours of practice experience activities.
Prerequisites: N700PE, N725PE and N740PE

N706PE LEADER-CENTERED CURRICULUM DESIGN AND LEARNING OUTCOMES
Provides an analysis of historical, current and futuristic trends of curriculum development in nursing education. Students explore practical applications of culturally sensitive curriculum design, guidelines for curriculum development, implementation and the evaluation necessary for providing a sound basis of nursing care in the 21st-century global health environment. Identifies expectations of accrediting bodies. This course includes 30 hours of practice experience activities.
Prerequisites: N700PE, N725PE and N740PE
Credit hours: 3

N712PE ADVANCED ASSESSMENT IN EDUCATION
Focuses on the role of the nurse leader in advanced assessment and evaluation of student performance and nursing curricula in the academic or institutional setting. Examines various methods of assessment, including systematic plans of curricular evaluation, formative and summative evaluations, and various tools that measure specific course and programmatic outcomes. This course includes 30 hours of practice experience activities.
Prerequisites: N765PE
Credit hours: 3

N714PE ROLE OF TECHNOLOGY AND SIMULATION IN NURSING EDUCATION
 Discusses the use of the Internet, WEB 2.0 tools and other online technologies used in the delivery of academic programs. Students will examine research on best practices in online learning. Investigates the pedagogy and methodology behind the use of simulation in nurse education. This course includes 45 hours of practice experience activities.
Prerequisites: N765PE
Credit hours: 3

N715PE QUALITY MANAGEMENT TECHNIQUES
Learners reflect on current quality initiatives and build organizational plans that incorporate fundamentals of organizational change theory and theories of human behavior. This course focuses on the use of technology and data analytics to manage large scale initiatives. The focus is on the generation and analysis of meaningful use data during the project life cycle. This course includes 30 hours of practice experience activities.
Prerequisites: N765PE
Credit hours: 3

N720PE HEALTHCARE FINANCE
Explores the complexity of healthcare finance including the influence of health policy with an emphasis on topics such as macro and micro economics, accounting, fiscal responsibility, and healthcare reform initiatives. This course includes 30 hours of practice experience activities.
Prerequisites: N765PE
Credit hours: 3

N725PE HEALTH SERVICES RESEARCH
Builds upon foundational knowledge required to review and conduct research. Topics include problem and purpose proposals, significance of studies, background information, literature reviews, various study methods and designs, and
implications for the profession. Students develop a plan for research in their area of practice, applying useful knowledge that can be applied in the student’s current role. This course includes 30 hours of practice experiences.

N732PE EDUCATIONAL RESEARCH
Builds upon the foundational knowledge required to review and conduct research. Topics include problem and purpose proposals, significance of studies, background information, literature reviews, various study methods and designs, and implications for the profession. Students develop a plan for research in their area of practice, applying useful knowledge that can be applied in the student’s current role. This course includes 30 hours of practice experience activities.

N735PE CONTEMPORARY USE OF HEALTH INFORMATION TECHNOLOGY
Investigates how the use of health information technology informs key performance indicators that drive organizational change is identified and communicated effectively. Students use current health technology tools to monitor key organization, risk management and quality indicators. This course includes 30 hours of practice experience activities.

N740PE CAPSTONE PROJECT I
This course with an immersion residency experience provides the foundation for the capstone project. A topic of interest relevant to either executive or educational leadership is used to develop a purpose statement, problem statement, and a research question for the capstone project. Students complete an initial draft of key components of the capstone project proposal. This course includes 30 hours of practice experience activities.

N741 QUALITATIVE RESEARCH METHODS
Discusses qualitative inquiry as a research method. Topics include history and theoretical approaches to inquiry, the development of a research plan, collection and analysis of qualitative data and the role of the researcher.

N742PE PRINCIPLES OF FINANCE AND FUND DEVELOPMENT
Applies business and financial management principles for the development and use of economic resources to maximize the potential of a program or school. Students explore various staffing options, creative budgeting and approaches to union/labor contracting. Students develop a better understanding of grant-funded opportunities to support faculty development, strengthen programs and enhance technologies. This course includes 30 hours of practice experience activities.

N744 GRANT FUNDING
Students develop a better understanding of grant-funded opportunities to support faculty development, strengthen program and enhance technologies. This course offers specific strategies for writing successful grant proposals.

N745PE STRATEGIC LEADERSHIP
Focuses on organizational and leadership theories and their relevance in providing vision and direction for the growth and success of a diverse healthcare organization or academic institution. Topics include change management, strategy formulation and leadership visionary development. This course includes 75 hours of practice experience activities.

N755 HEALTH STATISTICS
Prepares students to systematically apply strategic approaches for managing, analyzing and presenting qualitative and quantitative healthcare data for evidence-based practice in nursing. Within the framework of scientific inquiry, students will develop the competencies needed to select and perform appropriate statistical techniques for describing phenomena, exploring relationships, and comparing groups. Introduces an overview of major concepts in statistics, including the distinction between parametric and nonparametric statistics, principles of measurement, and the interpretation of inferential statistical significance using contemporary analytic methods.

N758 ADVANCED STATISTICS
Builds upon knowledge gained from previous doctoral courses, by having students apply selected advanced inferential and multivariate biostatistical procedures for analyzing healthcare data. Students are introduced to hypothesis testing using both parametric and nonparametric multivariate methods such as multiple regression, factor analysis, logistic regression, and multivariate analysis of variance and covariance. This course is taught using an applied approach where students evaluate the biostatistical techniques used in nursing research to provide evidence of effectiveness for healthcare practice or policy change. Emphasizes the interpretation and appraisal of data analysis to help students select appropriate statistical methods for their capstone projects.

N760PE STRATEGIC PLANNING
Focuses on the organizational and institutional process of defining an overarching strategy or direction for the organization, including decisional support for allocation of resources. Topics include tools to determine directions, strategies and courses of action. This course includes 75 hours of practice experience activities.

N765PE CAPSTONE PROJECT II
This course includes an immersion residency experience focused on refinement of Section One and development of Section Two of the DNP Project proposal initiated in previous DNP courses. Students must have a draft version of Sections One and Two of their DNP project before starting this course. Students complete proposal draft revisions for committee review and feedback, complete PPT in preparation for proposal defense, and complete a draft of the Institutional Review Board (IRB) application form for approval after a successful DNP project defense with the DNP Project committee. Goal for this course is:
DNP project committee approval for proposal for defense. This course includes 90 hours of practice experience activities.*

Prerequisites: N700PE, N725PE, & N740PE

*Note: For students using the 2014 DNP Project Template Chapters 1, 2, and 3 are equivalent to Sections One and Two.

Credit hours: 3

N770PE CAPSTONE PROJECT III

Focuses on the implementation and analysis of the capstone project. Before starting this course, students must have successfully defended their Capstone Proposal (Chapters 1 – 3 or Sections 1 - 2 and have their IRB application approved by the American Sentinel IRB. Successful completion is defined as approval of the completed capstone project by the capstone project committee during an oral defense. This course includes 120 hours of practice experience activities.

Prerequisites: N765PE

Credit hours: 3
ALABAMA & ARKANSAS REGULATORY INFORMATION

ALABAMA

State approval of a program to offer Alabama-licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applications for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov

ARKANSAS

General Education
American Sentinel’s general education curriculum focuses on competencies needed to enhance the lives of students and on the critical skills needed to achieve each program’s goals.

<table>
<thead>
<tr>
<th>American Sentinel’s General Education Competencies:</th>
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<tbody>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts/ Humanities</td>
<td>9</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9</td>
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<tr>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
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</tbody>
</table>

*Students must complete or transfer in eight credit hours, including two credit hours of lab.*

**Total General Education Requirements**

35 credit hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION (35 credit hours)</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COURSES</td>
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<tr>
<td>OR100 Orientation</td>
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<tr>
<td><strong>English</strong> (choose 6 credit hours)</td>
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<tr>
<td>ENG110 English Composition I (required)</td>
<td>3</td>
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<tr>
<td>ENG210 English Composition II (required)</td>
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</tr>
<tr>
<td>COM215 Public Speaking</td>
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<tr>
<td><strong>Fine Arts/ Humanities</strong> (choose 9 credit hours)</td>
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<tr>
<td>HIS125 Western Civilization I</td>
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</tr>
<tr>
<td>HIS225 Western Civilization II</td>
<td>3</td>
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<tr>
<td>PHL215 Philosophy of Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHI320 Computer Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong> (choose 9 credit hours)</td>
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<tr>
<td>GEO200 Global Geography</td>
<td>3</td>
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<tr>
<td>POLS101 American Government (required)</td>
<td>3</td>
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<tr>
<td>SOC220 Globalization</td>
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<tr>
<td>SOC250 Technology and Society</td>
<td>3</td>
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<tr>
<td><strong>Mathematics</strong> (choose 3 credit hours)</td>
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</tbody>
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MA101 College Mathematics 3
MA120 College Algebra 3
MA201 Discrete Mathematics 3
MA215 Statistics (required for RN to BSN/MSN) 3

<table>
<thead>
<tr>
<th>Science (8 credit hours – must include 2 hours of lab)</th>
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<tbody>
<tr>
<td>BIO130 Introduction to Biology 3</td>
</tr>
<tr>
<td>BIO130L Introduction to Biology Lab 1</td>
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<tr>
<td>CHEM101 General Chemistry 3</td>
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<tr>
<td>CHEM101 General Chemistry Lab 1</td>
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ARKANSAS

2016 Tuition and Fees (For Arkansas Residents)

Bachelor's Programs

<table>
<thead>
<tr>
<th>RN to BS Nursing</th>
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<tbody>
<tr>
<td><strong>Tuition: Multi-Course/Credit Hours Plan (12 credit hour commitment)</strong></td>
</tr>
<tr>
<td>Tuition per credit hour</td>
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<tr>
<td>Total number of credit hours</td>
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<td>Total tuition</td>
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<table>
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<tr>
<th>Fees</th>
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<tbody>
<tr>
<td>Application fee</td>
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<tr>
<td>Course extension fee</td>
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<tr>
<td>Late course registration fee</td>
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<tr>
<td>Program switch fee</td>
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<tr>
<td>Prior learning assessment fee (per course)</td>
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<tr>
<td>Test out fee (per test)</td>
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<tr>
<td>Graduation fee (payable 2 weeks prior to graduation)</td>
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<tr>
<td>Graduation ceremony attendance fee</td>
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<tr>
<td>Transcript fee (for each transcript requested)</td>
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<tr>
<td>New student resource fee</td>
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<tr>
<td>Resource fee: semester students (Title IV recipients)</td>
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<tr>
<td>Resource fee: term students (Non-Title IV recipients)</td>
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<table>
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<tr>
<th>Other Costs</th>
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<tbody>
<tr>
<td>Books</td>
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</table>

* All credit hours are equivalent to semester units
Satisfactory Academic Progress (Arkansas BSN Students Receiving Federal Financial Aid)

Maximum Timeframe for Completion

All students who receive federal financial aid under Title IV of the Higher Education Act are required to complete their programs of study within 150% of the published length of the program. The following maximum timeframes apply to each degree program:

- Bachelor’s degrees – The published length is 122-124 semester credits. The maximum period must not exceed 183 total semester credits attempted.
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Hours of Operation:
7:30 a.m. to 5:00 p.m. (Mountain Time) Monday and Friday
7:00 a.m. to 6:00 p.m. (Mountain Time) Tuesday through Thursday

Full time faculty are available during normal operating hours and will be available outside of normal working hours as needed for students. Adjunct faculty are available to students when they are actively engaged in teaching a course.

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