



Lexington, KY, Main Campus

Student Catalog and Handbook

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Main Campus

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Welcome

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

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

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

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



Frank Longaker
President

Frank Longaker
President



Mission Statement

Foreword

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

Mission Statement

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

Institutional Goals

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

Institutional Objectives

1. Enhance students' educational experience in credential and degree programs to meet current marketplace needs in health science education through efficient and effective access to quality curricula, learning resources, equipment, and facilities.

2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in professional settings while encouraging students to express their own ideas and respect the ideas of others.
3. Engage students through the development of relevant curricula that allows students to achieve the stated program outcomes.
4. Support students from their enrollment to beyond graduation by providing individualized and interactive career services.
5. Employ appropriately qualified faculty to deliver practical and theoretical knowledge, skills, and abilities that motivate students to learn and achieve their educational goals.
6. Develop a collaborative culture of continuous improvement that puts students' first and allows the University to consistently strive for educational and operational excellence.

Accreditation and Approvals

Campuses in Kentucky are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award Bachelor's Degrees, Associate's degrees, and diplomas.

The Kentucky campuses are licensed by the Kentucky Council on Postsecondary Education, located at 100 Airport Road, Frankfort, KY 40601, and can be reached at (502) 573-1555.

The Health Information Management Associate of Science degree program at the Louisville, Kentucky campus is programmatically accredited by the Commission on Accreditation (CAHIIM). Graduates of the accredited

program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

The Accrediting Bureau of Health Education Schools (ABHES) is nationally recognized by the U.S. Secretary of Education as a private, non-profit, independent accrediting agency. ABHES is located at 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, and their phone number is (703) 917-9503.

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

The University

Evolution 2086

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

Through its first century, American National University (known back then as National Business College) steadily developed a reputation for providing men and women with an efficient and effective education preparing them for the world of professional work. Students from many states made the trek to campus to receive a practical education that was more focused and relevant than that offered by other colleges and universities of the time.

As the college's first 100 years drew to a close, however, changes had already been underway that would give the institution a different appearance even as it continued to remain true to its original purpose. The dormitories and large central campus gave way to multiple community-based campuses throughout Southwest Virginia, Kentucky, and Tennessee. Business curricula were supplemented by career-focused programs in computers and healthcare. Certificate programs were no longer the norm—students pursued more in-depth study leading to associate's degrees and the college's first baccalaureate programs had been introduced.

The university's reputation for excellence has been affirmed through numerous awards and acknowledgments; including awards for grassroots student advocacy (Association for Private Sector Colleges & Universities TOPS Award), support for veterans (Military Friendly School), and a Lifetime Achievement Award (Imagine America Foundation) recognizing American National University President Frank Longaker's 40 years of service to the career college sector – to name just a few.

The university continues to evolve. In an effort to recognize the university's continuous history of adapting to

change in the worldwide economy and provide a vision for our anticipated development to carry us to our 200th anniversary in 2086, we have followed the theme of "Evolution 2086."

*In the 21st century, Evolution 2086 has freed ANU students and educators alike from a campus-centric environment. Today, American National University has developed into a master's-level career-focused institution whose motto is "We Bring our University to You." In leveraging technology to make education possible for even greater numbers of students, we have developed the three-fold concepts of **Global Meet**, **Global Teach**, and **Global Learn**. **Global Meet** brings the entirety of the university's support services—admissions, financial aid, student services, library resources, and career services—to students and graduates anywhere they are. **Global Teach** brings together the most experienced and dedicated faculty together with the latest learning resources from a worldwide network and makes them available to students anywhere they are. Students now attend synchronous, face-to-face **Global Learn** video conferencing classes as well as online courses, with a small number of on-campus courses for specialized labs or international students.*

While continuing to focus on the fundamentals of business, computers, and health care, we will expand our offerings in developing fields. We will continuously evaluate existing programs, adapting their content, length, and method of delivery to ensure the most efficient path to completion is available to the largest number of students. And we will continue to pursue programmatic accreditation in those fields for which such accreditation is essential as we do for current programs.

Our focus on support services, long a hallmark of the University, will provide continued improvement in this area as well. Consolidation of financial aid, library, career services, and other functions at the University level has leveraged the latest technology to provide students with improved features and benefits. Consolidating enrollment

at the main campus level has given students access to a wider array of programs, course offerings, and other services than would be available at the local campus level.

The evolution of the institution is reflected in our name: **American National University**. **American**, recognizing our role as a leading American institution for career-focused education for students from around the world; **National**, acknowledging our historical roots and nationwide reputation; **University**, representing our status as a graduate-level institution offering diverse academic, online, international, ESL, and corporate training programs.

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

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

Academics

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

Structure and Design of Programs

The programs of study at American National University are career-oriented. Students in the associate's degree programs take a number of program-specific courses that would normally be offered only as upper-level classes at other institutions. These classes ensure that associate's degree graduates are well prepared to meet the demands of the work environment. The baccalaureate programs build on the associate's degree programs through additional program

specific courses. This provides an in-depth, well-rounded, and rigorous educational experience, enabling our graduates to compete in today's ever-changing global economy.

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

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

Resources for Research

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

Career Services

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

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

We also offer students and alumni a unique opportunity to access an online comprehensive platform of quality career tools and resources that are effective, efficient, and customizable. Our 24/7 career services portal, ANU CareerConnect, was established to meet the growing needs

of our students and alumni, including employed, evening, online, individuals with limited daytime availability, and/or those who prefer to manage their own career path. Students and alumni can access ANU CareerConnect for career advice videos, resume writing, virtual mock interviews, and employment postings - anytime, anywhere, from any computer connected to the internet.

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

Student Activities

There is more to university life than just academics. You need to unwind! Through the student activities offered at American National University, you'll be able to relax and mingle with your friends. Getting involved in the planning of student activities is an important part of your educational experience. Please contact your Campus Director to learn how you can participate. We hope you take full advantage of the activities your American National University community has to offer. Suggestions for activities are always welcome.

Professional/Occupational Licensure and Certifications

Occupational and professional licensing and certification are largely functions of state government and/or private organizations or associations offering accreditation or certification. There are literally hundreds of occupations and professions that are regulated in one form or another, but licensing or certification requirements for the same occupation or profession often vary from state to state, or even from employer to employer.

Because occupational and professional licensing and certification requirements are constantly changing, and because they are also highly decentralized activities that are

typically spread out among many different state agencies, accreditors and occupational or professional organizations or associations, American National University does not make any representations about the suitability of any of its programs for establishing eligibility for licensure, certification or examination for licensure or certification in any state or by any accreditor or occupational or professional organization or association.

Students must accept responsibility for learning what occupational or professional licensing or certification regulations or requirements apply to them prior to enrolling in any educational program and should inquire of the relevant state agency, accreditor, association or organization to ensure that the educational program in which they are considering enrollment will be suitable for establishing eligibility for licensure, certification or examination in any occupation, profession or field in which they intend to seek employment.

Notice of Non-Discrimination

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

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

American National University is an equal opportunity employer. We are committed to the concept of equal

opportunity in our hiring, employment, and personnel practices and policies. All personnel activities are conducted without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

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

Veteran's Benefits & Transition Act of 2018 Policy

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

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

American National University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual must borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the University due to the delay disbursement funding from VA under Chapter 31 or 33.

*A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Accommodation Policy

American National University recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973 by prohibiting discrimination on the basis of disability. To ensure equality of access the University provides reasonable accommodations to students who require them and who inform the University by completing the "Student Disability Accommodation Request" form which will be provided by the Campus Director.

Student Health Services

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

Consumer Information

It is important that students and other interested parties have access to timely and accurate information about the institution and the educational opportunities offered at each campus. Therefore, consumer information is made available in this catalog, on the University website (www.an.edu), and at each main campus location. Students requesting additional information, or who wish to receive paper copies of information disclosed electronically, may obtain such information from the above sources.

Kentucky Campuses: To comply with the Michael Minger Act, each Kentucky campus of American National

University maintains a campus crime log. The crime log records certain crimes (as listed in the Minger Act) that occurred on campus and were reported to campus security authorities or local law enforcement agencies. The crime log is available in the Campus Director's office and on the University's website, www.an.edu/about/consumer-disclosure/.

University Email Account

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

Students can go to www.an.edu and click on National Mail from the Quick Links Menu to access their email. Students' usernames will be last name, first and middle initial, followed by a 2-digit number, followed by the appropriate college email domain name (@students.an.edu) For example: johnsonkt88@students.an.edu. The first time students log into National Mail, their password will be the first and last initial plus the last four digits of their SSN. For example: rs6799. Students will be asked to change their password the first time they log in. Please remember that use of National Mail is a privilege and subject to American National University acceptable use policies.

Identification Cards

Students will be given an identification card at their campus. See your campus director or student services representative to obtain yours.

Orientation

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

1. Understand ANU's attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.

3. Identify course communication tools i.e. email.
4. Understand how to utilize Course Information and Assignment tools i.e. posting to Discussion Forums, submitting assignments, taking tests.
5. Identify course resources.
6. Learn how to access the University Library and the Career Connect sites.

Academic Advising

American National University provides students with academic assistance and advising. Students are encouraged to seek advice from their academic advisor. The academic advisor is normally the Academic Department Director for each program of study. The Academic Department Directors are available to advise students on academic matters such as registration, scheduling, program sequencing and progression. The Director of Education and Student Services Representatives are also available to advise students on academic matters. They are focused on students and supporting students to reach their career goals. They also assist students with general concerns that the student may encounter while at American National University and on the interpretation of the University's policies and procedures, and their implementation.

Student Identity Verification

American National University initiates the student identity verification process during admissions. The University uses Veratad to verify student identity throughout their enrollment.

Information provided with the student application is matched to non-public data records to validate the identity of the applicant. Applicants whose identity cannot be verified using the Veratad Identity Verification process will be required to submit a notarized statement verifying their identity.

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

Admissions

Admission

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

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

Undergraduate Admission Requirements

Graduation from high school is a minimum requirement for admission to American National University for those students enrolling in the Diploma, Associate of Science, or Bachelor of Science programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission.

An official transcript from an accredited college will be recognized as the equivalent of a high school diploma for basis of acceptance. For colleges and universities outside the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators). Students will sign an attestation on the enrollment application as to which of these credentials they have received.

Applying for Undergraduate Admission

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

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

Technology Requirements

Information about technology requirements and technical support can be found on page 62 of this catalog. All students enrolled at American National University are required to complete Canvas Online Orientation. Students may also contact their Student Services Representative if they have any questions regarding technical support.

Admission of International Students

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

1. **Undergraduate Degree:** A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language

Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

2. **Master’s Degree:** A minimum score of **530** on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a **6.5** on the International English Language Test (IELTS), or **50** on the Pearson Test of English Academic Score Report.
3. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
 - ESL Language Use: Score of 85
 - ESL Listening: Score of 80
 - ESL Sentence Meaning: Score of 90
 - ESL Writeplacer: Score of 4
 - Comprehensive Score for all exams of 350
4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam.
5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
6. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or

evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Current policies of the U.S. Immigration and Customs Department state that international students must prove that financial responsibility will be met. Once these requirements have been met and the student is accepted for admission to the University, an I-20 will be issued. Upon receipt of the I-20, the student is required to complete the form I-901 and submit a \$200 fee to the U.S. Department of Homeland Security. These students are covered under the institution’s regular refund policy.

Applying For International Admission

To apply for International Admission, complete an Application for Admission online at www.an.edu. Additionally, the following information is required:

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

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

After acceptance, in order to receive an I-20, the following are required:

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

Please see Tuition and Fees section of this catalog on Page 45 for details on the fees required.

Programmatic Admission Requirements

Medical Assisting Associate of Science Admissions Requirements

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

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

Students will be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Medical and Health Services Management Bachelor's Degree Admission Requirements

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

Students who have completed an associate's degree:

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

Students who have completed a vocational/occupational associate degree:

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

Students who have a certificate:

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

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

Nursing Associate of Science Degree Admissions Requirements

Students enrolling in the Nursing Associate's program must have a 2.5 or better high school or college CGPA or a score of 500 or better on the GED. Beginning with enrollments for July 2018, the University will use the TEAS admission entrance examination. Students need to score at or above the 64th national percentile average in the following three areas; Math, Reading and Writing. In the event there are students who tie in the overall entrance scoring process, preference will be given to the student who scores higher in the Science and Critical Thinking sections. Students must attend a pre-admission nursing conference. The nursing candidate must notify the University by the designated

deadline of his/her acceptance. If the University is not notified by the deadline, the nursing candidate forfeits his/her placement into the present nursing program for which the applicant applied.

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

- Kentucky (and state of residence) criminal background check as directed by the University (student is responsible for the cost of the background check)
- Initial drug screening at the facility as directed by the University
- Recent (within 6 months of admission) medical record that includes a medical history, medical examination, and evidence of current immunizations
- The following must be performed within six months prior to admission and the cost of any exam or immunization is the responsibility of the student:
 - *Immunity to rubella—an immunization is required (MMR#1) or verification by rubella titer
 - *Immunity to rubella – if birth year is 1957 or later, a second immunization (MMR#2) is required or verification by health record or physician statement of disease
 - *Immunity to mumps – must provide 2 MMR vaccines or have a titer drawn showing immunity to the disease
 - *Immunity to varicella (chicken pox) – verified by varicella titer or with proof of vaccine
 - *Negative tuberculin skin test results (PPD Only) within 12 months and annually while in the program or a chest x-ray documenting the absence of disease
 - *Immunity to Hepatitis B – this is an immunization requiring a series of 3 injections over a 6 month period. You must have had one of the three injections on or before the first day of clinical, with the other 2 injections completed on schedule to progress in the next nursing program. Immunity may also be verified by health record or physician statement of disease
 - *Influenza vaccination or approved declination form.

- Completion of an American Heart Association cardiopulmonary resuscitation (CPR) course for health care providers, which includes CPR of the adult, child, and infant and the Heimlich maneuver. The student must keep CPR certification current during the course of the nursing program.

Health Information Management Associate of Science Admission Requirements

Students enrolling in the Health Information Management Associate of Science program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has reasonable vision and hearing, and has no communicable diseases known to the student.

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

Students may be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Phlebotomy and ECG Technician Diploma Admission Requirements

Students enrolling in the Phlebotomy and ECG diploma program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Phlebotomy and ECG diploma program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor

or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Academic Policies

Academic Terms

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

Academic Year

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

Grade Reports

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

Grade Appeal Policy

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

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

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

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

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

Transcripts

The official progress record of a student is maintained by the University. All qualified students may receive one official transcript without charge. For each transcript after the first one, a charge of \$5 will be made. Requests of transcripts can be made via the American National University website, www.an.edu.

Students

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

The following categories of students are not considered regular students: employees attending the University (except work study students or others enrolled in a program), students taking refresher courses, students attending under any category such as an approved audited course, students taking single subjects, students taking more than one subject but not declaring a major, or students attending under any other special category as otherwise approved by the University, or a student attending classes after being dismissed as a regular student (See Standards of Satisfactory Academic Progress on page 24).

Credit Designations

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

Credit Hour Policy

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

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

One quarter credit hour is 20 hours of lab instruction.

One quarter credit hour is 30 hours of externship.

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

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

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

Standard Course Load and Program Lengths

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

Matriculation

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

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

Articulation Agreements

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

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

- Blue Ridge Community and Technical College
- Bethel College
- Harrison College
- Virginia College Online
- International American University
- Ohio Valley College of Technology
- Pennsylvania Institute of Health and Technology
- Royal International University
- Sullivan University
- Trumbull Business College
- West Virginia Junior College
- Moravian College
- Miller-Motte Technical College (VA and TN)

Nontraditional Credit Allowance

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

Nontraditional sources that may be considered include coursework and examinations which meet the American Council on Education (ACE) guidelines.

Credit Granted for Work Experience

The University recognizes the value of work experience as a part of the applicant's overall educational experience. The maximum amount of credit earned for work experience will be limited to one class or four (4) credits for a Certificate Program and two classes or eight (8) credits for an

Associate's. If an applicant desires the University to evaluate work experience for credit, the applicant must:

1. Discuss the experience with his/her Program Director, Campus Director, or Student Services Representative to determine proper procedure for presentation.
2. Submit a completed Work Experience Course Credit Application, which may be obtained from your Program Director or your Student Services Representative.
3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc., and superiors or co-workers who can attest to the experience).
4. Only experience directly related to the course will be considered. The student must be able to show how all of the Course Objectives, as found in the Syllabus, have been achieved through work experience.
5. All materials must be received by the Work Experience Review committee by the fifth week of the term in order to be considered for credit the following term.
6. The decision of the committee is final.

University Placement Evaluations

All students will take the University Placement Evaluations in English and Math prior to the start of class regardless of whether their program requires any of the placements or prerequisites. This requirement is waived for students who have previously earned an Associates or Bachelor's degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). The University Placement Evaluations reflects one's strengths and weaknesses with regard to essential skills. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the university foundation course associated with that placement evaluation in addition to their other curriculum requirements. The passing score for the ENG090 course is 85% or greater and the passing score

for the MAT090 course is 65% or greater. Students may retake the placement evaluation one time prior to the first day of scheduled classes. These foundation courses do not count toward programmatic requirements for graduation: ENG090 (Basic English) and MAT090 (Basic Math). Students are required to take foundations courses during the first two terms of their enrollment.

All programs except the Phlebotomy and ECG Technician diploma program requires the ENG090 and MAT090 as a foundation course if the student does not pass the placement evaluation.

Advanced Placement Evaluations

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

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

Credit by Examination

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

Students Transferring to American National University

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

Residency Requirement: A student must complete the last 25% of any diploma, associate degree, or baccalaureate degree program coursework at American National University. This requirement means that a maximum of 72 quarter credit hours for an associate's degree and 135 quarter credit hours of combined upper and lower courses for a baccalaureate degree may be accepted. Exceptions to the residency requirement can be sent to the Vice President of Academic Affairs for consideration.

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

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

Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires

that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. In order for a course to transfer:

- a letter grade of “C” or better must have been achieved;
- the course must be at least 3 semester hours, 4 quarter credit hours or 90 clock hours in length;
- selected courses completed more than six years prior to enrollment will not be considered for transfer of credit. However, some courses have no time limit for consideration for transfer of credit;
- software classes must have been taken within 4 years to be considered for transfer;
- student earned the credits prior to enrolling at the University;
- the course is equivalent in content to a course offered by the University.

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

Applicants are encouraged to request an evaluation from Student Services prior to enrollment to develop an Academic Plan. This complimentary service reviews for transferability of course credits as well as explores the applicability of nontraditional means of credit acceptance, including, but not limited to: Advanced Placement (AP), College Level Achievement Program (CLEP) tests, credit for military training and experience in accordance with American

Council on Education (ACE) guidelines and the submission of a Work Experience Portfolio for review. Please refer to page 16 of this catalog for more information regarding nontraditional credit sources.

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

Transfer of Credit Student Appeals Process – all questions and appeals regarding the transfer of credits to American National University should be directed to the General Education Academic Chair. A course syllabus, along with a completed Transfer of Credit Student Appeal Form, must be submitted. It will be the responsibility of the student to obtain and provide the information. All transfer of credit appeals will be reviewed by the Academic Chair or Dean, the Director of Education, Director of Student Services, the Chief Academic Officer and/or the Vice President of Academic Affairs. American National University will respond to the student with a final determination within ten business days from the date of submission. The final approval/denial will be provided by the Vice President of Academic Affairs.

Students Transferring from American National University

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

Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National University as transferable. It should also be noted that in any transfer

situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution, and accreditation does not guarantee transferability.

Program Course Concentration and General Education

Each program at the University is divided into two areas of concentration: Program Core and General Education. The Program Core satisfies the curriculum concentration. The course listings are on pages 65-81 for each specific program.

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

Written and Oral Communication

ENG102 English Composition

ENG126 Oral Communication

Mathematics, Statistics, and Logic

LOG215 Thinking Critically

MAT101 Understanding Mathematics

MAT214 Algebra

MAT220 Algebra and Basic Statistics

Arts and Humanities

ETH205 Ethics

GEN241 Cultural Appreciation

Social and Behavioral Sciences

PSY127 Psychology

PSY200 Human Growth and Development

POL202 Political Science

SOC103 General Sociology

Physical/Natural Science

BIO101 Introduction to Biology

BIO201 Basic Anatomy and Physiology I

BIO202 Basic Anatomy and Physiology II

CHM105 General, Organic Biochemistry

ENV101 Environmental Science

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

Written and Oral Communication

ENG102 English Composition

ENG126 Oral Communication

Mathematics, Statistics, and Logic

LOG215 Thinking Critically

LOG357 Logic and Critical Thinking

MAT101 Understanding Mathematics

MAT214 Algebra

MAT220 Algebra and Basic Statistics

Arts and Humanities

ETH205 Ethics

GEN241 Cultural Appreciation

REL330 World Religion

Social and Behavioral Sciences

GOV340 American Government

HIS290 American History 1945–Present

HIS490 American Economic History

POL202 Political Science

PRO453 Parliamentary Procedures/Group Dynamics

PSY127 Psychology

PSY200 Human Growth and Development

SOC463 Social Problems

Physical/Natural Science

BIO101 Introduction to Biology

BIO201 Basic Anatomy and Physiology I

BIO202 Basic Anatomy and Physiology II

CHM105 General, Organic Biochemistry

ENV101 Environmental Science

PER330 Personal Health

Numbering of Courses

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

Program Revisions and Course Substitutions

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

Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible.

Adjustments to the requirements of published curricula may be made at the discretion of the University for individual students as long as the intent and overall content of the program of study are not significantly altered.

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

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

Outside of Class Work

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

Code of Academic Integrity

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

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

- Plagiarism is defined as representing words, ideas, or other works of another individual or entity as your own without giving proper credit to the original author or source.
- Cheating is defined as using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- Self-Plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of faculty.
- Poor scholarship is defined as an incorrect attempt to give credit to or document the use of an external source.
- Misrepresenting academic engagement is defined as intentionally logging onto the learning management system without meaningfully engaging in academic activities for the purpose of demonstrating attendance.

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

grade, expulsion from the course, or expulsion from the University. The student may submit a written appeal following the University's grievance policies to have an action reconsidered. The decision of the Academic Review Committee is final.

Drop/Add Period

A student may drop/add (dropping a class and replacing it with another) within five class days, beginning with the first day of scheduled classes, or add a class within the same time frame as long as it is approved by the Campus Director or Program Director. A student not attending a class session within the first two weeks of a term may be automatically withdrawn from that class and/or the University. Specific rules apply for online students. Please check with your campus director for details.

Withdrawals

A student who withdraws from a class at or before the end of the fourth week of the term will receive a "W" grade, which will not affect his or her overall grade point average. However, a "W" does count toward total attempted hours. (See Standards of Satisfactory Academic Progress on page 24 for further information.)

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

A student who withdraws from any course prior to the end of a term will receive a refund in accordance with the institution's refund policy.

Repetitions

A student making grades of "A," "B," "C," or "D" has made full credit, but may repeat a course(s) if desired. Credits for repeated course(s) can be used only one time when determining enrollment status for federal financial aid

purposes. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for completion and successful course completion. The highest grade will be calculated into the grade point average.

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

A grade of "F" is a failure, and the subject must be repeated to earn credit.

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

Course Incompletes

An "I" is given when a student is prevented from completing all required work or the externship by the end of the term due to medical or personal reasons. The "I" must be approved by the Director of Education or the Academic Department Director. A student must complete his or her externship in a time frame approved by Director of Education or Academic Department Director. During the period an "I" is assigned, the "I" is calculated with "0" quality points. After completion of all the required course work, a letter grade is assigned and calculated into the student's overall grade point average. If the required course work is not completed within the required time, a "0" is calculated into the final course grade. The "I" grade does count as attempted hours for the purpose of Standards of Academic Progress.

No Grade Assigned

A “G” will be given when an instructor does not assign a grade to a student by the due date of the final exam for the term. The Campus Director is responsible for having the correct grade assigned by the Friday of the first week of the next term. During the period a “G” is assigned, the “G” is calculated with “0” quality points and it does count as attempted hours for the purpose of Standards of Academic Progress.

Transfer of Credits

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

Academic Honors

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

Cumulative Grade Point Average

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

Grading Scales

In all subjects (with the exception of Nursing and Foundation courses), the following grading scale is used:

LETTER GRADE	POINTS	EXPLANATION
A	94-100	Excellent
B	84-93	Above Average
C	74-83	Average
D*	64-73	Below Average
F	63 and Below	Failure

*Not passing for some medical core courses.

Nursing Grading Scale

LETTER GRADE	POINTS	EXPLANATION
A	90-100	Excellent
B	82-89	Above Average
C	77-81	Average
F	Below 77	Failure

Foundation Courses Grading Scale

LETTER GRADE	POINTS	EXPLANATION
*PP	0	Pass
FF	0	Fail

*A PP grade is considered a passing grade for this course; however, to successfully complete the program, a 2.0 G.P.A is required.

Grading and Quality Point System

In all subjects, the following letter designations are used:

A (4 PTS)	Excellent	LW	(No Academic Value) Life Experience Credit
TA (4 PTS)	Transfer Excellent	G (0 PTS)	No Grade Assigned
B (3 PTS)	Above Average	X, XA, XB,	(No Academic Value)
TB (3 PTS)	Transfer Above Average	XC, XD	No Transfer Credit
C (2 PTS)	Average	DR	(No Academic Value) Disregard Registration
TC (2 PTS)	Transfer Average	PP	(No Academic Credit) Pass
D (1 PT)	Below average but passing Not passing for graduate courses	FF	(No Academic Credit) Fail
TD (1 PT)	Transfer Below Average but passing Not passing for graduate courses	AU	(No Academic Value) Audit Class Refresher courses taken after November 7, 2016 are assigned this grade.
F (0 PTS)	Failure	OC	Orientation Complete
FS	(No Academic Value) Failure to Meet Enrollment Standards	OI	Orientation Incomplete
I (0 PTS)	Incomplete	CN	(No Academic Credit) Canceled student during Drop/Add
W	(No Academic Value) Withdrew		
WP (0 PTS)	Withdrew Passing (Prior to April 10, 2017)		
WF (0 PTS)	Withdrew Failing		
R	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Course		
RDROP	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Drop Course		
T	(No Academic Value) Transfer Credit		
NC	(No Academic Value) Refresher Course		
Y	(No Academic Value) Advanced Placement Evaluation after July 1, 1995		
P (4 PTS)	Advanced Placement Evaluation prior to July 1, 1995		

Standards of Satisfactory Academic Progress

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

SAP Calculation

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

Maximum Time Frame

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

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe.

Students will be evaluated at the points listed below based on the number of credit hours required in their program of study:

24-Credit Hour Program:

Students who have attempted 1–12 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.

Students who have attempted 13-23 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 24 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

36-Credit Hour Program:

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

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

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

48-Credit Hour Program:

Students who have attempted 1-23 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 24-47 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.*

Students who have attempted 48 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

96-98-Credit Hour Programs:

Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 36-47 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 48-71 credit hours must have a CGPA of 1.75 and have successfully completed one-half of the hours attempted.**

Students who have attempted 72 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

133-Credit Hour Program (Nursing):

Students must maintain a 2.5 CGPA and 100% completion rate throughout the entire program.

180 Credit Hour Program:

Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 36-47 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.*

Students who have attempted 48-71 credit hours must have a CGPA of 1.75 and have successfully completed one-half of the hours attempted.**

Students who have attempted 72 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.***

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

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

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

Rate of Completion

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

Financial Aid Warning as a Regular Student

As required by the Department of Education, if these minimums are not met, a student may continue as a regular student on financial aid warning for one term and continue to be eligible for financial aid. Students will meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. After this one term of financial aid warning, the student's CGPA and percentage of successful completion must be at least as required at the evaluation point. If these standards are not met, the student will be dismissed as a regular student.

Dismissed as a Regular Student (Financial Aid Denial)

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

Institutional Dismissal Appeal Procedures

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form available via Klassapp to the Academic Review Committee in order to be considered for re-entry or to continue in school. The appeal should explain why the student failed to make satisfactory progress and what has changed that will permit

the student to continue to make satisfactory progress. This should include any mitigating or special circumstances that contributed to the student not meeting SAP. In some instances, the student must provide documentation to support his or her extenuating circumstances.

The following are examples of extenuating circumstances:

- Illness or injury requiring hospitalization – such as student or close relative
- Military service – permanent change of station (PCS) or deployment of student or spouse.
- Yearly training, if applicable.
- Divorce proceedings
- Financial hardship
- Abusive relationship
- Death of an immediate family member - a parent, grandparent, guardian, sibling, son, daughter or a close personal friend.
- Jury duty
- Natural disaster
- Victim of a crime

Once all the supporting documentation for the appeal has been provided, the committee will meet to review the information in order to make its decisions. If after reviewing the information, the Academic Review Committee feels that the student's appeal meets the extenuating circumstances, the student will be allowed to remain or return to school. The student will be advised that he or she needs to continue to meet SAP in order to remain a student at the school.

Reinstatement Following Institutional Dismissal

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. The Academic Review Committee will make the determination if a student may return. After the student has been approved to return to the institution they

will be placed in financial aid probation status. Students will be required to meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

Leave of Absence

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

Withdrawals

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

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

Course Incompletes

A student receiving an "I" (incomplete) must complete all required work within 10 days after the end of the term. For the period of time the student has received an "I" grade, it will affect the student's CGPA as well as their maximum time frame for completion and successful course completion. After completion of the required course work, a letter grade is assigned and calculated into the student's overall CGPA. A student not completing the required course work will receive a "0" for the work not completed, and it will be calculated into his or her final course grade. (See "Grading and Quality Point System on page 23. The final course grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

Repetitions

See page 21 of catalog.

Non-Degree Credit Courses (Foundation Courses)

Foundation courses (MAT090 and ENG090) do not count toward the student's overall grade point average or the student's maximum time for completion. There is a charge for tuition and technology fees for students taking foundation courses.

Change Programs and Additional Degrees

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

Application of Standards

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

Graduation

In order to graduate, a student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal credits required to complete the program.

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. Additionally, students enrolled in the Bachelor's programs must complete a minimum of 56 credit hours after enrollment in the Bachelor's Program. (See "Career Programs" on page 65-81.)

In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate coursework to qualify as graduates and participate in the graduation ceremony. All requirements must be completely

satisfied, including the completion of all externships and all required courses, before students are allowed to walk in the graduation ceremony.

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

Graduation with honors from diploma, associate's degree and baccalaureate degree programs is the meeting of all requirements for graduation, plus the attainment of a certain cumulative grade point average. For the distinction of "High Honors," a student must graduate with a CGPA between 3.75 and 4.0. The distinction of "Honors" is awarded to a student who graduated with a CGPA between 3.50 and 3.74.

The name of any student who earns a term's grade point average between 3.5 and 3.9 in an academic program will be placed on the Dean's List. The name of any student who earns a term's grade point average of 4.0 in an academic program will be placed on the President's List. The lists are prepared at the end of each term.

Transfer of Credit

The grade of a "T" or "X" has no effect on the student's overall grade point average. Effective December 7, 2007, the "T" grade does have an effect on the hours attempted and successful completion for the purposes of Standards of Academic Progress. A grade of "TA," "TB," "TC," and "TD" does have an effect on the student's overall grade point average, hours attempted and successful completion of courses for the purposes of Standards of Academic Progress. See section "Quality Point System" for point value of the assigned grades.

Administrative Policies

Conduct/Dismissal Policy

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. The University expressly prohibits harassment of employees or students on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Harassment undermines University morale of the entire community and our commitment to treat one another with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of the University as an academic institution is strictly prohibited. This includes but is not limited to conduct:

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

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

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

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

Code of Computing Conduct

Educational Computing Facilities (ECF) are intended to support the academic mission and the administrative functions of American National University. This Code of Conduct states the principles regarding the use of ECF. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

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

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

Educational Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software or any combination thereof, owned by the institution or under the custody or control of the institution.

The ECF include stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to ECF via telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all of the institution and institutional staff, institutional students and other users of the Educational Computer Facilities. Users shall:

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

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

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

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

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

3. Take all reasonable steps to protect the integrity and privacy of the ECF including software and data.

In particular, users shall not share with others the access codes, account numbers, passwords or other authorization which have been assigned to them.

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

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

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

Allowing unauthorized access to ECF indirectly is similarly prohibited (such as allowing access to a private computer at home, where this computer in turn provides access to ECF).

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

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

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

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

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

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

Unauthorized use, sharing or distribution of copyrighted material may subject the user to criminal and civil penalties, including fines, incarceration, money damages payable to the copyright owners, and attorneys' fees. In addition the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment of students.

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

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

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

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g. No one shall access any such

records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the institution regulations.

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

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

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

7. Refrain from using ECF for unauthorized commercial activities.

As with other institution resources, the use of the ECF for private, commercially oriented applications is forbidden without appropriate authorization. Use for institution-related private activities is often permitted. For example, running an unauthorized business, doing tax returns or sending e-mail soliciting donations for a non-institution-related entity are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, Campus Director, Department Head, Executive Vice President or Executive Director.

8. Refrain from using ECF for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment

of users of such facilities at the institution or elsewhere, unauthorized disruption of ECF, attempts to discover or alter passwords or to subvert security systems in ECF or in any other computing or network facility.

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

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

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

9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the ECF or in establishing connections from the ECF.

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

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

Users do not have a right to privacy when using ECF.

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

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

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

Conflict of Interest Policy

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

Many outside activities in which an employee may wish to engage, such as certain outside employment, private activities, involvement in public organizations, public service, and political involvement, present no conflicts of interest and can enhance the reputation of the University. When engaging in an otherwise permissible endeavor or activity, the employee must nonetheless make clear when she or he is acting as a private individual rather than as a representative of the University. In this regard, employees must abide by the terms of the University policies governing use of trademarks and use of the University name, symbols, letterhead.

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

- Negotiating or authorizing on behalf of the University a contract or other business transaction for services, goods,

or products, from a company or enterprise in which the employee or a member of the employee's family has an substantial financial interest or management position known to the employee.

- Accepting external employment or consulting contracts during a period of ANU employment that conflict with the employment at ANU.
- Accepting any form of remuneration, financial or otherwise, for endorsement of the products or services of a business or individual where a UVM title or employment is an express or implied aspect of the endorsement.
- Disclosing, or otherwise using on an unauthorized basis, University confidential or proprietary information to which the employee has access in the course of University duties.

Conflicts of Interest Resolution Procedure

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

Reporting of Possible Policy Violations

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

Grievance Policy

American National University has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

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

1. A complaint should be filed in writing with the Program Dean or Chairperson with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to formalgrievance@an.edu.
 - a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
 - b. The Program Dean or Chairperson will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the Program Dean or Chairperson, he or she may make a written appeal within thirty (30) days of the determination or action of the Program Dean or Chairperson to the Chief Academic Officer for complaints which relate to academic issues, or to the Senior Vice President of Operations for all other complaints. The appeal should be filed by email to GrievanceAppeal@an.edu.
 - a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the

circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Program Dean or Chairperson to be in error.

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

Additional Avenues of Resolution

Should any grievance not be resolved at the University level, the student may contact The Accrediting Bureau of Health Education Schools (ABHES) at 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, (703) 917-9503.

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

Kentucky Students: Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601, (502) 573-1555.

Sexual Misconduct Policy

American National University recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the University to provide our employees and students with an environment that is free from harassment. The University expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

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

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

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

Definitions

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual's work or academic performance or creating

an intimidating, hostile, or offensive working or academic environment,

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

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

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

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

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

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

Victims' Rights Under Sexual Harassment Policy

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

Sexual Misconduct Grievance Procedures

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

1. Definitions.

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

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

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

3. Retaliation

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

4. Interim Measures

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

5. Preservation of Evidence

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

6. Evidentiary Standard

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

7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual

training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

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

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

8. Potential Remedies and Sanctions

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

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

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

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

9. Sources of Counseling, Advocacy, and Support

The University's primary concern is with the

health, safety, and well-being of the members of the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance.

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

Title IX Coordinator – (540) 808-4776

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

New York—Region II
 32 Old Slip, 26th Floor
 New York, NY 10005
 Telephone: 646-428-3800
 Email: OCR.NewYork@ed.gov

U.S. Department of Justice, Office on
 Violence Against Women
<http://www.ovw.usdoj.gov/>

Additional Avenues of Resolution

Should any grievance not be resolved at the University level, the student may contact The Bureau of Health Education Schools (ABHES) at 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, (703) 917-9503.

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

Kentucky Students: Council on Postsecondary Education,
 1024 Capital Center Drive, Suite 320, Frankfort, KY
 40601, (502) 573-1555.

University Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the University makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report is

posted on the ANU website, and is available upon request by contacting the Campus Director's office through the address of the campus the student is attending or planning to attend, or by writing to the University administrative office.

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

Inclement Weather Policy

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

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made on e2Campus, as well as local television and radio stations.

Each American National University campus location participates in e2Campus, an emergency alert system that allows students to receive emergency notifications via email and text message. Students can sign up for this optional alert system by going to e2Campus and clicking "User Sign Up." From there, students can follow the on-screen instructions to register and create an account.

Parking Policy

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

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

Dress Policy

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

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

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended. Some programs may have a dress code for specific courses.

This dress policy is for all live classes; either in person or on camera.

Children On Site

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

Mobile Phones and Other Communication Devices

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

Tobacco Policy

All American National University campuses are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco. The tobacco policy is enforced at all locations and at live classes where students appear on camera.

Substance Abuse Prevention Program

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

In an effort to create and maintain a campus environment free from such substance abuse, the College established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike. It consists of two primary parts. First, the College developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide range of

topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, the College put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

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

Attendance Policy

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

Consecutive Days Missed (Applicable to each individual online, ground, and video-conferencing course)

After missing 14 consecutive days (including weekends), or in the case of an online course, failing to submit work during 14 consecutive days (including weekends), the University will contact the student to determine the student's intentions. Students who do not intend to return to any of the classes in which they are enrolled will be withdrawn from enrollment in the program immediately. If the student informs the University that he or she plans to return to class(es), he or she must inform the University in writing, within five days from his or her 14 consecutive days of absence, of the date they he or she plans to return within 21 days from the last date of attendance. If the student does not return by the 21st day, the student is processed as a withdrawal with a DOD of day 14. Note: Just logging into Canvas will not count toward attendance requirement.

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

Family Educational Rights and Privacy Act (FERPA)

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

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

Additionally, eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to the

Student Services Office. American National University makes the following forms available in the Student Services Office for these purposes – “Student Request to Review, Change or Receive a Copy of Education Records,” and “Student Request for Formal Hearing to Change Education Records.”

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

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

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

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

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

Schools may disclose “directory” information without consent. Directory information is defined by American National University as a student’s name, address, telephone listing, electronic mail address, photograph, date of birth, place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities, degrees, honors, awards received, and the most recent institution attended. However, schools must tell eligible students about directory information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their directory information. American National University makes such notification annually, allowing students 10 business days from the date of the annual notification to request that the University not disclose directory information. Additionally, students may make a request related to the release of their directory information at any time by submitting a written request to the Student Services Office. The “Directory Information” form, available in the campus Student Services Office, may be used for this purpose.

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

Refresher Privileges

In an effort to keep our graduates’ skills and training up to date, it is the policy of the University to permit its graduates to return to the University at any time to retake courses in their respective field as available. There is no tuition fee to graduates for this benefit, however they will be responsible for the technology fee associated with the course.

Changing Programs

Students who wish to change their program of study must make a written request using the Student Request form. Such requests are reviewed and approved by the Campus Director. Students should be advised that any change to their program may delay their graduation date. Any additional financial obligation incurred is the responsibility of the student.

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

Withdrawal

The University reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by university rules, regulations or policies may be dismissed and withdrawn from enrollment at the university. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with the University's Grievance Policy set forth on page 32 of this catalog.

Refunds and Adjustments

A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

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

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

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

Refund Calculations Procedures

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

1. Refund Policy

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

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid for tuition or other instructional charges for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment.
2. If after classes have commenced and before expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
3. If after the expiration of 25% or more but less than 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.

4. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.
5. Students withdrawing due to serious illness or injury accompanied by documentation may be entitled to a refund settlement.

2. Return of Title IV Funds

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

Order of Return of Title IV Funds and Title IV Overpayments

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

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

In the event that federal regulations require a student

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

How Earned Financial Aid is Calculated:

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

For Students in Credit Hour Programs:

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

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

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

3. Order of Refunds

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

1. Any amount attributable to the student will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
2. Any amount attributable to institutional loans, grant, or scholarship programs will be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.
3. Any amount attributable to Title IV fund sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
4. Any amount attributable to state grant or scholarship programs will be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.
5. Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
6. Any amount attributable to federal job development, workforce investment, vocational rehabilitation, or similarly purposed sources will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.
7. Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

4. Examples of the implementation of these refund policies are available upon request by writing to:

University Refund Examples, P.O. Box 6400, Roanoke, VA 24017.

5. Refund Procedures

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

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

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

Veterans Administration Refund Procedure

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

Cost and Financial Planning

A major concern of many students considering college is the cost: "Can I afford to go to college? Can I get help financing my college education?" Such students are pleased to discover that American National University is affordable! Through a comprehensive financial assistance program, American National University helps qualified students and their

families apply for various types of assistance.

There are several kinds of financial assistance available – grants and scholarships, which do not have to be repaid; student loans, which must be repaid; and federal work study student, which is part-time employment.

Many students find it helpful to meet with the financial aid representative when planning how to arrange funding for their education. During these meetings, each student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute to their education, based on a federal formula developed for this purpose. This amount is called their “expected family contribution” (EFC). To determine the amount of funding for which a student may qualify, their EFC is compared to their cost of attendance, including tuition, fees, housing, meals, transportation, certain living expenses, books and supplies. Specific information as to the types of financial assistance available are discussed, as well as how to apply for each, and any relevant deadlines. In addition, students may refer to the section of this catalog titled “Types of Financial Assistance” for this information.

All students who will be making payments for tuition must make payment in full before the term begins. Students using federal funds and loans must have all paperwork completed and payments scheduled before the term begins. Students utilizing employer Veteran Education Benefits, or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the University for delayed payment. Students who do not meet these deadlines may be cancelled during the drop/add period of the term.

Tuition Fees and Charges

UNDERGRADUATE TUITION - LEXINGTON, KY

EFFECTIVE (February 1, 2020) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Medical Assisting Associate	Per Credit Hour: \$382
Medical and Health Services Management	Per Credit Hour: \$413

UNDERGRADUATE TUITION - PIKEVILLE, KY

EFFECTIVE (November 1, 2019) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Nursing (ADN)	Per Credit Hour: \$382
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EFFECTIVE (February 1, 2020) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Medical Assisting Associate	Per Credit Hour: \$382
Phlebotomy and ECG Technician	Per Credit Hour: \$390

EFFECTIVE (March 8, 2020) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Medical and Health Services Management	Per Credit Hour: \$413
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UNDERGRADUATE TUITION - LOUISVILLE, KY

EFFECTIVE (February 1, 2020) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Medical Assisting Associate	Per Credit Hour: \$220
Health Information Management	Per Credit Hour: \$383
Phlebotomy and ECG Technician	Per Credit Hour: \$390

EFFECTIVE (March 8, 2020) per term (in-state and out-of-state domestic and International students) for the programs listed below:

Medical Billing and Coding	Per Credit Hour: \$333
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FEES – ALL STUDENTS

Transcript Fee (No Charge first copy)	\$5
Return Check Fee	\$25
Duplicate ID Fee	\$10
Diploma Reprint Fee	\$50
Textbooks – the cost of textbooks is included with tuition	\$0

ADDITIONAL PROGRAMMATIC CHARGES

Medical Assisting

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

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

Students are provided with the opportunity to sit for the CMA Certification Exam. The cost of the exam is \$125 and is the responsibility of the student.

Health Information Management

The Hepatitis B Vaccine is optional for the Health Information Technology program and is the responsibility of the student and not paid by the University.

Phlebotomy and ECG Technician

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

Nursing

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

- Hepatitis B Vaccine (3 injection series)
- MMR Vaccine
- Influenza Vaccine
- Varicella (chickenpox) or proof of chickenpox
- Proof of Immunity (titer)
- 2 Step TB Test
- Physical
- Drug Screen
- Criminal Background Check
- American Heart Association CPR for healthcare provider

Additional Costs — American National University

The cost of attending the university is not limited to charges that appear on students' university accounts. Additional costs will vary by individual, but the following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2019–2020 year.

	STUDENTS WITHOUT DEPENDENTS, LIVING WITH PARENTS	STUDENTS OTHER THAN THOSE WITHOUT DEPENDENTS LIVING WITH PARENTS
Housing	\$3,232	\$5,784
Transportation	\$2,969	\$2,969
Other Living Expenses	\$1,928	\$3,448

Financial Assistance Eligibility

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

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

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

Students who have not met the Standards of Academic Progress eligibility requirements for financial assistance as a result of involuntary military service, serious medical emergencies, personal disaster, or other like circumstances may appeal their case. This appeal should be made in

writing to the Campus Director. The appeal will then be directed to the Institutional Academic Committee, which will act on the appeal.

Verification Policy

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

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

- 2017 income information for anyone required to report income on the FAFSA:
 - Dependent Students - the student and the student's parent(s)
 - Independent Students - the student and the student's spouse, if any (not required if student was separated as of the date the FAFSA is signed)

Tax filers should provide this information by using the IRS Data Match available through FAFSA on the Web at www.fafsa.ed.gov. In many cases this satisfies the requirement to verify income; however, some situations may arise that require alternate documentation. Students should contact their campus FAO to discuss whether the use of the IRS Data Match is available to them.

Non-tax filers (those who were not required to file taxes) should provide W2s to confirm the amount of their 2017 work income.

- A 2019-20 Verification Worksheet, available through the FAO.

3. Proof of the student's secondary school completion, such as a high school diploma or transcript, a GED certificate or a state certificate or transcript for students who passed a state authorization examination that the state recognizes as the equivalent of a high school diploma, or, for those who completed secondary school in a homeschool setting, a copy of any state-required credential or a transcript from the parent or guardian. For students who completed secondary school in a foreign country, a copy of the "secondary school leaving certificate" or similar document, obtained from the appropriate government agency, may be used.
4. Proof of the student's identification and completion of a Statement of Educational Purpose. Students taking courses exclusively online must submit a notarized Statement of Educational Purpose.
5. Proof of the amounts of untaxed income received in 2017.

A student selected for verification will be notified of his/her verification status and required documentation by their FAO. Students should provide the requested documentation to the FAO prior to the beginning of the award year (or by the earliest term of the award year in which he or she expects to be in attendance) whenever possible. Failing to comply with this schedule may result in a delay in the receipt of federal funding, or in some cases a loss of federal funding for the award year. The institution's deadline for 2019-20 verification is September 21, 2020, or 120 days after the last day of the student's enrollment, whichever is earlier. Note that this deadline applies to everyone selected for verification – including those who receive a filing extension from the IRS. Notwithstanding any IRS extension dates, taxpayers must file taxes and complete verification prior to the verification deadline in order to retain any federal financial aid received for the award year.

A student who is selected for verification, but fails to complete the process, will not receive federal financial aid. In addition, any information received by the college that appears to be potentially fraudulent or may indicate criminal misconduct will be investigated by the college. Any credible instances of such activity will be referred to the Office of Inspector General.

If, as a result of the verification process, a student must make corrections to some of the information on the FAFSA, the FAO will notify him or her of this requirement. ISIR Correction Forms are available in the FAO for this purpose. If a student's financial aid award and Expected Family Contribution (EFC) change due to the verification process, the campus FAO will notify the student of the change(s) via a revised Financial Plan. Notification that a student has a revised Financial Plan takes place as soon as possible once it is determined that the award amount(s) have changed and is made using the method(s) most appropriate to the student's situation, such as by mail, email, or in person. Changes to Financial Plans are typically discussed in person with enrolled students.

Rights and Responsibilities of Financial Assistance Recipients

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

Students have a right to know:

- The total "cost of attendance" for American National University for an academic year, including tuition, fees and estimated costs of personal expenses, housing, meals, supplies, and transportation
- The due dates for mandatory fees and the payment procedures for those receiving financial assistance
- The deadline for submitting applications
- How their financial need is determined
- How much of their financial need has been met
- The types and terms of financial assistance offered by the University
- The method the University uses to determine satisfactory academic progress

- The University refund policy for students who withdraw from the University

Students are responsible:

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

Study Abroad

Although the institution has no study-abroad programs, in compliance with federal regulations (34 CFR Part 668.39) the following statement is made: A student enrolled in a program of study abroad is eligible to receive title IV, HEA program assistance if – the student remains enrolled as a regular student in an eligible program at an eligible institution during his or her program of study abroad; and the eligible institution approves the program of study abroad for academic credit.

Final Financial and Academic Transactions

All financial and academic transactions and financial awards between this University and students are considered final 12 months after a student's last date of attendance (LDA). Any interruption of attendance of longer than five (5) months (two terms) will be a firm LDA for purposes of this policy. This policy does not apply if a financial or academic charge or adjustment is governed by a federal, state, or other controlling jurisdiction.

To Apply for Financial Assistance

Any student interested in attending American National University may apply for financial assistance. The types of financial aid offered at American National University are listed starting on page 50. In addition, students are encouraged to review the Department of Education document "Do You Need Money for College 2019-20" available via the Financial Aid link at www.an.edu. Students seeking financial assistance are scheduled by campus staff to meet with the Financial Aid Office and review all financing options. Students seeking to participate in federal and/or most state financial aid programs must complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Transfer students should contact the Student Services Office to determine if this step is necessary. Staff members in the Student Services Office are available to answer questions regarding the financial aid application process, student eligibility, and other financial aid-related matters.

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Types of Financial Assistance

Federally Funded Grants

Federal Pell Grant

This program was established for undergraduate students with financial need who have not completed a first bachelor's or graduate degree. Eligibility is determined according to a formula established by the federal government. Eligible full-time students may receive up to \$6,195 for the 2019-20 award year. Eligible students who attend less than full-time or who attend less than the full award year are eligible to receive a reduced award. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA). The completion of the FAFSA results in the calculation of an Expected Family Contribution (EFC)*, which is used along with other factors to determine the student's eligibility for this grant. These factors include the academic year structure of the University, the student's enrollment status, and cost of attendance. Pell eligible students may receive no more than the equivalent of 12 semesters of full-time Pell disbursements during their lifetime. Additional eligibility requirements for future award years will depend on the federal rules in place at that time.

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

Iraq and Afghanistan Service Grant

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

Federal Supplemental Educational Opportunity Grant

This program was established for undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant eligible students with the lowest Expected Family Contribution (EFC) figures (based on the federal formula). Awards are made in the amount of \$150 for each term of the award year and is based on the amount of funding authorized by the Department of Education. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA) by the deadlines published each year (see below). No funds will be awarded to students who apply past these deadlines.

2019–2020 deadlines:

Continuing Students as of 196	July 1, 2019
Continuing Students as of 197	Aug. 1, 2019
New Students in 197	Aug. 24, 2019
New Students in 198	Sept. 27, 2019
New Students in 199	Nov. 8, 2019
New Students in 200	Dec. 13, 2019
New Students in 201	Jan. 31, 2020
New Students in 202	Mar. 6, 2020
New Students in 203	Apr. 17, 2020
New Students in 204	May 22, 2020

Institutional Grants and Scholarships

Armed Services Recognition Grant

The Armed Services Recognition Grant is awarded and funded by American National University. It is designed to assist military service member students by supplementing some of the contribution made to the student's tuition, fees, and other educational related expenses from any veterans' assistance program. Funds are awarded to minimize expenses incurred while pursuing an education at American National University.

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

Award: The grant will be awarded in an amount that supplements the contribution made to the military student's tuition, fees, and other educational related expenses from any veterans' education assistance program. The grant will not exceed \$1,000 for a term, and is based on the total direct cost of education less veterans' assistance programs, federal, state, local and institutional grants and scholarships. The Armed Services Recognition Grant will be used to match Yellow Ribbon payments for certain students with Chapter 33 benefits.

Blue Ribbon Grant

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

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

Application: See the Financial Aid Office staff for an application

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

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

Fast Track Grant

The Fast Track Grant is awarded and funded by American National University. It is designed to assist exceptionally needy undergraduate students whose Pell Grant eligibility for the award year has expired, by paying up to 50% of their cash payment or private education loan payment up to the amount of the full Pell Award for the term but not to exceed the amount of their tuition and fee costs. Funds are awarded to minimize out-of-pocket expense incurred while pursuing an education at American National University.

Award: If eligibility is established, the grant will be awarded in an amount that pays up to 50% of their cash payment or private education loan payment up to the amount of the full Pell Award for the term, but not to exceed the amount of their tuition and fee costs. Recipients are evaluated each academic year for continued eligibility.

Private Loan Supplemental Grant

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

Eligibility: American National University students who are financing such costs with private loan funds may qualify. The grant amount depends upon the number of courses financed by the private loan funds.

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

Award: The maximum grant amount is equal to 40% of the amount of the private loan required to fund their education. The University has allocated \$600,000 to fund this grant program for the 2019–2020 award year. Continued eligibility is determined at the time of reapplication.

Business Partnership Grant

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

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

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

Award: Awards are made up to \$1 for every \$2 of employer tuition assistance received, limited to the amount of unpaid tuition costs. For the four-year period beginning June 1, 2018, American National University has allocated \$2,000,000 for this grant.

Friendship Grant

In order to assist transfer students from other educational institutions, the university from time to time may extend the Friendship Grant to students from institutions that have closed, or face imminent closure. Students from eligible institutions who transfer their studies during designated term starts may receive, up to remaining need, up to \$50 per credit hour. The grant may be renewed in subsequent terms as long as the student remains continually enrolled, until completion of their academic program.

Nursing Alumni Scholarship

The Nursing Alumni Scholarship has been established to assist graduates of American National University's Associate of Science in Nursing program who are pursuing their Bachelor of Science or Master of Science in Nursing at ANU.

Eligibility: Students must either be (a) graduates of ANU's Associate of Science in Nursing program and enroll in either the Bachelor of Science in Nursing or Master of Science in Nursing for the term beginning August 25, 2019, or (b) enrolled and in attendance during Term 195 or Term 196 in ANU's Associate of Science in Nursing program and have completed an application for enrollment in either the Bachelor of Science in Nursing or Master of Science in Nursing for the term beginning immediately following the completion of their current program of study. Students receiving the Nursing Alumni Scholarship maintain their eligibility as long as they remain continuously enrolled in either the Bachelor of Science in Nursing or Master of Science in Nursing program, up to the maximum scholarship amounts listed below.

Award: This scholarship provides up to \$200 per credit hour, subject to remaining need, up to a total of no more \$12,000 per student. The \$12,000 limit is a lifetime maximum applied to both programs (bachelor's and master's). Students who receive the Nursing Alumni Scholarship may not receive any other institutional grants or scholarships in the same term.

American National University Opportunity Grant

American National University. It is designed to provide additional support to students receiving outside grant and scholarship funds provided by defined social, local, and civic organizations.

Eligibility: Eligibility is based on a student's receipt of outside agency funds. Students are required to utilize grant and scholarship funding available through other local, state, federal or institutional programs before they may be considered for the Opportunity Grant. Students must provide a letter disclosing the award amount on agency letterhead, or other relevant documentation, to verify the source of the outside scholarship or grant. This can be provided when the student (or agency) makes payment to the University.

Award: If eligibility is established, a grant will be awarded in an amount no greater than the amount of the outside agency award, \$4,000, or the amount of a student's remaining tuition and fees after the application of other financial aid, whichever is less. Awards are calculated every 12 months beginning with the term in which the student began to receive payments from the social, local, or civic organizations. Students may receive this grant for subsequent years if eligibility criteria are met.

Evolution Grant

The Evolution Grant is awarded and funded by American National University. It is available to undergraduate students attending campuses in Kentucky. It is designed to increase grant aid to students while keeping student debt as low as possible. Award amounts are capped at the amount of students' unpaid tuition and fees costs after the application of other aid, or \$420 per 4 credit hour course, whichever is less. Awards are typically made for one academic year at a time. Disbursements are made quarterly, directly to eligible students' accounts. International students and those receiving military or veterans benefits are not eligible to receive the Evolution Grant.

Workforce Development Grant

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

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

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

Joseph E. Hurn Scholarship

The Joseph E. Hurn Scholarship is designed to recognize and assist students who excel in their university studies. Eligibility is based on academic merit and pace toward program completion. At the end of each academic year (typically 3 terms), students are evaluated for eligibility for the following academic year. The first academic year is called the "leading academic year" and the next year is the "trailing academic year." Awards are made to assist students with tuition and fee costs.

To qualify for the scholarship, students must:

- Have a Cumulative Grade Point Average (CGPA) of at least 3.0 at the end of the leading academic year,
- Have maintained continuous enrollment throughout the leading academic year,

- Have received at least 8 credits in each of the terms in the leading academic year, and
- Be taking at least 8 credits at the time of each disbursement during the trailing academic year.

Eligibility Evaluation:

Initial review - to assist students in the planning process for their trailing academic year, a review takes place before that year begins, normally during the 2nd term of the leading academic year. If they appear eligible at that time, the scholarship will be listed on their initial Financial Plan for the trailing academic year. If such a student does not maintain eligibility through the end of the leading year, he or she will not receive funding for the trailing year, but will be evaluated for eligibility again after that year.

Final review - after grades are posted for the last term of the leading year, students are evaluated for eligibility for the trailing year and awards are made to those who qualify.

Disbursement amounts – for each term of the trailing award year, a disbursement is made for the lesser of \$350 or the amount of tuition and fees not paid/expected to be paid from other sources.

This review, evaluation and awarding process continues each academic year until students graduate or withdraw from the university.

Withdrawal and Reentry Policy: Hurn Scholarship recipients who withdraw from the institution before receiving a full award for their trailing year, lose eligibility for any unpaid disbursement for that year. However, if they reenter (and otherwise meet all of the eligibility requirements), they will be considered for the scholarship at the conclusion of the academic year in which they reenter.

Military Appreciation Grant

This grant has been established by American National University to recognize and assist veterans with additional expenses that they may incur over and above those normally available to Chapter 33 and Chapter 31 veterans.

Application: See the Financial Aid Office staff for an application.

Award: Eligible veteran students who attend the University in 2019 may receive a direct stipend of up to \$1,200 to be

awarded beginning with the fall term on November 12, 2018. This direct cash stipend of \$300 per term (based on a full-time student at 12 credit hours) is designed to assist a veteran in additional expenses that they may incur over and above those normally available to Chapter 33 and Chapter 31 veterans.

President's Grant

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

State Funded Grants and Scholarships

College Access Program

This program is funded by the state of Kentucky for Kentucky residents who have not completed a first Baccalaureate degree, who are attending college in Kentucky, and are enrolled in at least a two-year degree program. Students apply by filing the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st, as funding availability may expire prior to the state aid deadlines published on the FAFSA. Students must be enrolled on at least a half-time basis and have a 2019-20 Expected Family Contribution that does not exceed \$5,328. Eligibility for this program is based, in part, on financial need, and award amounts are determined by state legislative approval. The maximum award for the 2019-20 award year is \$2,000. Students may access <http://www.kheaa.com> for more information and to register for Zip Access in order to review their individual award information. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

Go Higher Grant

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

Kentucky Educational Excellence Scholarship

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

Federal Student Loans

Federal Direct Loans

Direct student loans are made available to students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan Program (through which the federal government provides funds). Within this program, there are two types of loans – subsidized loans (those subsidized by the federal government) and unsubsidized

loans. A student may qualify for one or both depending on the student's need and other factors. In general, the federal government pays interest on subsidized loans until repayment begins and during authorized periods of deferment. However, this benefit does not apply to all borrowers. See your the Financial Aid Office or refer to "Do You Need Money for College 2019-20" a Department of Education publication, or go to www.studentaid.gov to determine whether, and under what circumstances, the interest subsidy benefit applies to you. "Do You Need Money for College 2019-20" is available on the university website, www.an.edu/admissions/financial-assistance. Students with unsubsidized loans are charged interest from the time the loan is disbursed until it is paid in full. Maximum annual loan amounts range from \$5,500 for first-year dependent students to \$20,500 for graduate students. Graduate students are ineligible for subsidized loans but may borrow through the unsubsidized program. Note that, effective July 1, 2013, some students' subsidized loan eligibility is limited to a time period equal to 150% of the length of their program. Please see "Do You Need Money for College 2019-20" or go to www.studentaid.gov for more information regarding annual and aggregate loan limits and other financial aid information. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Repayment is made in installments, generally beginning six months after a student leaves school or from the point his or her enrollment status falls below half-time. Please contact the Repayment Success Office for further information. Students may apply and access loan application and entrance counseling at <https://studentloans.gov>. Note that Federal Stafford Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education. Students must complete entrance counseling prior to the disbursement of a loan to their student account.

Federal Direct PLUS Loans

Graduate students and parents of dependent students are eligible to apply through the PLUS Loan Program. Such loans are available for students attending the University

on at least a half-time basis through the William D. Ford Federal Direct Loan program (through which the federal government provides funds). These unsubsidized loans enable borrowers to borrow up to the cost of attendance minus other aid received. Eligibility is determined, in part, upon the credit history of the borrower. Repayment is made in monthly installments until the loan is paid in full. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Additional information is available at www.studentaid.com. Graduate students must complete entrance counseling prior to the receipt of a loan disbursement. Parent borrowers in certain, limited situations may have to complete exit counseling as well. You may contact your Student Services Office for more information. Loan applications and entrance counseling is available at <https://studentloans.gov>. “Do You Need Money for College 2019-20,” a Department of Education publication, provides more information regarding annual and aggregate loan limits. This may be accessed at the American National University website, www.an.edu/admissions/financial-assistance, along with other financial aid information. Note that PLUS Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education.

Private/Education Loans

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

Employer Tuition Assistance Program

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

with employers to increase the amount of tuition assistance offered through its Business Partnership Grant (see page 52). The University will be pleased to send information about these programs to any employer interested in learning more about our course offerings or degree requirements.

Work Study Programs

Federal Work Study

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

Institutional Work Study

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

Veterans Affairs Work Study Program

Qualified students enrolled at a rate of three-quarter time or greater in a college degree, vocational or professional program may “earn while they learn” under the Department of Veterans Affairs (VA) Work Study Allowance Program. This program is open to all individuals eligible for the following VA education programs, not just veterans, and permits eligible students to perform services related to the VA in return for a monetary allowance equal to the prevailing federal or state minimum wage, whichever is higher. The VA education programs are Post-9/11 GI Bill*,

Montgomery GI Bill®-Active Duty, Reserve Educational Assistance program, Montgomery GI Bill®-Selected Reserve, Post-Vietnam Era Veterans' Educational Assistance Program, Dependents' Educational Assistance Program, Vocational Training and Rehabilitation for Veterans with service connected disabilities, and the Fry Scholarship. Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a state. Services a VA work study employee performs must be related to VA work, such as working at a VA facility, at educational institutions, or in certain veteran support capacities. For additional information and application procedures, please contact the school's veteran affairs office or the VA Regional Office at (800) 827-1000 or visit the VA website at www.va.gov.

Other Federal Assistance Programs

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

Academic Calendar

2019-2020 Academic Calendar

Term 199

Term Begins	November 10, 2019
No classes on campus*	November 28-29, 2019
No classes on campus **	December 22-28, 2019
No classes on campus ***	January 1, 2020
*Thanksgiving Observed – Makeup day will be scheduled for ground classes	
**Christmas Observed	
***New Year's Day Observed – Makeup day will be scheduled for ground classes	
Last Day of Term	January 25, 2020

Inter-Term Break – NO CLASSES – January 26, 2019 – February 1, 2020

Term 200

Term Begins	December 15, 2019
Last Day to Drop/Add	December 30, 2019
Census	December 31, 2019
No classes on campus (Winter Holiday Break)	December 22, 2019 - December 28, 2019
No classes on campus (New Year's Day Observed)	January 1, 2020
Last Day of Term	February 29, 2020

Inter-Term Break – NO CLASSES – March 1, 2020 - March 7, 2020

Term 201

Term Begins	February 2, 2020
Last Day to Drop/Add	February 10, 2020
Census	February 11, 2020
Last Day of Term	April 11, 2020

Inter-Term Break – NO CLASSES – April 12, 2020 - April 18, 2020

Term 202

Term Begins	March 8, 2020
Last Day to Drop/Add	March 16, 2020
Census	March 17, 2020
Last Day of Term	May 16, 2020

Inter-Term Break – NO CLASSES – May 17, 2020 - May 23, 2020**Term 203**

Term Begins	April 19, 2020
Last Day to Drop/Add	April 27, 2020
Census	April 28, 2020
No classes on campus (Memorial Day Observed)	May 25, 2020
Last Day of Term	June 27, 2020

Inter-Term Break – NO CLASSES – June 28, 2020 - July 4, 2020**Term 204**

Term Begins	May 24, 2020
Last Day to Drop/Add	June 1, 2020
Census	June 2, 2020
<i>No classes on campus (Memorial Day Observed)</i>	May 25, 2020
<i>No classes on campus (Independence Day Observed)</i>	July 3, 2020
Last Day of Term	August 1, 2020

Inter-Term Break – NO CLASSES – August 2, 2020 - August 8, 2020**Term 205**

Term Begins	July 5, 2020
Last Day to Drop/Add	July 13, 2020
Census	July 14, 2020
<i>No classes on campus (Labor Day Observed)</i>	September 7, 2020
Last Day of Term	September 12, 2020

Inter-Term Break – NO CLASSES – September 13, 2020 - September 19, 2020

Term 206

Term Begins	August 9, 2020
Last Day to Drop/Add	August 17, 2020
Census	August 18, 2020
<i>No classes on campus (Labor Day Observed)</i>	September 7, 2020
Last Day of Term	October 17, 2020

Inter-Term Break – NO CLASSES – October 18, 2020 - October 24, 2020**Term 207**

Term Begins	September 20, 2020
Last Day to Drop/Add	September 28, 2020
Census	September 29, 2020
<i>No classes on campus (Thanksgiving)</i>	November 26, 2020 - November 27, 2020
Last Day of Term	November 28, 2020

Inter-Term Break – NO CLASSES – November 29, 2020 - December 5, 2020**Term 208**

Term Begins	October 25, 2020
Census	November 3, 2020
<i>No classes on campus (Thanksgiving)</i>	November 26, 2020 - November 27, 2020
<i>No classes on campus (Winter Holidays Observed)</i>	December 20, 2020 - December 26, 2020
<i>No classes on campus (New Year's Day Observed)</i>	January 1, 2021
Last Day of Term	January 9, 2021

Inter-Term Break – NO CLASSES – January 10, 2021 - January 16, 2021**Term 209**

Term Begins	December 6, 2020
Last Day to Drop/Add	December 14, 2020
Census	December 15, 2020
<i>No classes on campus (Winter Holidays Observed)</i>	December 20, 2020 - December 26, 2020
<i>No classes on campus (New Year's Day Observed)</i>	January 1, 2021
Last Day of Term	February 20, 2021

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Distance Education Courses

American National University Kentucky campuses offer Distance Education classes through consortium agreement with American National University-Roanoke, Va. which is approved to offer distance education in the state of Kentucky. Students in Kentucky may take up to 49% of their program through Distance Education.

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

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

Technology Requirements

Minimum technology requirements for enrolling in an online course include:

- Desktop or laptop computer utilizing Windows 7, 8 or 10; Macintosh OS 10.9 or higher
- A working webcam (built-in or externally connected)
- Speaker and microphone (built-in or headset with microphone)
- Broadband Internet Access
- Java version 7 or higher
- Pop-up blockers disabled
- Browser: Firefox from Mozilla version 31 or higher, Chrome from Google version 35 or higher, Safari version 6 or higher, Internet Explorer Version 11 or higher (Firefox is the preferred browser)
- Adobe Reader version 9 or higher
- Adobe Flash Player version 10 or higher
- Apple Quicktime Player version 7 or higher
- Microsoft Office 365 (available free to students via download)

Brittany Hensley

ANU Online

"I don't know where I'd be without National."

After graduating from the Richmond, Kentucky Campus, Brittany Hensley has found a rewarding career working as a registered medical assistant. While she loves everything about her job, she's determined to continue to advance in the medical field, so she has enrolled in the medical and health services management bachelor's degree program through ANU Online to help her take her career to the next level. She's pleased that she'll be able to complete the bachelor's program quickly, with the transfer of her credits from her associate's degree program allowing her to enter the MHSM program at junior-level standing.



Student Portal

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

Students can access their profile by going to www.anu.edu (National College students can access their profile by going to www.national-college.edu) and clicking on Student Portal from the Quick Links Menu. New users should click on “Student Portal Homepage” and then “Create New Account.” Students’ usernames will be automatically created, but students will have the option to select their own password. If students forget their password and are unable to reset it using the “forgot password” option on the Student Portal homepage, they may email softwaresupport@national-college.edu for assistance. Students can also access the career services portal, ANU CareerConnect, by logging into the student portal. ANU CareerConnect provides career-related tools and resources essential for career success.

Canvas Login Information

Please point your web browser to <http://anu.instructure.com>. Your login name will be your National Mail address (the whole thing). Your first password will be your last name with the first letter capitalized and the last four digits of your social security number. If your name is Joe Smith and your SSN is 123-45-6789, then your password will be Smith6789.

Technical Support

Canvas

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

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

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

KLASS

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

Student Email or Portal Account

Need help with student email or portal account?

ONLINE students should call 1-888-410-6109 and select option 2 or email studentsupport@anu.edu.

Ground students should reach out to your campus’ Student Services representative for assistance.

Questions About Course Content

Contact your Instructor using the contact information they have listed inside your Canvas course

If you do not receive a response after 24 hours, please email onlinelearning@anu.edu and include the email you sent to the faculty or the information you left them if you call.

Third Party Vendors

- Cengage CourseMate (Links to an external site.)Links to an external site.
- Cengage Mindtap (Links to an external site.)Links to an external site.
- Cengage Now (Links to an external site.)Links to an external site.
- Jones & Bartlett (Links to an external site.)Links to an external site. - Jones & Bartlett Learning Navigate 2
- Lippincott
- McGraw-Hill Connect (Links to an external site.)Links to an external site.

Other Issues???

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

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

- ONLINE students should call 888-410-6109 Select Option 2 or email StudentSupport@an.edu
- Ground students should reach out to your campus' Student Services representative for assistance.

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

Career Programs

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

Health Science

Health Information Management, Associate of Science Degree	67	Medical Office Professional, Diploma	75
Medical Assisting, Associate of Science Degree.	69	Medical Billing and Coding, Diploma	76
Medical and Health Services Management, Bachelor of Science Degree	72	Nursing, Associate of Science Degree.	78
		Phlebotomy and ECG Technician, Diploma	80

Check campus program listings for availability. Campus program listings on pages 96-98 of catalog.

Health Science

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

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

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



Brenda Jones—Health Science

Danville, KY Campus

“Don’t let yourself think that you’re too old or that you’ve been out of school too long. I was quite intimidated and overwhelmed, but there is such a home-feeling at this school and that is such a benefit for me. They help you realize that you can and will succeed.”

Brenda Jones enrolled at the Danville, Kentucky Campus after she lost her job of 29 years as a general staff accountant and payroll administrator. After checking into the medical billing and coding programs at a large university, a community college, and ANU, she chose ANU because she liked that she could complete the program quickly and get back to work. She was also encouraged by the excellent recommendations that the medical billing and coding program received.

Health Information Management (HIM) Associate of Science Degree

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

In addition to the principal course of study, students in the program will receive a background in computers and will participate in an externship placement that will further provide practical work experience. Graduates of the health information management associate degree program can be employed in a variety of different settings and job titles in hospitals, physician's offices, home health care agencies, nursing homes, public health offices and insurance companies.

Student Learning Outcomes

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

96 credit hours required/192 quality points required (80 weeks)

* Students who did not pass the placement exams will be required to take ENG090 and MAT090 during the first two terms of enrollment

Program Core (Required) 72 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
COM151	The Microsoft® Office	55	4
COM235	Spreadsheet Applications	55	4
HIM101	Introduction to Health Information Management	50	4
HIM104	Legal and Ethical Practices in Health Information Management	40	4
HIM150	Pharmacology for Health Information Management	40	4

HIM160	Healthcare Delivery Systems	40	4
HIM200	Health Informatics	50	4
HIM201	Clinical Classification Systems I	50	4
HIM202	Clinical Classification Systems II	50	4
HIM205	Procedural Coding I	50	4
HIM206	Procedural Coding II	50	4
HIM208	Reimbursement Methodologies	50	4
HIM210	Advanced Coding	50	4
HIM249	Principles of Health Care Management	40	4
HIM250	Quality Management in Health Care and Healthcare Statistics	40	4
HIM298	RHIT Exam Success Class	40	4
HIM299	Professional Practice Experience	120	4

General Education (Select 6)

At least 1 from each discipline required, 24 total credit hours required.

*This program required this general education course or equivalent.

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
Written and Oral Communications			
ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4
Mathematics, Statistics and Logic			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT220	Algebra and Basic Statistics*	40	4
MAT214	Algebra	40	4
Arts and Humanities			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
Social and Behavioral Sciences			
POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4
Physical/Natural Science			
BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy and Physiology I*	40	4

BIO202	Basic Anatomy and Physiology II*	40	4
CHM105	General, Organic Biochemistry	40	4
ENV101	Environmental Science	40	4
Program Totals		1,150	96

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://an.edu/programs/health-information-management-associates>

Medical Assisting (MAA) Associate of Science Degree

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

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or the CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) and can be employed in a variety of healthcare organizations under titles such as medical assistant or clinical medical assistants.

Student Learning Outcomes

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

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

96 credit hours required/192 quality points required (80 weeks)

* Students who did not pass the placement exams will be required to take ENG090 and MAT090 during the first two terms of enrollment

Program Core (Required)

52 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
MED110	Dosage and Calculation of Medications	40	4
MED160	Health Care Law and Ethics	40	4
MED175	Pharmacology I for the Medical Assistant	40	4
MED202	Clinical Medical Assisting	60	4
MED208	Medical Office Procedures	60	4
MED218	Communications for the Healthcare Professional	60	4
MED225	Pharmacology II for the Medical Assistant	40	4
MED273	Invasive Clinical Procedures	60	4
MED275	Non-Invasive Clinical Procedures	60	4

MED285	Medical Office Finance	60	4
MED298	Medical Assisting Exam Success Class	60	4
MED299	Medical Assisting Externship	132	4

Electives (Required) Select 4 20 total credit hours required. Students may only take two COM classes; *this program requires this course as a selection. +Only offered at campuses approved to offer the PEC program.

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
ACC101	Principles of Accounting I	40	4
COM151	The Microsoft® Office *	55	4
COM234	Desktop Applications	55	4
COM235	Spreadsheet Applications	55	4
BUS125	Principles of Management	40	4
BUS225	Business Communications	40	4
HIM201	Clinical Classification Systems I	50	4
HIM202	Clinical Classification Systems II	50	4
MED107	Medical Terminology	40	4
PEC110	Phlebotomy Techniques +	55	4
PEC115	ECG Interpretation +	45	4
PEC198	Phlebotomy and ECG Review +	40	4
PEC199	Phlebotomy and ECG Externship +	120	4

General Education (Select 6) At least 1 from each discipline required, 24 total credit hours required.
* This program requires this General Education course or equivalent

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
Written and Oral Communications			
ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4
Mathematics, Statistics and Logic			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT220	Algebra and Basic Statistics	40	4
MAT214	Algebra	40	4

Arts and Humanities

ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4

Social and Behavioral Sciences

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

Physical/Natural Science

BIO201	Basic Anatomy and Physiology I*	40	4
BIO202	Basic Anatomy and Physiology II*	40	4

Program Totals**1,222****96**

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.edu/programs/medical-assisting-associates>

Medical And Health Services Management (MHSM) Bachelor's Degree

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

Student Learning Outcomes

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

180 credit hours required/360 quality points required. (80 Weeks)**Program Core (Required)** 52 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BUS420	Project Management	40	4
HSM301	Introduction to Healthcare Management and Human Resources	40	4
HSM302	Accounting & Billing Procedures for HSM	40	4
HSM315	Management in a Medical Practice Setting	40	4
HSM323	Advanced Healthcare Law and Bioethics	40	4
HSM324	Healthcare Economics	40	4
HSM390	Quality Improvement in Healthcare	40	4
HSM400	Inter-Professional Healthcare Collaboration	40	4
HSM410	Revenue Management and Compliance	40	4
HSM425	Healthcare Data Analytics	40	4
HSM430	Healthcare Policy	150	4
HSM440	Healthcare Evidence Based Practice and Research	175	4
HSM490	Leadership in Healthcare	100	4

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

General Education: 56 total credit hours required - 24 credits transferred from an accredited allied health or nursing program. The remaining 32 credits must be taken from those below with a minimum of (5) 300-400 level courses.

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
Written and Oral Communication			
ENG102	English Composition	40	4
ENG126	Oral Communication	40	4
Mathematics, Statistics, and Logic			
LOG215	Thinking Critically	40	4
LOG357	Logic and Critical Thinking	40	4
MAT101	Understanding Mathematics	40	4
MAT214	Algebra	40	4
MAT220	Algebra and Basic Statistics	40	4
MAT419	Introduction to Statistics*	40	4
Arts and Humanities			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4

REL330	World Religion	40	4
Social and Behavioral Sciences			
GOV340	American Government	40	4
HIS290	American History 1945–Present	40	4
HIS490	American Economic History	40	4
POL202	Political Science	40	4
PRO453	Parliamentary Procedures/Group Dynamics	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
SOC103	General Sociology	40	4
SOC463	Social Problems	40	4
Physical/Natural Science			
BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy & Physiology I	40	4
BIO202	Basic Anatomy & Physiology II	40	4
CHM105	General, Organic Biochemistry	40	4
ENV101	Environmental Science	40	4
PER330	Personal Health	40	4

MODE OF DELIVERY: Blended

For all courses: See course description for applicable prerequisites.

*This program requires this general education course or its equivalent

For program disclosure information, please visit <http://www.an.edu/programs/medical-health-services-management>.

Medical Office Professional (MOP) Diploma

The Medical Office Professional diploma program will prepare graduates to function in a medical health care environment. Students will gain knowledge and experience in medical office skills, including medical and general office technologies, managing medical office procedures, electronic medical records, records management and medical language. It is also designed to prepare students to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) Exam. Graduates of the Medical Office Professional program can be employed in a variety of healthcare organizations under titles such as Medical Office Specialist, Medical Secretary, Healthcare Support Workers, etc.

Student Learning Outcomes

1. Demonstrate knowledge and skills to be prepared for the medical and collaborate with the health care team within the scope of practice as required to function as an entry level medical office professional.
2. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; and promoting credentials associated with medical office professional.
3. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; and using medical terminology appropriately;
4. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; documenting accurately and appropriately; and complying with established risk management and safety procedures.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Incorporate critical thinking skills with patient assessment and care; performing clinical fundamental principles by observing BBP, applying principles of aseptic technique, and infection control.

36 credit hours required/72 quality points required (30 weeks)

* Students who did not pass the placement exams will be required to take ENG090 and MAT090 during the first two terms of enrollment

Program Core (Required) 32 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COM151	The Microsoft® Office	55	4
COM235	Spreadsheet Applications	55	4
ENG102	English Composition	40	4
MED107	Medical Terminology	40	4
MED160	Health Care Law and Ethics	40	4
MED208	Medical Office Procedures	60	4

MED218	Communications for Healthcare Professionals	60	4
MED285	Medical Office Finances	60	4

Electives (Select 1) 4 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
ACC101	Principles of Accounting I	40	4
BUS125	Principles of Management	40	4
Program Totals		450	36

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.edu/programs/medical-office-professional>

Medical Billing and Coding (MCD) Diploma

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

Graduates are eligible to take the certification exam as a Medical Biller through the American Association of Medical Billers (AAMB), or the Certified Professional Coder (CPC) and Certified Professional Coder-Hospital (CPC-H) through the American Academy of Professional Coders (AAPC).

Graduates may be employed in physician's offices, clinics, medical service bureaus, insurance companies, or through managed care plans under a variety of job titles such as Medical Records Technician, Medical Biller and Coder, and Health Information Technician.

Student Learning Outcomes

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

48 credit hours required/96 quality points required (40 weeks)

* Students who did not pass the placement exams will be required to take ENG090 and MAT090 during the first two terms of enrollment

Program Core (Required) 48 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO201	Anatomy and Physiology I	40	4
BIO202	Anatomy and Physiology II	40	4
BIO206	Diseases of the Human Body	40	4
COM151	The Microsoft® Office	55	4
HIM150	Pharmacology for Health Information Management	40	4
HIM201	Clinical Classification Systems I	50	4
HIM202	Clinical Classification Systems II	50	4
HIM205	Procedural Coding	50	4
HIM206	Procedural Coding II	50	4
HIM208	Reimbursement Methodologies	50	4
HIM210	Advanced Coding	50	4
MED249	Medical Billing and Coding Externship and Review	84	4
Program Totals		599	48

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.edu/programs/medical-billing-coding>

Nursing (ADN) Associate of Science Degree

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

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

Student Learning Outcomes

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

133 credit hours required/266 quality points required (90 weeks)

* Students who did not pass the placement exams will be required to take ENG090 and MAT090 during the first two terms of enrollment

Program Core (Required) 101 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO105	Microbiology with Lab	80	6
BIO261	Anatomy and Physiology I with Lab	80	6
BIO262	Anatomy and Physiology II with Lab	80	6
HSC100	Pharmacology for Nurses	40	4
NUR102	Fundamentals of Nursing	180	11
NUR103	Nutrition	40	4
HSC200	Pharmacology for Nurses II	40	4

NUR201	Medical/Surgical Nursing I	210	12
NUR202	Medical/Surgical Nursing II	210	12
NUR203	Family Nursing	210	13
NUR205	Medical/Surgical Nursing III/Psychiatric Nursing	210	13
NUR226	Roles Transition/Leadership	100	6
NUR299B	Medical/Surgical Nursing IV: Integrated Practicum	120	4

Career Support (Required) 8 total credit hours required

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

General Education (Select 6) 24 total credit hours required
*This program required this general education course or equivalent.

Written and Oral Communication

ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4

Mathematics, Statistics and Logic

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

Arts and Humanities

ETH205	Ethics*	40	4
GEN241	Cultural Appreciation	40	4

Social and Behavioral Sciences

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

Physical/Natural Science

BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy & Physiology I	40	4
BIO202	Basic Anatomy & Physiology II	40	4
CHM105	General, Organic Biochemistry	40	4

ENV101	Environmental Science	40	4
Program Totals		1,920	133

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.edu/programs/nursing-associates>

Phlebotomy and ECG Technician (PBY-ECG) Diploma

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

Student Learning Outcomes

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

36 credit hours required/72 quality points required (30 weeks)

Program Core (Required) 36 total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COM151	The Microsoft® Office	55	4
MED160	Health Care Law and Ethics	40	4
MED218	Communication for the Health Care Professional	60	4
BIO201	Basic Anatomy and Physiology I	40	4
BIO202	Basic Anatomy and Physiology II	40	4
PEC110	Phlebotomy Techniques	55	4

PEC115	ECG Interpretation	45	4
PEC198	Phlebotomy & ECG Review	40	4
PEC199	Phlebotomy & ECG Externship	120	4
Program Totals		495	36

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.edu/programs/phlebotomy>

Undergraduate Course Descriptions

Foundation

ENG090 (ENG090ON) Basic English

4 Non-Degree Credits

Course offered residentially, video-conferencing and online.

This course is designed to develop and enhance students' basic English skills.

MAT090 (MAT090ON) Basic Math

4 Non-Degree Credits

Course offered residentially, video-conferencing and online.

This course is designed to develop and enhance students' basic math skills.

Accounting

ACC101 (ACC101ON) Principles of Accounting I

4 Credit Hours

Course offered residentially, video-conferencing and online.

This is the first course in a three-course sequence on accounting principles. This course will introduce accounting principles and procedures for individual service and merchandising companies. Specific topics include the accounting cycle, accounts receivable, accounts payable, cash accounting and management procedures, and purchases and sales of merchandise.

Business

BUS125 (BUS125ON) Principles of Management

4 Credit Hours

Course offered residentially, video-conferencing and online.

This course focuses on decision-making, strategic planning, organizing, and job organizational design aspects that are essential to the field of management.

BUS225 (BUS225ON) Business Communications

4 Credit Hours

Course offered residentially, video-conferencing and online.

(Prereq.- ENG090 if applicable) A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional

presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professional in today's digital, social, and mobile world.

BUS420 Project Management

4 Credit Hours

Course offered residentially, video-conferencing and online.

(Prereq. – This course can only be taken during the last two terms of a student's program.) This course helps students create project plans, assemble and lead problem-solving teams, eliminate or manage potential stumbling blocks, and complete projects on time and within budget.

Computers

COM151 (COM151ON) The Microsoft® Office

4 Credit Hours

Course offered residentially, video-conferencing and online.

This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lecture and hands-on training.

COM200 (COM200ON) Introduction to Web Page Design

4 Credit Hours

Course offered residentially, video-conferencing and online.

(Prereq. – COM151) Students taking this course will receive an introduction into web page design using HTML and JavaScript. Students will design web pages with enhancements such as graphics, color, tables, frames, and hypertext links. Students will also explore effective design techniques.

COM234 (COM234ON) Desktop Applications

4 Credit Hours

Course offered residentially, video-conferencing and online.

(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Word and Microsoft® PowerPoint to prepare documents and presentations.

COM235 (COM235ON) Spreadsheet Applications

4 Credit Hours

Course offered residentially, video-conferencing and online.

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

General Education

BIO101 (BIO101ON) Introduction to Biology

4 Credit Hours

Course offered residentially, video-conferencing and online.

Introduction to Biology is a general biology class for non-biology majors in which the following basic principles are explored: Characteristics of Life, Basic Biochemistry, Cell Structure and Function, Cell Metabolism and Reproduction, Genetics and Heredity, and Scientific Method. This class is intended for students who have never studied biology or who need to review basic biology.

BIO201 (BIO201ON) Basic Anatomy and Physiology I

4 Credit Hours

Course offered residentially, video-conferencing and online.

A study of the anatomy, physiology and medical terminology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.

BIO202 (BIO202ON) Basic Anatomy and Physiology II

4 Credit Hours

Course offered residentially, video-conferencing and online.

Students taking this course will study the anatomy, physiology and medical terminology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.

CHM105 (CHM105ON) General, Organic and Biochemistry

4 Credit Hours

Course offered residentially, video-conferencing and online.

This course covers an introduction to general principles of chemistry providing an integrated approach to aspects of general, organic, and biochemistry. The course is designed to provide a background for students in nursing and other related allied health areas.

ENG102 (ENG102ON) English Composition

4 Credit Hours

Course offered residentially, video-conferencing and online.

(Prereq. – ENG090 if applicable) Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.

ENG126 (ENG126ON) Oral Communication

4 Credit Hours

Course offered residentially, video-conferencing and online.

Students taking this course will develop the ability to express themselves effectively in public and private settings.

ENV101 (ENV101ON) Environmental Science

4 Credit Hours

Course offered residentially, video-conferencing and online.

Environmental Science is a general course for non-biology majors in which students will explore the following basic principles: concepts required to understand interrelationships of the environment and the natural world; environmental problems both natural and man-made; risks associated with air, water, land pollution; health of humans and ecosystems; deforestation and climate change; overpopulation, and environmental law, economics, and ethics.

ETH205 (ETH205ON) Ethics

4 Credit Hours

Course offered residentially, video-conferencing and online.

Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.

GEN241 (GEN241ON) Cultural Appreciation

4 Credit Hours

Course offered residentially, video-conferencing and online.

The need for cultural awareness doesn't just apply to one's relationship with others; conflicting cultural perspectives often exist within the individual. Students will learn to appreciate their own heritage and understand how their heritage influences their perspectives while gaining an appreciation for the cultural heritage of those around them. Students will be challenged to think and discuss their beliefs and opinions in light of cultural influence and understand how those values affect their work ethic and working relationships. Course content will incorporate experiences similar to those that will occur in the vocations students have chosen to study.

GOV340 (GOV340ON) American Government

4 Credit Hours

Course offered residentially, video-conferencing and online.

Students taking this course will study constitutional principles, institutions, functions, and processes as they relate to government in the United States.

HIS290 (HIS290ON) American History 1945–Present

4 Credit Hours

Course offered residentially, video-conferencing and online.

This course documents the exciting political, social, and corporate events that forged the United States' industrial and technological power from 1945 to the present.

HIS490 (HIS490ON) American Economic History

4 Credit Hours

Course offered residentially, video-conferencing and online.

Students taking this survey course will examine the complete range of economic ideas from ancient times to the present.

LOG215 (LOG215ON) Thinking Critically*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course introduces students to the process of critical thinking and offers knowledge and experience that can be applied to academic, professional, and personal growth. Students will learn to examine and evaluate the information they are exposed to, confidently select appropriate evidence from conflicting data, and craft that evidence into viable answers or solutions. Material will be drawn from examples and scenarios based on actual academic and professional situations so that the application of knowledge will easily transfer to events outside of the classroom.

LOG357 (LOG357ON) Logic and Critical Thinking*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This practical course provides students with an introduction to the art of thinking based on examining and discussing different types of reasoning and the requirements of logical consistency.

MAT101 (MAT101ON) Understanding Mathematics*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq. – MAT090 if applicable) Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions.

MAT214 (MAT214ON) Algebra*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq. – MAT090 if applicable) Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.

MAT220 (MAT220ON) Algebra and Basic Statistics*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq. MAT090, if applicable) This course introduces algebra topics and basic elements of exploratory data analysis. This course will cover constructing, evaluating and analyzing mathematical models, specifically linear and exponential functions, to represent relationships in quantitative data.

MAT419 (MAT419ON) Introduction to Statistics*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq. – MAT214) Students will be introduced to common statistical methods. The focus of the course is to increase each student's statistical literacy. Upon completion of the course students should be able to identify and perform appropriate statistical procedures, and properly interpret the results. (BBA students only)

PER330 (PER330ON) Personal Health*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course provides students with an introduction to contemporary health concerns and issues. Students will discuss mental health, prescription and over-the-counter drugs, physical fitness, nutrition, and disease.

POL202 (POL202ON) Political Science*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

PRO453 (PRO453ON) Parliamentary Procedures/ Group Dynamics*4 Credit Hours**Course offered residentially, video-conferencing and online.*

Students taking this course will study the rules that govern the proceedings of many businesses and civic organizations. Emphasis is placed on effective group interaction and communication skills to include group dynamics, group structure, and group roles.

PSY127 (PSY127ON) Psychology*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

PSY200 (PSY200ON) Human Growth and Development*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course is designed to study human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems.

Professional consideration is given to understanding changes that occur at different stages of development, and how care and interaction with individuals needs to be appropriate for their stage of development.

REL330 (REL330ON) World Religion*4 Credit Hours**Course offered residentially, video-conferencing and online.*

A concise examination of the historical and philosophical foundations of the major living religions of the world. Students taking this course will also explore the lives and teachings of the founders of these major religions and the cultural factors that produced them.

SOC103 (SOC103ON) General Sociology*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course is a combination of applied sociology, communications, and interpersonal relations designed to acquaint the student with the tools for self-examination and understanding of business and social relationships.

SOC463 Social Problems*4 Credit Hours**Course offered residentially, video-conferencing and online.*

This course explores a variety of contemporary social problems utilizing a sociological framework and a variety of theoretical perspectives. Both structural and cultural aspects of social problems will be examined and analyzed with specific focus on their origin, development, and proposed solutions. Students will evaluate current data and research and will have an opportunity to propose solutions to various social problems.

Health Information Management**HIM101 (HIM101ON) Introduction to Health Information Management***4 Credit Hours**Course offered residentially, video-conferencing and online.*

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

HIM104 (HIM104ON) Legal and Ethical Practices in Health Information Management*4 Credit Hours**Course offered residentially, video-conferencing and online.**(Prereq. – HIM101)*

This course provides the students an understanding of the American

legal system specially pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing on risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health information professional.

HIM150 (HIM150ON) Introduction to Pharmacology*4 Credit Hours**Course offered residentially, video-conferencing and online.*

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

HIM160 (HIM160ON) Healthcare Delivery Systems*4 Credit Hours**Course offered residentially, video-conferencing and online.*

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

HIM200 (HIM200ON) Health Informatics*4 Credit Hours**Course offered residentially, video-conferencing and online.*

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

HIM201 (HIM201ON) Clinical Classification Systems I*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq.–BIO201 BIO202; Coreq.-BIO206) This course introduces students to the organization, principles and practices of ICD-10-CM, Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Students learn to assign ICD-

10-CM codes to medical diagnoses using the current codebook following current coding guidelines.

HIM202 (HIM202ON) Clinical Classification Systems II 4 Credit Hours

Course offered residentially, video-conferencing and online.
(Prereq.—HIM201) In this course students learn the ICD-10-CM chapter specific guidelines continuing from the Clinical Classification Systems I. Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment.

HIM205 (HIM205ON) Procedural Coding

4 Credit Hours
Course offered residentially, video-conferencing and online.
(Prereq.—BIO201 BIO202; Coreq.—BIO206) This course provides introduction to assigning accurate medical codes to procedures and medical services performed in an outpatient setting through the use of Healthcare Common Procedure Coding System Levels I and II. The Students are trained to use the Current Procedural Terminology (CPT) to code procedures following coding conventions and current guidelines. The sections from CPT book that are covered in this course are Evaluation and Management, Anesthesia, and Surgery Subsection Integumentary, Musculoskeletal, and Respiratory Systems.

HIM206 (HIM206ON) Procedural Coding II

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

HIM208 (HIM208ON) Reimbursement Methodologies

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

HIM210 (HIM210ON) Advanced Coding

4 Credit Hours
Course offered residentially, video-conferencing and online.
(Prereq.—HIM202, HIM206; ENG090, MAT090-if applicable. Coreq.—HIM150.) The purpose of this course is to provide students with an advanced knowledge of applying ICD-10 and CPT coding skills to accurately report diagnoses and procedures based on Uniform Hospital Discharge Data Set (UHDDS) guidelines of coding and reporting and the use of encoder software. Students will learn the role, principles, and applications of coding audits in the field of healthcare reimbursement for inpatient as well as outpatient services.

HIM249 (HIM249ON) Principles of Health Care Management

4 Credit Hours
Course offered residentially, video-conferencing and online.
(Prereq.—HIM101) This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.

HIM250 (HIM250ON) Quality Management in Health Care and Healthcare Statistics

4 Credit Hours
Course offered residentially, video-conferencing and online.
(Prereq.—HIM101, MAT220, COM 235) The Quality Management course is designed for health information management students to be able to understand and implement the role of quality of services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting.

HIM298 (HIM298ON) RHIT Exam Success

4 Credit Hours
Course offered residentially, video-conferencing and online.
(Prereq.—Must be taken in last term) This course will prepare the student for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the seven domains described in the RHIT content outline and knowledge statements published by AHIMA. The seven domains include: Data Analysis and Management, Coding, Compliance, Information technology, Quality, Legal, and Revenue Cycle. The students will take the RHIT certification exam during the last two weeks of this course.

HIM299 Professional Practice Experience*4 Credit Hours**Course offered residually.*

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

Health Services Management**HSM301: Introduction to Healthcare Management and Human Resources***4 Credit Hours**Course offered residually, video-conferencing and online.*

This course is intended to provide a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. Topics include organizational design as it relates to healthcare organizations, managing professionals, and diversity in the workplace. Topics include the essential role of human resources management within health care organizations with a comprehensive foundation for all aspects of human resources planning, development, and administration and is vital to human resources professional in the healthcare organization.

HSM302 Accounting & Billing Procedures for HSM*4 Credit Hours**Course offered residually, video-conferencing and online.*

An overview of medical insurance, coding, documentation guidelines, and billing procedures for health care facilities. Students also learn methods for establishing sound accounts receivable and collection policies and maintaining compliance with HIPAA and privacy regulations.

HSM315 Management in a Medical Practice Setting*4 Credit Hours**Course offered residually, video-conferencing and online.*

(Prereq. – HSM301) This course focuses upon the daily operations and management of medical practice settings, including, but not limited to: physician practices; outpatient surgery centers, and urgent care centers. This course will also focus upon financial management and regulatory compliance with the reimbursement

and operations regulations applicable to the different types of medical practice organizations.

HSM323 Advanced Healthcare Law & Bioethics*4 Credit Hours**Course offered residually, video-conferencing and online.*

This course expands upon health care law and broadens the scope of traditional bioethics by investigating the social, economic, public policy, and the legal issues affecting healthcare delivery. Students examine the rudimentary basics of the law as it pertains to healthcare management, healthcare laws, and bioethics.

HSM324 Healthcare Economics*4 Credit Hours**Course offered residually, video-conferencing and online.*

This course provides a systematic study of economic issues pertaining to the health care field. Coursework focuses on basic economic tools, supply and demand, information and insurance markets, key players in the healthcare sector, social insurance, and distinct health care topics.

HSM390 Quality Improvement in Healthcare*4 Credit Hours**Course offered residually, video-conferencing and online.*

This course is an introduction of the methods used to define, describe, recognize and apply total quality management in health care. The principles of the quality assessment process will be emphasized. The course will provide an opportunity for the student to gain skills in collecting and analyzing data through a team approach.

HSM400 Inter-Professional Healthcare Collaboration*4 Credit Hours**Course offered residually, video-conferencing and online.*

This course is designed for health science students in multiple disciplines. Students will learn principles of inter-professional collaboration by developing inter-professional competency skills. Inter-professional collaborative practice is essential to the provision of safe, high quality patient-centered care. This course will introduce learners to the concept of inter-professional collaborative practice and the evidence base that supports its effectiveness. Topics will focus on the roles of various healthcare professionals, their scope of practice, and settings in which they work, communication strategies, tools for effective inter-professional collaborative practice, conflict management, negotiation, the concepts and strategies of leadership and membership to promote effective inter-professional teamwork.

HSM410 Revenue Management and Compliance*4 Credit Hours**Course offered residually, video-conferencing and online.*

This course covers concepts of healthcare classification systems and terminologies, charge master management, revenue cycle and

audit processes. Additional topics include utilization and resource management, and application and analysis of the relationship between clinical code assignment and reimbursement.

HSM425 Healthcare Data Analytics

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – MAT419) This course addresses the analysis of data to make decisions, which includes healthcare statistics, data analysis, mining, and exploration. Collection, evaluation and interpretation of health care data will be covered. Software to analyze data and information related to clinical systems in healthcare will be utilized.

HSM430 Healthcare Policy

4 Credit Hours

Course offered residually, video-conferencing and online.

This course is structured to provide students with an overview of healthcare policy, finance, and regulatory issues at the local, state, national, and global level. Concepts will be examined related to the regulatory agencies effect on patient care and scope of nursing; implications of policy and legislative processes on healthcare delivery and vulnerable populations; and the financial implications for healthcare services. Social, ethical, and political issues and policy decisions affecting healthcare and nursing practice will be analyzed. A letter grade of a “C” is required for successful completion of this course.

HSM440 Healthcare Evidence Based Practice and Research

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – MAT419) This course introduces students to the fundamentals and principles of the research process and how it applies to healthcare. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings is emphasized in this course. The utilization of research for evidence based practice is a primary focus of this course.

HSM490 Leadership in Healthcare

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – can only be taken during the last 2 terms of a student’s program) This capstone course focuses on leadership development in healthcare. Concepts of change management and leadership styles are included. Students will focus on leadership competencies and skills.

Medical

BIO206 (BIO206ON) Diseases of the Human Body

4 Credit Hours

Course offered residually, video-conferencing and online.

This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and the older adult.

MED107 (MED107ON) Medical Terminology

4 Credit Hours

Course offered residually, video-conferencing and online.

Medical terminology is the language of medicine. Students will be taught using a systematic approach to word building and term comprehension based on the concepts of word roots, prefixes and suffixes. This course will provide the student the primary skills to use terminology to accurately describe the body and associated components, conditions, processes, and procedures. Students will learn terms pertaining to all the body systems and terms pertaining to pharmaceutical treatment.

MED110 (MED110ON) Dosage and Calculation of Medications

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – MAT090 if applicable) The core of the course involves the basis for proper calculation for medication dosages. Topics include dosage calculation, how to properly interpret medication labels and identification of equipment used for dosage measurement. A letter grade of “c” is required for successful completion of this course.

MED160 (MED160ON) Health Care Law and Ethics

4 Credit Hours

Course offered residually, video-conferencing and online.

Introduction to law and ethics pertinent to medical careers. Topics include legal issues that are important to health care professionals, including the foundations of law and ethics as well as professional, social, and interpersonal health care issues.

MED175 (MED175ON) Pharmacology I for the Medical Assistant

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – MAT090 if applicable) This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in

the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of “C” is required for successful completion of this course.

MED202 Clinical Medical Assisting

4 Credit Hours

Course offered residually.

(Prereq. – BIO201, BIO202)

The focus of this course is to introduce the students to entry-level clinical skills including: integrated clinical procedures, assisting with specialty examinations, and assisting with minor surgery. Information on patient education for health maintenance and disease prevention will be reinforced throughout the course. Blood borne pathogen and standard precaution training will be required in this course.

MED205 (MED205ON) Introduction to Pharmacology

4 Credit Hours

Course offered residually, video-conferencing and online.

Students will analyze the classes of medically approved drugs, their action, indications, side-effects, and interactions. A letter grade of a “C” is required for successful completion of this course.

MED208 (MED208ON) Medical Office Procedures

4 Credit Hours

Course offered residually, video-conferencing and online.

Course includes skills needed to handle administrative duties in a busy medical office, including: reception, telephone procedures, computer skills, and scheduling and office equipment usage. Topics include the electronic healthcare record, patient navigator, written and oral communications skills. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.

MED218 (MED218ON) Communication for the Healthcare Professional

4 Credit Hours

Course offered residually, video-conferencing and online.

Effective communication is a critical skill for the healthcare professional. This course provides the basic skills to communicate orally and in writing within an interdisciplinary, multicultural, and multigenerational healthcare environment. The essential of communication and the “soft-skills” needed for entry level healthcare jobs and career success are taught.

MED225 (MED225ON) Pharmacology II for the Medical Assistant

4 Credit Hours

Course offered residually, video-conferencing and online.

This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects

of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of “C” is required for successful completion of this course.

MED249 Medical Billing and Coding Externship and Review

4 Credit Hours

Course offered residually.

(Prereq: Must be taken in last term; HIM202, HIM206) This course includes on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Science Education. Students are encouraged to locate their own site; however, the selection and approval of the site remains the responsibility of the Director of Health Science Education. Any competencies performed at the site must be checked off as “satisfactory” for performance. Any student who misses 12 or more hours from the externship site will be withdrawn from the class. Content includes HIPPA regulations, and legal and ethical issues. A review to prepare for the Certified Professional Coder, CPC exam is provided.

MED273 Invasive Clinical Procedures

4 Credit Hours

Course offered residually.

(Prereq. – BIO201; MED202 must be taken prior to or in conjunction with MED273) This course provides an introduction to the tools and skills used in the physician’s office laboratory by the Medical Assistant. Examples of skills taught are blood specimen collections including: venipuncture and capillary puncture; injection procedures; basic hematological procedures; clinical chemistry, and immunologic testing in the CLIA-waived laboratory. Instruction are given in medication administration and diagnostic testing. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED275 Non-Invasive Clinical Procedures

4 Credit Hours

Course offered residually.

(Prereq. – BIO202; MED202 must be taken prior to or in conjunction with MED275) Instruction will be provided regarding OSHA compliance with blood-borne (and airborne) pathogen; urinalysis procedures; basic microbiological principles and procedures; diagnostic imaging; nutrition for health and disease;

spirometry testing, and electrocardiography. The basic elements of nutrition and dietary management will be reviewed. Principles of body mechanics and ergonomics will be taught and practiced. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

MED285 (MED285ON) Medical Office Finances

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – MED208, MAT090 if applicable) This specialized course is designed to teach basic medical office skills. Instruction will be provided in the preparation of various medical forms and reports, and medical office financial procedures such as recording payments, reconciling bank statements, and general bookkeeping procedures. This course also provides detailed instruction in processing insurance claims including: ICD and CPT coding, completion of CMS1500 and other specialized insurance forms, and third party billing and reimbursements. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.

MED298 (MED298ON) Medical Assisting Exam Success Class

4 Credit Hours

Course offered residually, video-conferencing and online.

(Prereq. – Should be taken in the final term and student must have completed all MAA core courses except for MED 285 and MED299) This course is designed to prepare the student for success on the Registered Medical Assistant (RMA) exam through a structured classroom review and testing to reinforce the student’s recall and knowledge of materials presented throughout the program. This is a capstone course culminating with the student taking the RMA as the final examination. The success class consists of 30 direct instructional hours and 30 externship clock hour of on-site practical experience.

MED299 Medical Assisting Externship

4 Credit Hours

Course offered residually.

(Prereq. – Should be taken in the final term and student must have completed all of the MAA core courses except for MED 285 and MED298) The course will provide a real life-experience in an ambulatory care setting performing the skills and processes they have acquired through their studies. This externship consists of 132 clock hours of on-site practical experience.

Nursing

BIO105 Microbiology with Lab

6 Credit Hours

Course offered residually.

(Prereq. – BIO262) The characteristics of microorganisms and their relation to health and disease are studied.

BIO261 Anatomy and Physiology I with Lab

6 Credit Hours

Course offered residually.

This course will present the interrelationship of structures and functions of the human body including the study of the integumentary, skeletal, muscular, endocrine, and nervous systems. The study of basic chemistry, cell structure, cell physiology, metabolism, and tissues will be included.

BIO262 Anatomy and Physiology II with Lab

6 Credit Hours

Course offered residually.

(Prereq. – BIO261) This course will expand on the anatomy and function of the body systems. An exploration of how hormones, genetics, stress, acid base balance, fluids and electrolytes affect each body system will be studied.

HSC100 Pharmacology for Nurses I

4 Credit Hours

Course offered through distance education.

(Prereq. – BIO261) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.

HSC200 Pharmacology for Nurses II

4 Credit Hours

Course offered through distance education.

(Prereq. – HSC100) Students will analyze the classes of medically approved drugs, their actions, indications, side effects, and interactions. A letter grade of “C” is required for successful completion of this course.

NUR102 Fundamentals of Nursing

11 Credit Hours

Course offered residually.

(Prereq. – HSC200) Introduction to nursing and the nursing process are studied and integrated to reflect the hierarchy of basic human needs. Gordon’s functional health patterns throughout the life span are introduced. Areas of study include foundation knowledge, development theory, nursing process, therapeutic

nursing interventions, concepts, skills and physical assessment including an emphasis on the communication process as it relates to health assessment, promotion, and therapeutic nursing interventions to promote and maintain optimum health. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are introduced as they relate to healthy individuals across the life cycle.

NUR103 Nutrition

4 Credit Hours

Course offered through distance education.

(Prereq: BIO262/LAB262) This course is designed to provide a detailed outline of nutrition and diet therapy. The course will use a wellness approach based on health promotion and primary prevention, the basics of nutrition, and nutritional needs across the lifespan. The course will also offer the most current guidelines and evidence-based information on key nutritional topics throughout the lifespan. The course will provide information concerning the role of inflammation in common diseases and medical nutrition therapy for a variety of systems disorders and conditions. Computerized case studies, assignments, and simulations will be utilized to build student competency toward successfully passing the nutritional content on the NCLEX-RN examination.

NUR201 Medical/Surgical Nursing I

12 Credit Hours

Course offered residentially.

(Prereq. – NUR102 and NUR103) The course will provide an introduction of medical/surgical nursing concepts with a focus on the application of the nursing process as it relates to health promotion and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion with integration of Gordon's 11 functional health patterns. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR202 Medical/Surgical Nursing II

12 Credit Hours

Course offered through a hybrid format.

(Prereq. – NUR201) The course will provide an expansion on previous medical/surgical nursing concepts with a more in-depth focus on the application of the nursing process as it relates to health promotion and care of adult clients experiencing difficulty with the ability to meet selected basic human needs. Areas of emphasis include the nurse as provider and manager of care, therapeutic nursing interventions, as well as health promotion. Classroom

theory and clinical practice integrate all eleven of Gordon's Functional Health Patterns. The nursing process and critical thinking skills are applied to increase the student's autonomy in the delivery of patient care. Pharmacological concepts are discussed as they relate to chronic and acute illness.

NUR203 Family Nursing

13 Credit Hours

Course offered through a hybrid format.

(Prereq. – NUR202) Areas of study include the application of the nursing process, developmental theory, and therapeutic interventions to promote optimal health of newborns, children and women while incorporating the entire childbearing family. Specific emphasis placed on health promotion and application of Gordon's functional framework to the care of the family. The focus is on the nursing care of persons who have actual/potential health problems related to health patterns of: Nutritional/Metabolic, Elimination, Sexuality/Reproduction, Coping/Stress, Activity and Exercise. The nursing process and critical thinking skills are applied in the delivery of care. Pharmacological concepts are discussed as they relate to Maternal/Newborn and Pediatrics. Course will be divided with Maternal/Newborn being covered in the first half of the quarter with Pediatrics in the second half of the quarter.

NUR205 Medical/Surgical Nursing III/ Psychiatric Nursing

13 Credit Hours

Course offered through a hybrid format.

(Prereq. – NUR201) The first part of the course will cover mental health and care of the adult client experiencing difficulties meeting selected basic human needs. The emphasis is on empowering the nurse to provide therapeutic interventions to promote optimal mental health by utilizing Gordon's functional health patterns (i.e., Roles/Relationships, Values and Beliefs, Cognitive/Perceptual, Coping/Stress, Activity/Exercise, Sleep/Rest and Nutrition). Skills lab component will focus on therapeutic communication and safety interventions. The nursing process and critical thinking skills will be applied in the delivery of care. Pharmacological concepts will be discussed as they relate to psychiatric conditions.

The second part of the course will include application of the nursing process as it relates to the client and community relationships. Emphasis will be on facilitating and empowering the client to seek and utilize community resources. The impact of culture, ethnicity and spirituality on health seeking behaviors will be incorporated. Classroom theory and clinical practice integrate all 11 of Gordon's Functional Health Patterns.

NUR226 Roles Transition/Leadership*6 Credit Hours**Course offered residentially.*

(Prereq. – To be taken within the last two terms of the program.) This course is designed to assist the nursing student in transitioning from the role of student nurse to professional nurse. The course covers material to help students delegate and prioritize nursing care. Professional considerations in leadership, working within an organization, dealing with professional issues such as stress in the workplace, and the code of ethics for nurses are topics covered in this course.

NUR299B Medical/Surgical Nursing IV: Integrated Practicum*4 Credit Hours**Course offered residentially.*

(Prereq. – NUR205, Co-Req. – NUR226) Integrates previous knowledge and utilizes basic human needs, developmental theory, the nursing process, therapeutic nursing interventions, and critical thinking skills to provide the delivery of care for clients in selected populations. This course includes a 120-hour practicum. With increasing autonomy, students assume the role of the Associate's Degree nurse by providing direct bedside care under the supervision of an assigned preceptor.

Phlebotomy and ECG Technician**PEC110 Phlebotomy Techniques***4 Credit Hours**Course offered residentially.*

This course serves as a practical introduction to the field of phlebotomy by discussing the role of the phlebotomist, reviewing medical terminology, and anatomy and physiology. Topics discussed include safety procedures, documentation, and other roles of a phlebotomist in healthcare. Students will practice phlebotomy skills for venipuncture and capillary punctures.

PEC115 ECG Interpretation*4 Credit Hours**Course offered residentially.*

This course serves as a practical introduction of the basic fundamentals of electrocardiographic (ECG) devices and their use in the evaluation of cardiac rhythms. Students will learn how to perform ECGs, vital signs, and document cardiac rhythms. Content includes the analysis and interpretation of normal ECGs and basic dysrhythmias.

PEC198 (PEC1980N) Phlebotomy and ECG Review*4 Credit Hours**Course offered residentially, video-conferencing and online.*

(Prereq.- Must be taken in student's last term and in conjunction with PEC199) This course is designed to prepare the student for success with the National Certified Phlebotomy Technician (NCPT) and National Certified ECG Technician (NCET) examinations. Instruction will be provided through a structured classroom review and testing to assess and support the student's recall of materials presented throughout the program. This is a capstone course that culminates with the student completing the certification exams.

PEC199: Phlebotomy and ECG Externship*4 Credit Hours**Course offered residentially.*

(Prereq.-to be taken in the student's last term, PEC110, PEC115) This course provides students with the opportunity to receive hands-on experience in phlebotomy and with electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility's staff and/or Director of Health Science Education.

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Administration and Organization

The following locations operating as American National University are owned and controlled by American National University of Kentucky, Inc., a Kentucky corporation: Lexington, KY; Louisville, KY and Pikeville, KY; The Officers and Directors of American National University of Kentucky, Inc., a Kentucky Corporation are:

Frank LongakerChairman, Treasurer, Director

Joel MusgroveDirector

Steven CottonDirector

Lindsay MayhueSecretary

Advisory Board Members

The University utilizes Advisory Boards to gather information from community members and employers to ensure that the programs are current and relevant to their field. The membership of the committee must include a minimum of three members from each professional health science community. The other members of this board should include, faculty, staff, students, alumni, Campus Directors and Program Directors.

Advisory Boards meets a minimum of once per year. The agenda includes a review of the outcomes assessment data, a discussion on curriculum and relevance to the current career field, and review of the community job outlook

University Administrative Staff

President	Frank Longaker
Senior Executive Vice President of Operations	Joel Musgrove
Executive Vice President, Legal and Regulatory Affairs	Steven Cotton
Vice President of Academic Affairs	Shawn Hershey
Vice President of Accounting and Financial Services	April Howard
Vice President of Marketing and Communications	Chuck Steenburgh
Vice President of Financial Aid	Beth Overbey
Executive Director of Compliance and Accreditation	David Yeaman
Chief Academic Officer	Dr. Rick Livingood

Regional Director of Admissions	Trent Ramey
Director of Admissions	Rebecca Harris
Director of Career Services	Wendolyn Larkins
Director of Library Services	Brandi Porter
Director of Instructional Technology	Jennifer Torres
Comptroller	Carl Robertson
Director of Repayment Success	Jodie Terry
Director of Student Services	Jessica Williams

Program Director of Health Science Education	Rhonda Epps
Program Director of Health Information Management	Delores Johnson
Program Director of General Education	Liz Ashy

Campus Directors for American National University's Kentucky Campuses

Dr. Corina Langford- <i>Interim</i>	Lexington, KY
Dr. Corina Langford- <i>Interim</i>	Louisville, KY
James Cyrus Hess- <i>Interim</i>	Pikeville, KY

Whom To Contact

Students may contact the representatives listed below during regular business hours:

School security policies and crime statistics	Student Services Representative
Information on completion and graduation rates	Student Services Representative
School Information	Admissions Representative
Financial Aid Information	Student Services Representative

Campuses

American National University—Lexington, KY (Main Campus)

With roots dating back to 1915, traced through its predecessors, Fugazzi College and Kentucky College of Business, our Lexington campus was completed in 2006. The University is located on Sir Barton Way in the Hamburg area and is easily accessible from I-64, I-75 and US 60. The Lexington community is a diversified economic development engine for health care, technology, retail trade and manufacturing; enabling our graduates to explore a wide variety of possible career opportunities. This 30,000-square-foot campus houses 15 classrooms, five computer labs, a medical assisting lab, an operating room where students perform simulations of medical procedures and an information technology lab. It is serviced by the public transportation system.



Staff

Campus Director – Dr. Corina Langford-*Interim*

Site Administrator – Mike Sutton

Student Services Representative – Barbara Cruz

Financial Aid Representative - Nikita Thompson

Director of Health Science Education – Rhonda Epps

Bachelor's Degrees/Bachelor of Science

Medical and Health Services Management

Associate's Degrees/Associate of Science

Medical Assisting

Diplomas

Medical Office Professional*

Phlebotomy & ECG Technician*

*No longer enrolling

American National University—Louisville, KY

American National University has helped students in Louisville and surrounding areas achieve their education goals since 1991 and continues to build on its reputation among local employers for its skilled graduates. The Louisville campus is located at the intersection of I-264 and Dixie Highway, Watterson Expressway Exit 8B. There is also an easily accessible stop on the TARC bus route for this campus. Through its career programs, National helps educate students to capitalize on the many opportunities the local economy affords. This 30,000-square-foot campus houses 17 classrooms, four computer labs, a medical lab, a surgical technology lab and two information technology labs.



Staff

Campus Director – Dr. Corina Langford-Interim
Director of Education – Dr. Corina Langford
Receptionists – Gina Guthrie, Geneva Bullitt
Director of Admissions – Virgie Douglas
 Admissions Representatives - Austin Wingate, Jacquelyn Cortes, Mayte Marin
Student Services Representative – Barbara Cruz
Financial Aid Representative – Nikita Thompson
Director of Health Science Education – Marcella Peters
Director of Health Information Management – Deborah Klee

Associate's Degrees/Associate of Science

Health Information Management
 Medical Assisting

Diplomas

Medical Billing and Coding
 Phlebotomy and ECG Technician

American National University—Pikeville, KY

American National University brought its educational programs to the Eastern Kentucky region in 1975. National's business programs have experienced tremendous success, due in large part to the banking industry's strong presence in the region. Pikeville also boasts one of the leading medical centers in the tri-state area. Located just off US Highway 23, the campus is in one of the fastest growing regions in Eastern Kentucky with over 1,400 businesses contributing to its growing economy, enabling our graduates to explore possible career opportunities in a wide variety of industries. This 15, 710-square-foot campus houses 9 lecture rooms, two computer labs, two medical labs and an information technology lab.



Pikeville, KY Campus

Staff

Campus Director – James Hess-Interim

Administrative Assistant – Savannah Cochran

Receptionist – Madison Varney

Student Services Representative – Anne Snyder-Vanover

Admissions Representatives – Adam Neil Johnson, Matthew Hawkins,

Director of Health Science Education – James Hess

Nursing Administrator – Edith Owens

Associate's Degrees/Associate of Science

Medical Assisting

Nursing

Diplomas

Phlebotomy and ECG Technician

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Campus Locations

American National University—Kentucky

Lexington (Main Campus)

2376 Sir Barton Way
Lexington, KY 40509
859.253.0621

Louisville (Non-Main Campus)

4205 Dixie Hwy.
Louisville, KY 40216
502.447.7634

Pikeville (Non-Main Campus)

50 National College Blvd.
Pikeville, KY 41501
606.478.7200

Office Hours

Monday–Friday: 8:00 a.m.–5:00 p.m. | Saturday by appointment

American National University - Kentucky

2019-2020 Student Catalog and Handbook Addenda

April 24, 2020

Areas of change in the current University catalog will be identified by effective date and page number; language requiring a change or deleted will be printed as a ~~strike through~~. New or revised working will be underlined.

EFFECTIVE DATE: February 1, 2020

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Undergraduate Admission Requirements

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

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

EFFECTIVE DATE: March 8, 2020

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Grade Reports

The records of each student are kept on a per-term basis. These complete records show the grade received in each subject, ~~and certain specialized honors received.~~

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University Transfer Scholarship

The University Transfer Scholarship is designed to enhance collaboration between educational institutions and facilitate continued higher education for international students. It is offered to students from Universities and Colleges or English as a Second Language programs within the United States who transfer their I-20 to American National University. The scholarship is a one-time award of \$1,000, credited to the student's account their first term of enrollment, and is non-renewable. This scholarship may be combined with the Globalization Scholarship, and expires June 27, 2020.

Evolution Grant

The Evolution Grant is awarded and funded by American National University. It is available to undergraduate students attending campuses in Kentucky. It is designed to increase grant aid to students while keeping student debt as low as possible. Award amounts are capped at the amount of students' unpaid tuition and fees costs after the application of other aid, or \$420 per 4 credit hour course, whichever is less. Awards are typically made for one academic year at a time. Disbursements are made quarterly, directly to eligible students' accounts. International students and those receiving military or veterans benefits are not eligible to receive the Evolution Grant.

Joseph E. Hurn Scholarship

The Joseph E. Hurn Scholarship is designed to recognize and assist students who excel in their university studies. Eligibility is based on academic merit and pace toward program completion. At the end of each academic year (typically 3 terms), students are evaluated for eligibility for the following academic year. The first academic year is called the "leading academic year" and the next year is the "trailing academic year." Awards are made to assist students with tuition and fee costs.

To qualify for the scholarship, students must:

- Have a Cumulative Grade Point Average (CGPA) of at least 3.0 at the end of the leading academic year,
- Have maintained continuous enrollment throughout the leading academic year,
- Have received at least 8 credits in each of the terms in the leading academic year, and
- Be taking at least 8 credits at the time of each disbursement during the trailing academic year.

Eligibility Evaluation:

Initial review – to assist students in the planning process for their trailing academic year, a review takes place before that year begins, normally during the 2nd term of the leading academic year. If they appear eligible at that time, the scholarship will be listed on their initial Financial Plan for the trailing academic year. If such a student does not maintain eligibility through the end of the leading year, he or she will not receive funding for the trailing year, but will be evaluated for eligibility again after that year.

Final review – after grades are posted for the last term of the leading year, students are evaluated for eligibility for the trailing year and awards are made to those who qualify.

Disbursement amounts – for each term of the trailing award year, a disbursement is made for the lesser of \$350 or the amount of tuition and fees not paid/expected to be paid from other sources.

This review, evaluation and awarding process continues each academic year until students graduate or withdraw from the university.

Withdrawal and Reentry Policy: Hurn Scholarship recipients who withdraw from the institution before receiving a full award for their trailing year, lose eligibility for any unpaid disbursement for that year. However, if they reenter (and otherwise meet all of the eligibility requirements), they will be considered for the scholarship at the conclusion of the academic year in which they reenter.

EFFECTIVE DATE: April 24, 2020

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CALIFORNIA RESIDENTS

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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



**Addenda A
To the 2020 University Catalog**

**Faculty and Staff
Pikeville, KY Campus
Term 203**

Staff

James Cyrus Hess Campus Director
 Trent Ramey Senior Director of Admissions
 Edith Owens Nurse Administrator
 Sierra Nelson Receptionist
 Anne Snyder Student Services Representative
 Madison Varney Admissions Representative
 Patricia Bailey Admissions Representative

Faculty

Owens, Edith Nursing
 M.S.N. – Liberty University, Nursing
 B.S.N. – Morehead State University, Nursing
 A.D.N. – Pikeville College, Nursing
 RN - Registered Nurse

Bowling, Phyllis Nursing
 B.S.N. - Morehead State University, Nursing
 A.S. - Pikeville College, Nursing
 RN - Registered Nurse

Caudill, Michelle Nursing
 M.S.N. – Chamberlain College of Nursing, Nursing
 B.S.N. – Chamberlain College of Nursing, Nursing
 A.S. – American National University, Nursing
 RN - Registered Nurse

Hall, Madeleine Nursing
 M.S.N. - Liberty University
 B.S.N. - Central Philippine University, Nursing
 RN - Registered Nurse

Hess, James Medical Assisting
 B.A. – Alice Lloyd College, Secondary Education
 Critical Care Paramedic (CCEMTP)
 National Registered Paramedic (NRP)
 Certified Clinical Medical Assistant (CCMA)

Howell, Patsy Nursing
 M.S.N. – Walden University, Nursing
 B.S.N. – Morehead State University, Nursing
 A.S. – Big Sandy Community & Technical College, Nursing
 RN - Registered Nurse

Kinney, Chelsea Nursing
 B.S.N. – Chamberlain College of Nursing, Nursing
 A.D.N. – University of Pikeville, Nursing
 RN- Registered Nurse

Jude, Jason Nursing
 M.S.N. – Chamberlain University, Nursing
 B.S.N. – Chamberlain University, Nursing
 A.D.N. – American National University
 F.N.P. – Family Nurse Practitioner
 RN – Registered Nurse

Webb, Angela Nursing
 M.S.N. – Walden University, Nursing
 B.S.N. – Chamberlain College of Nursing, Nursing
 A.S.N. – Pikeville College, Nursing
 F.N.P. – Family Nurse Practitioner
 RN – Registered Nurse

Hamilton, Daesha Nursing
 B.S.N. – University of Pikeville, Nursing/Psychology
 A.S.N. – Big Sandy Community & Technical College, Nursing
 RN – Registered Nurse

Brown, Dannel Nursing
 M.S.N. – Walden University
 B.S.N – Baker College of Jackson
 A.D.N. – Jackson College
 F.N.P – Walden University
 RN – Registered Nurse

McGuire, Jeana Nursing
 B.S.N -- University of Pikeville
 A.D.N – Big Sandy Community College
 RN – Registered Nurse

Brandon McGuire.....Nursing
B.S.N. – Indiana Wesleyan University
A.D.N. – Southern West Virginia Community and Technical College
RN – Registered Nurse

Syck, Denise Nursing/Medical Assisting
B.S.N. – University of Pikeville, Nursing
A.D.N. – University of Pikeville, Nursing
RN – Registered Nurse

Ratliff, Megan Medical Assisting
B.S.N. – University of Pikeville, Nursing
A.D.N. – University of Pikeville, Nursing
RN – Registered Nurse



Addenda A
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Faculty and Staff
Lexington, KY Campus
Term 203

Staff

Dr. Corina Langford.....Campus Site Director
Mike Sutton.....Site Administrator
Annetta West.....Receptionist
Katie McIlvain Student Services Representative
Patricia Martinez..... Financial Aid Representative
Wendolyn Larkins.....Director of Career Services

Faculty

Rhonda EppsAcademic Department Chair of Health Sciences
MBA, Strayer University, Health Services Administration
BBA, Strayer University, Health Services Administration
AS, South College, Medical Assisting
Registered Medical Assistant (RMA)



Addenda A
2019/20 University Catalog

Faculty and Staff
Louisville, KY Campus
Term 203

Staff

Dr. Corina Langford Campus Director
Dr. Corina Langford Director of Education
Geneva Bullitt Receptionist
Gina Guthrie Receptionist
Katie McIlvain Student Services Representative
Patricia Martinez Financial Aid Representative
Virgie Douglas Director of Admissions
Austin Wingate Admissions Representative
Deborah Kleeh Director of Health Information Management
Marcella Peters Director of Health Science Education

Faculty

**Kleeh, Deborah..... Health Information Management/
Medical Billing and Coding**

B.S. Wheeling Jesuit University, Human Resource Management
A.S. WV Northern Community College, Health Information Management
A.A. West Virginia Northern Community College, Liberal Arts

**Peters, Marcela..... Medical Assisting/
Phlebotomy and ECG Technician**

B.S. Sullivan University, Healthcare Management
A.S. Spencerian College, Applied Science in Medical Clinical Specialties