



2025-2026 CATALOG
VOLUME X
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Notice:

The information contained in this catalog is accurate as of the date of publication.

Antigua College International reserves the right to revise programs, course content, tuition and fees, academic requirements, course schedules, and the academic calendar, or to implement other institutional changes as deemed necessary or appropriate. Notification of such changes will be provided whenever possible.

Students who are already enrolled at the time of a tuition increase will not be impacted.

Any updates to institutional policies or procedures will be formally communicated to all students.

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Licenses, Accreditations, and Approvals

Antigua College International is Licensed by the Florida Commission for Independent Education (CIE) under Licensure by Means of Accreditation (LMA), License No. 4930.

Additional information may be obtained by contact:

Florida Department of Education
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
(850) 245-3200
www.fldoe.org/cie

Antigua College International has been approved by the Florida Board of Nursing since 2013 to offer the following programs:

Associate of Science in Nursing: License # NPRN707069, NCLEX code 70-7069
Bachelor of Science in Nursing: License # NPRN705023, NCLEX code 70-5023

The Board of Nursing can be reached as listed below:

Florida Board of Nursing
4052 Bald Cypress Way, Bin #C-02,
Tallahassee, Fl. 32399-3252
(850) 245-4125
www.floridasnursing.gov

Antigua College International is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES), ID# I-409, as of August 2018.

The U.S. Secretary of Education has nationally recognized ABHES as a private, non-profit, independent accrediting agency since 1969. ABHES can be reached as listed below:

Accreditation Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
Phone (301) 291-7550
www.abhes.org

Antigua College International's Associate Degree in Nursing Program, and Bachelor's Degree in Nursing Program hold initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA).

The National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) can be reached:

NLN CNEA
2600 Virginia Avenue NW
Washington, DC 20037
Phone (202) 909-2487

www.nln.org

Antigua College International participates in the State Authorization Reciprocity Agreements, allowing it to offer distance education in participating states.

For more information on this initiative, contact:

National Council for State Authorization Reciprocity Agreements (NC-SARA).
3005 Center Green Drive, Suite 130,
Boulder, Colorado. 80301
(720) 680-1600

www.nc-sara.org

STATEMENT OF OWNERSHIP

Antigua College International, Corp. is a corporation formed
under the laws of the State of Florida

GOVERNING BODY

The Board of Directors is the governing board for
Antigua College International

Address

Antigua College International
14505 Commerce Way, Ste. 522
Miami Lakes, FL 33016

(305) ANTIGUA (268-4482), or (786) 391-1167
education@antigua.edu

BOARD OF DIRECTORS

Chair, Diony R. Antigua, MD, MSN/Ed, MSN/FNP, RN
Vice Chair, Jose M. Antigua, MD, MSN/Ed, MSN/FNP, RN
Secretary, Dionny J. Antigua, BSN, RN

MESSAGE FROM THE ANTIGUA FAMILY

Your Education is Our Commitment!

At Antigua College International, our mission is to provide access to high-quality, student-centered education that empowers individuals to achieve their personal and professional goals.

We are proud to serve a diverse community of learners and remain committed to academic excellence, integrity, and support at every stage of the educational journey.

Our dedicated faculty and staff work collaboratively to foster growth, confidence, and career readiness in every student.

Regardless of your background or starting point, there is a place for you at Antigua.

We thank you for considering Antigua College International as your partner in education and look forward to supporting your success.

- The Antigua Family



About Antigua College International

Our History

Antigua College International was founded in 2012 and began operations in 2013. ACI offers Nursing career programs. The corporation Antigua College International, Inc. was formed under the laws of the State of Florida.

Ownership

Antigua College International, Inc. in South Florida is privately owned and founded by the Antigua family.

Diversity and Inclusion

Antigua College International recognizes diversity as the differences among individuals, including but not limited to age, race, ethnicity, gender, sexual orientation, religion, culture, socioeconomic status, and physical and cognitive abilities.

Embracing diversity means creating a community that values and respects these differences and recognizes their importance in promoting a rich learning environment.

Inclusivity in Antigua College International involves creating an environment where all students feel valued, respected, and supported in their pursuit of becoming licensed professionals. It involves actively removing barriers that may prevent students from fully participating in our programs and promoting equity and fairness for all.

Vision

Our commitment is to graduate prepared professionals who will provide leadership excellence in the communities they serve.

Mission

The mission of Antigua College International is to provide excellent educational opportunities through innovation, enhanced knowledge, and first-class service. We are committed to graduating students who are successfully prepared to meet the challenges of their chosen career and future.

Goals

To develop and deliver degree programs that meet the demands of the job market.

Provide academic experience that enhances the student's general education foundation and builds the skills necessary for a lifetime of learning.

Promote student, faculty, and administration commitments to personal and professional development, academic excellence, and civic responsibilities.

Encourage a culture that empowers individuals, while instilling values and respect for others.

Promotes civility, responsibility, integrity, accountability, continuous improvement, and teamwork.

Core Values

Accountability

We take ownership of our actions, decisions, and outcomes, upholding integrity and responsibility in all we do.

Nurture

We foster personal, academic, and professional growth through compassion, encouragement, and support.

Trust

We build honest and transparent relationships, grounded in mutual respect and reliability.

Innovation

We embrace creativity and continuous improvement to find new and effective ways to educate and lead.

Growth

We are committed to lifelong learning and development, empowering individuals to reach their full potential.

Unity

We work together as one community, valuing diversity and promoting collaboration and inclusion.

Aspiration

We inspire ambition and purpose, encouraging our students and staff to dream big and pursue excellence.

Bachelor of Science Degree Program

Mission

The mission of the BSN program is to prepare clinically and culturally adept graduate nurses whose practice incorporates effective leadership and professional development to deliver comprehensive nursing care.

Goal

The BSN program prepares nursing graduates to become competent professionals capable of delivering holistic nursing care while integrating ethical and legal standards into decision-making.

Core Values

Human Dignity

Integrity

Quality

Collaboration

Leadership

Professionalism

Associate of Science Degree Program

Mission

The mission of the ASN program is to prepare clinically and culturally competent graduate nurses whose practice utilizes critical thinking to deliver collaborative and holistic nursing care.

Goal

The ASN Nurse will be able to use the nursing process to effectively develop a care plan based on evidence-based practices to ensure the safety and well-being of the clients.

Core Values

Cultural Sensitivity

Collaboration

Human Dignity

Holistic Nursing Care

Quality

Campus Facilities

Antigua College International is located just west of FL-826 in Miami Lakes, Florida, and is easily accessible from several major roadways. The campus occupies over 13,700 square feet of instructional and administrative space within a professional commerce park.

The facility includes a reception area, nine classrooms, a nursing clinical simulation lab, a computer lab, a science lab, a Learning Resource Center, and separate lounge areas for students and staff. The campus also houses all core administrative offices.

The campus is designed to be inclusive and accessible to all students, featuring appropriate lighting throughout the building and surrounding areas to support comfort and safety. It also includes an elevator and wide corridors to ensure ease of navigation for all members of the campus community.

Student records are securely maintained on campus and/or on a protected digital server.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Antigua College International is committed to the protection of students' rights and privacy of information. By the Family Educational Rights and Privacy Act (Public Law 93-380; 20 U.S.C. § 1232g; 34 CFR Part 99) and § 1002.22, Florida Statutes (2011), the College allows students to access their educational records; challenge records they believe to be inaccurate, incomplete, or misleading; and limit the release without the written consent of the student. A student will be notified whenever a court subpoenas the records.

STATEMENT OF AFFIRMATIVE ACTION

Antigua College International welcomes students of any gender, race, religion, color, age, disability, national origin, religious beliefs, or political affiliation. All students have the same rights and access to school programs and activities. The college does not discriminate based on gender, race, religion, color, age, disability, national origin, religious beliefs, or political affiliations in its educational policies, admissions policies, job placement assistance, and any other school-administered programs.

General Information

Hours of Operation

Classes*

Monday through Friday

- 9:00 AM – 2:00 PM (Morning Session)
- 5:30 PM – 11:00 PM (Evening Session)

Administrative Office Hours*

Monday through Friday

- 9:00 AM – 9:00 PM

Library & Resource Center Hours of Operation*

Monday - Friday

- 9:00 AM – 10:00 PM

Closed Saturday and Sunday

** Hours may vary and are subject to change.*

Instructional Delivery Method

Courses for all degree programs offered by Antigua College International may be offered residually, online or in a blended format; with relevant supervised externship components performed at our affiliate locations.

Language

All courses, textbooks, exams, and other written materials are presented in English.

Students are encouraged to participate exclusively in English to improve their chances of successfully attaining post-graduation endeavors.

Student-Right-to-Know Disclosure Statement

Following the Student-Right-to-Know Act (PL 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students from the Office of the Registrar and will be provided upon request.

Admissions

Antigua College International welcomes individuals who demonstrate a sincere commitment to education and professional growth. The College does not discriminate based on race, age, gender identity, ethnicity, disability, national origin, religion, or creed. Admission is open to applicants from all backgrounds who meet the eligibility requirements outlined in this catalog.

Prospective students must schedule an appointment with an admissions representative. During the visit, they will receive a guided tour of the campus and receive detailed information about academic programs and support services. Those who choose to enroll will complete the Enrollment Agreement and proceed to finalize their enrollment with the appropriate departments.

All students receive a comprehensive orientation. Due to the rotating nature of clinical externships, schedules may vary to ensure equitable access to diverse clinical experiences. Students are expected to maintain flexibility and demonstrate active engagement in all components required for program progression.

Antigua College International recognizes the diverse needs of its student population, including those balancing work and family responsibilities. While the institution strives to accommodate individual circumstances, students must be prepared to meet all academic and clinical requirements as structured by the program.

Admission Requirements

All applicants seeking to enroll at Antigua College International must fulfill the following requirements:

1. Submit a completed admission application.
2. Complete all admission documents (enrollment agreement, emergency contact, background disclosures, release forms, application for financial aid, etc.)
3. Submit valid proof of high school graduation or GED.
4. Applicants who have graduated or partially completed a program from an institution of higher learning (college or university) outside of the United States and its territories may need to provide an original copy of a qualitative and quantitative equivalency of the foreign degree, education program(s), and/or specific courses. The applicant must use a verifiable credential evaluation agency that has published standards for membership or affiliations to U.S.-based international higher education associations and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g., NACES and AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation agency.*

5. Applicants who have graduated from a high school outside of the United States and its territories, with no evidence of higher education, will need to provide an original copy of an equivalency evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation agency.*
6. Present a copy of their photo identification card (e.g., driver's license, passport, alien registration card).
7. Present their social security card.
8. Provide documentation of U.S. citizenship or eligible non-citizen status.
9. Pay the registration and technology fees as outlined in the catalog.

Furthermore, a prospective candidate who:

- A. Has a **high school diploma and has no completed college credits** in an accredited higher education institution, seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Applicants must submit their high school diploma/proof of graduation or GED. Applicants who have graduated from a high school outside of the United States and its territories will need to provide an original copy of their diploma/proof of graduation, an official translation, and evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation agency.*

- B. Has **fully earned a degree** (e.g., AS, AA, BS, Masters, Doctorate) in the United States, seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Submit their official transcripts to demonstrate the degree conferred.

- C. Has earned **any degree in a foreign country** as confirmed by a reputable credential evaluation organization seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Submit their high school diploma/ proof of graduation. Applicants who have graduated from a high school outside of the United States and its territories will need to provide an original copy of their diploma/proof of graduation, an official translation, and evaluation of the foreign high school graduation/proof of graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation*

agency. Applicants waive the need to submit their high school diploma if they meet one of the following recognized equivalents of a high school diploma:

- i. (1) submit a United States GED Certificate.
 - ii. (2) has been conferred the equivalent of an associate degree or higher,
 - iii. (3) has completed the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours that is acceptable for full credit towards a bachelor's degree.
 - iv. (4) demonstrates enrollment in a bachelor's degree program where the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours have been completed, including credit hours transferred into the bachelor's degree program.
- c. Please note that applicants who have graduated from an institution of higher learning (college or university) outside of the United States and its territories will need to provide an original copy of a qualitative and quantitative equivalency of the foreign degree, education program(s), and specific courses. The applicant must use a verifiable credential evaluation agency that has published standards for membership or affiliations to U.S.-based international higher education associations and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g., NACES and AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation agency.*

D. Has earned **a Foreign Physician degree in a foreign country** as confirmed by a reputable credential evaluation organization, seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Please note that applicants who have graduated from an institution of higher learning (college or university) outside of the United States and its territories will need to provide an original copy of equivalency of the degree as determined by a credential evaluation agency. The applicant must use a verifiable credential evaluation agency that has published standards for membership or affiliations to U.S.-based international higher education associations and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g., NACES and AICE).

E. Has **transfer credits for some or all general education courses** from another higher education institution within the US, seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Refer to the Transfer of Credits section of the catalog for the procedure regarding existing credits.
- c. Applicants must submit their high school diploma/proof of graduation. Applicants who have graduated from a high school outside of the United States and its territories will need to provide an original copy of their diploma/proof of graduation, an official

translation, and evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). The student must provide all academic documents translated by the same verifiable credential evaluation agency. Applicants waive the need to submit their high school diploma if they meet one of the following recognized equivalents of a high school diploma:

- i. (1) submit a United States GED Certificate.
- ii. (2) has been conferred the equivalent of an associate degree or higher,
- iii. (3) has completed at least 60 semester or trimester credit hours or 72 quarter credit hours that is acceptable for full credit towards a bachelor's degree.
- iv. (4) demonstrates enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been completed, including credit hours transferred into the bachelor's degree program.

- F. Has **completed some college credits in a foreign country** as confirmed by a reputable credential evaluation organization, but has not earned a degree, seeking a diploma or degree awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Submit their high school diploma/proof of graduation. Applicants who have graduated from a high school outside of the United States and its territories will need to provide an original copy of their diploma/proof of graduation, an official translation, and evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). The student must provide all academic documents translated by the same verifiable credential evaluation agency. Applicants waive the need to submit their high school diploma if they meet one of the following recognized equivalents of a high school diploma:
 - i. (1) submit a United States GED Certificate.
 - ii. (2) has been conferred the equivalent of an associate degree or higher,
 - iii. (3) has completed the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours that is acceptable for full credit towards a bachelor's degree.
 - iv. (4) demonstrates enrollment in a bachelor's degree program where the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours have been completed, including credit hours transferred into the bachelor's degree program.
- c. Please note that applicants who have graduated from an institution of higher learning (college or university) outside of the United States and its territories will need to provide an original copy of a qualitative and quantitative equivalency of the foreign degree, education program(s), and specific courses. The applicant must use a verifiable credential evaluation agency that has published standards for membership or affiliations to U.S.-based international higher education associations and are frequently

linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g., NACES and AICE). The student must provide all academic documents translated by the same verifiable credential evaluation agency.

G. Has an **LPN License completed in ACI**: seeking a degree awarding program:

Entrance requirements:

- a. Interview with the Program Director or designated representative.

H. Has an **LPN license**, seeking a degree-awarding program.

Entrance requirements:

- a. Interview with the Program Director or designated representative.
- b. Applicants must submit their high school diploma/proof of graduation. Applicants who have graduated from a high school outside of the United States and its territories will need to provide an original copy of their diploma/proof of graduation, an official translation, and evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g., MDCPS, NACES, AICE). *The student must provide all academic documents translated by the same verifiable credential evaluation agency.* Applicants waive the need to submit their high school diploma if they meet one of the following recognized equivalents of a high school diploma:
 - i. (1) submit a United States GED Certificate.
 - ii. (2) has been conferred the equivalent of an associate degree or higher,
 - iii. (3) has completed the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours that is acceptable for full credit towards a bachelor's degree.
 - iv. (4) demonstrates enrollment in a bachelor's degree program where the equivalent of at least 60 semester or trimester credit hours or 72 quarter credit hours have been completed, including credit hours transferred into the bachelor's degree program.
- c. Applicants must submit their diploma and/or official transcripts to demonstrate completion of the Practical Nursing program from an acceptable institution.
- d. Applicants must submit an active LPN license.

All candidates are required to participate in an interview with the administrative team at Antigua College International. The institution reserves the right to evaluate all submitted documentation, along with the results of the interview, to determine final eligibility for admission into the selected program.

Additional Admission Requirements

A. Applicants seeking to enroll in degree-awarding programs must fulfill the following requirements:

1. Students seeking to transfer credits into ACI must submit an official transcript from the originating institution. Students who transfer credits from other institutions may

- experience a delay in course registration based on availability and program sequencing.
2. Licensed Practical Nurses (LPNs) must submit proof of completion of a Practical Nursing program approved by a State Board of Nursing, along with a valid and active LPN license. Upon verification, 14 transfer credits may be awarded toward the ASN or BSN program.
 3. Foreign Medical Doctors must submit official documentation demonstrating the equivalency of their foreign medical degree to a U.S. Doctor of Medicine (MD). Upon verification through a recognized credential evaluation agency, 24 transfer credits may be awarded to the ASN program or 38 credits toward the BSN program.
- B. Applicants seeking admission to the RN to BSN program based on a valid nursing license may be awarded 77 transfer credits, provided that the ASN degree was obtained from an institution approved by a State Board of Nursing. *Graduates of the ACI ASN program will have their transcripts provided directly by the institution.* Applicants must fulfill the following requirements:
1. Submit official transcripts reflecting an awarded credential. The transcript must indicate the credential that was granted.
 2. Submit a copy of a current and active Registered Nurse (RN) license. The license must be in good standing.

Admissions Procedures

Criminal Backgrounds:

Applicants who have a criminal record involving a felony may be permitted to enroll in the program. However, each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Upon completing the program, the Florida Board of Nursing will review the students' application for licensure and address any criminal offenses on a case-by-case basis.

Applicants who have been convicted of a felony or other crimes may not be eligible to apply for state licensure in Florida or other states and/or certification by national and or regional certifying/licensing entities upon graduating from specific programs offered by Antigua College International.

The Florida Board of Nursing (FBON) is solely responsible for the licensing decisions made at that time; Antigua College International can make no guarantees on this matter.

Antigua College International's application process requires applicants to disclose their criminal backgrounds. Applicants in this situation should check with the appropriate regulatory/licensing entities to determine their licensure and or certification eligibility. They may be admitted to a program but understand that program completion may not result in licensure, certification, or employment.

Antigua College International may require the applicant to submit proof of their eligibility for licensure and reserves the right to deny enrollment to an applicant. Antigua College International does not decide or determine an applicant's eligibility for licensure and certification.

Students enrolled at ACI will be asked to submit to a background check and drug test, to begin their clinical hours at hospitals or other medical facilities. A student with findings in their VECHS background check will be notified and will be allowed to retrieve a copy of their VECHS background check results. ACI will grant 45 days from the day of notification of findings for the student to challenge and correct the items listed in their background check. After this time, the student's participation in the clinical sites may not be permissible and may have to be dismissed from the program.

Transfer of Credits

ACI makes no representation or guarantee regarding the transfer of credits to other institutions.

Antigua College International does not offer credits or considerations for Experiential Learning. Acceptance of transfer credit is *always* at the discretion of the receiving institution. Students planning to attend other institutions are encouraged to check the school's policy regarding the transfer of credits.

In turn, ACI reserves the right of discretion where other institution's credits are concerned. Students seeking to transfer credits into ACI must submit an official transcript from the originating institution. Transcripts must be sent directly from the institution to the Office of the Registrar in a sealed envelope or via email parchment. Students may also hand-deliver official transcripts, provided they remain in a sealed envelope. Students seeking to transfer credits will not be enrolled in class until official transcripts are received. Transfer credits will not be accepted once enrolled in class.

The institution from which the student is requesting the transfer must be licensed by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. The Registrar, in coordination with an Academic Administrator, will evaluate the official transcripts to determine which credits, if any, will be accepted. Any credits accepted will be reflected on the student's ACI transcript as TC.

All posted transfer credits that are applicable to the student's degree or certificate program of study are part of the calculation for Satisfactory Academic Progress (SAP), Minimum Cumulative Grade Point Average (CGPA), and Rate of Progress (ROP).

Credits will be considered for transfer using the following criteria:

1. The Office of the Registrar at ACI receives official transcripts.
2. Courses are deemed comparable in course descriptions, content, and credits/hours by ACI.

3. A grade of 2.0 or better was earned for General Education.
4. For transcripts reflecting an actualized degree (AS, BS, MS, etc.), course equivalencies are accepted regardless of age except for ANP110 and ANP120. However, MD degree holders are exempt from any time restrictions.
5. General Education science and psychology courses earned within the last five years with a grade of at least a B in both ANP110 and ANP120 course equivalencies.
 - a. Students with a C in ANP110 or ANP120 course equivalence must pass the HESI Anatomy and Physiology test component with a 75% or higher to receive credit transfer.
 - b. ANP110 or ANP120 will not be transferred individually; both courses must be completed for credit to be awarded.
6. Non-science General Education courses regardless of age.
7. Credit transfer cannot exceed 70% of the program's requirement. This amounts to:
 - a. ASN program = max 56 credits
 - b. BSN program = max 84 credits
 - c. RN to BSN program = max 7 additional credits
8. The transferability of the Nursing Courses will follow the criteria of FBON.

Standardized Transfer Awards*

Foreign Medical Doctors: A student providing evidence of the equivalent of a US degree of Doctor of Medicine from a college or university outside the US will be awarded 24 credits toward the ASN or 38 credits toward the BSN program totals.

RN to BSN: A student applying to the BSN program with proof of an approved ASN credential (minimum 70 credits) and a valid RN license will be awarded 77 credits toward the BSN program totals.

LPN: A student applying to either ASN or BSN with proof of completion of an approved PN program and a valid PN license will be awarded 14 credits toward the program of their choice.

Reentry and Re-Admission

This policy outlines the requirements and procedures for former students seeking re-admission to the programs at ACI. The policy ensures that all re-admitted students meet the necessary academic standards and are up to date with the latest nursing practices.

Former students who have voluntarily withdrawn from the college have the opportunity to request Reentry or Re-Admission. The process includes submitting a request for Reentry or Re-Admission to the Academic Administrator which will be reviewed by a team of administrative leads (Student Accounts, Financial Aid, Clinical Coordination, and Registrar). If the request is accepted, the student will be scheduled for interviews with the Academic Administrator to review the return conditions and the Student Accounts Office to review any pending debt.

The final approval for Reentry or Re-Admission will be granted by the Academic Administrator. Former students whose education was involuntarily interrupted (the student was withdrawn for cause by the college) must follow the Appeals process to apply for Reentry or Re-Admission. Refer to the *Academic Policies, Code of Conduct, and Regulations* section of the catalog for information on this process.

Reentry

Any returning student who has been out of the college for fewer than 180 calendar days will be considered a Reentry. Upon acceptance by the Academic Administrator, the former student must complete a new enrollment agreement and will be subject to the program requirements, tuition, fees, and college regulations effective at the time of the re-entry. The Reentry student must pay the registration fee to enroll in classes at ACI. The Reentry student is not required to resubmit official transcripts unless they have completed new courses at other academic institutions. ACI will conduct a review of the transfer credit evaluation for Reentry students to ensure its validity. The existing transfer credit evaluation will be honored if no major program changes have been made by ACI since the former student's departure. The former student must complete all academic activities required by the Academic Administrator as part of the conditions for re-entry.

Re-Admission of Former Students

Any returning student who has been out of the college for more than 180 calendar days will be considered a re-admission (new enrollment). Upon acceptance by the Academic Administrator, the former student is required to fulfill the essential application process and undergo the complete admission procedure, which includes a new enrollment agreement. The former student will be subject to the program requirements, tuition, fees, and college regulations effective at the time of re-admission. The readmission student must pay the registration and technology fee to enroll in classes at ACI. The former student is not required to resubmit official transcripts unless they have completed new courses at other academic institutions. ACI will charge applicable fees to complete a new transfer credit evaluation.

Former Students Seeking Re-Admission within 2 Years:

Former students who wish to seek re-admission to ACI within a 2-year period of withdrawing from their nursing program are required to re-enroll in nursing courses previously completed, regardless of the letter grade achieved. Former students are financially responsible for enrolling in such courses.

Students seeking exemption from re-enrollment in prior nursing courses must complete the End-of-Course (EOC) exams for each completed core nursing course before full admission is granted into the nursing program. A minimum score of 850 on the HESI exam or Level 3 on the ATI exam is required to qualify for exemption. No EOC re-takes are allowed for former students seeking re-admission. Failure to achieve the required score will result in mandatory re-enrollment and

completion of the course. EOC exams are selected by the College and administered by the Nursing Department to ensure retention of essential knowledge.

In cases where a student previously completed core or foundational BSN courses (e.g., research or academic writing) at Antigua College International, course applicability and credit will be evaluated on a case-by-case basis by academic leadership, considering relevance, academic integrity, and time elapsed since completion.

Former Students Seeking Re-Admission after 2 Years:

Former students who wish to seek re-admission to ACI after two or more years of withdrawal from their nursing program are required to re-enroll in all core, specialty, and advanced nursing courses. This ensures that returning students are aligned with current nursing practices, standards, and program outcomes.

Students must complete all the required coursework and meet the current admission criteria as outlined in the most recent version of the catalog.

Financial Aid Office

The Financial Aid Office at Antigua College International is dedicated to helping students find ways to finance their education. The office is staffed by Financial Aid Representatives, who are available to all current and prospective students Monday through Friday from 10 AM to 9 PM. The Financial Aid Office can be reached by calling the campus and scheduling an appointment or on a walk-in basis. The Financial Aid Office also adheres to internal, state, and federal policies and procedures and optimizes enrollment levels via reliable customer service.

Financial Aid General Information

Applying for financial aid is an annual process. The student must complete a FAFSA each year for which you are requesting financial aid. The Expected Family Contribution (EFC) and the costs will be reevaluated each year after FAFSA has been completed. Students should complete the application for financial assistance by the priority date of May 1st. Prospective students under 18 years of age must have a parent or legal guardian available to complete the financial aid process.

Circumstance Changes

If the student's or parent's financial situation changes, students are recommended to get in touch with the Financial Aid Office. A reevaluation of the need for funding based on the changed circumstances will take place.

Changes to be reported include the following:

- Loss of employment.
- Death or disability of a parent.
- Divorce or separation.
- Loss of untaxed income (such as child support).

Federal Direct Loan Program (FDLP)

ACI participates in The Federal Direct Loan Program (FDLP), allowing students and their parents to borrow money to help with their educational costs. These loans must be paid back with interest.

Subsidized Direct Loan

A subsidized loan is awarded based on financial need (the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment.

Repayment begins:

- a) Six months after the student graduates,
- b) When enrollment drops below half-time status,
- c) When a student withdraws from the institution.

Unsubsidized Direct Loan

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the

time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. The accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay.

Repayment begins:

- a) Six months after the student graduates,
- b) When enrollment drops below half-time status,
- c) When a student withdraws from the College.

Students who are borrowers of Federal Student Loans must also satisfy an exit loan counseling requirement. To apply, students can contact the school's Financial Aid Office.

Federal Direct Parent Loan (PLUS) for Loan Program

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents of dependent students who want to borrow to help pay for their children's education.

A mandatory credit check is completed as eligibility for this loan depends on the borrower's creditworthiness. This is an unsubsidized loan where the borrower is charged interest from the loan disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment. Repayment begins 60 days after the loan is disbursed.

For additional information about this program, the students should contact the Financial Aid Office.

Private Financing Programs

Private financing programs are available to help students meet the costs of education by providing long-term financing options. Students should exhaust all federal Title IV assistance available, including the Federal Direct Loans before considering a private student loan program.

The repayment terms of federal programs may be more favorable than the terms of personal loan programs. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Other Financial Options

Students who do not qualify for federal financial aid are required to pay tuition and fees in full prior to enrollment. Antigua College International does not offer institutional loans. Payment must be completed in advance of the start of each term, as outlined in the student payment plan and enrollment agreement.

Failure to meet full payment requirements will result in the student not being enrolled in their courses.

Late Payment Policy

Payments must be made in full by the due date indicated on the student's payment plan. Any payment not received by the scheduled due date will be considered late. A late fee of **\$15.00** will be applied to the student's account beginning one day after the due date. Failure to maintain current financial standing may impact the student's enrollment status. The following measures apply:

- Students who are 30 days past due may be restricted from enrolling in new courses.
- Students who are 60 days past due may be subject to administrative withdrawal from their program due to non-payment.

Students are encouraged to communicate with the Student Accounts Office promptly if they anticipate difficulty meeting payment deadlines.

Veterans Affairs Pending Payment

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students' enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

Additional criteria to qualify for this provision are also required for such students and are listed below:

- No Other Requirements Other Than COE Submission.

Cancellation and Refund Policy

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule. This policy applies to all programs offered by the ACI.

1. Cancellations can be made in person, by electronic mail, or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the enrollment agreement.

3. Cancellation after the third business day, after signing the enrollment agreement, will result in a refund of all money paid, except for the Registration and Technology fees.
4. **For degree programs:** Cancellation after the add/drop period for each course will result in no refund.
5. Once classes have started and the student has completed 60% of the term's credits or hours, withdrawing will result in a pro-rata refund based on the number of credits or hours attempted. If the student completes more than 60% of the term, no refunds will be issued.
6. **Termination Date:** The termination date, for refund computation purposes, is the last date of participation or the last date of the term. Unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from the student.

Course Scheduling

At Antigua College International, we strive to provide our students with the best possible educational experience. As such, we have implemented a scheduling policy to ensure that our resources are used effectively and efficiently.

Under this policy, students will be scheduled for classes at the discretion of the college. This means that we will determine the schedule for each semester or term, based on a variety of factors, including but not limited to:

- Student enrollment
- Course sequencing and prerequisites
- Other operational considerations

We believe that our scheduling policy is essential to maintaining a high level of academic quality and ensuring that our students have access to the resources they need to succeed. Students with questions or concerns about their course scheduling are asked to contact the Office of the Registrar.

Add-Drop Period and Voluntary Course Withdrawal

The Add-Drop period occurs during the first week of class meetings for each course start (Term). To add or drop a class during this period, students must complete the Add-Drop-Withdrawal Form and submit it in writing to the Office of the Registrar for approval. The form can be submitted in person or via email, but it must be signed by the student. The form must be legible to be processed.

It is important to note that the Add-Drop period ends on Thursday at 6:00 PM of the first week, regardless of the class meeting days or Term start date. Therefore, students must submit their Add-Drop-Withdrawal Form by 6:00 PM Thursday.

It is also important to note that dropping or withdrawing from a course may have significant consequences for students. Firstly, it may prolong their academic progress due to the required course sequence. Additionally, students who drop or withdraw from a course may experience an impact on their financial aid eligibility for the semester, resulting in out-of-pocket charges. Therefore, we strongly encourage students to consult with the Registrar and Financial Aid Office before deciding to drop out or withdraw from a course.

Course Cancellation

Antigua College International reserves the right to cancel a scheduled course if it does not meet a minimum of seven students actively enrolled. A course may not continue past the third day of class if fewer than seven students remain registered and engaged. The student's account will be credited for the canceled course.

Course Add

During the Add-Drop period, students have the option to add a course to their schedule. However, once the Add-Drop period has ended, students may not add a course to their schedule.

To add a course during the Add-Drop period, students must submit the Add-Drop-Withdrawal Form by 6:00 PM on Thursday of the first week and obtain approval from the Office of the Registrar. In addition, it's important that students consult with the Financial Aid Office to ensure that they understand how this impacts their financial aid package.

Course Withdrawal

Course Drop within the Add-Drop Period:

- A student may voluntarily withdraw from a course during the Add-Drop Period without being charged for the course or having it impact on their CGPA.
- To drop a course during the Add-Drop period, students must submit the Add-Drop-Withdrawal Form by 6:00 PM on Thursday of the first week and obtain approval from the Office of the Registrar.
- If notification is received after the Add-Drop Period, the student will be financially responsible for the associated course cost and receive a Withdrawal (W).

Course Withdrawal after the Add/Drop Period:

- A student may voluntarily withdraw from a course at any point after the Add-Drop Period but no later than the midpoint of the course. Once the course midpoint has passed, the student is obligated to complete the course, regardless of the outcome and grade. A student cannot withdraw from the course at this point:
 - Single-term (5 week) courses: WED of Week 3 (third Wednesday of the course)
 - Double-term (10 week) courses: FRI of Week 5 (NUR280, NUR290, NUR450)
- To withdraw from a course, a student must complete the Add-Drop-Withdrawal Form and submit it to the Registrar for approval, either in person or via email, by the deadline. It is important to note that the withdrawal is not considered official until it has been approved by the Registrar.
- If a student withdraws from a course, they will receive a grade of "W" and will still be financially responsible for the course. Additionally, the course credit hours will be counted towards the students' attempted total when calculating their Course Completion (refer to the " *Standards of Academic Progress* " section for more information).
- Failure to notify the Office of the Registrar of the intent to withdraw from a course may result in a course failure.

- Students will not be allowed subsequent withdrawals from the same course.
- No student will be automatically withdrawn from a course except in the case of disciplinary dismissal. Refer to the "*Code of Conduct*" section for more information on disciplinary dismissals.

Full Withdrawal and Date of Determination:

The student shall have the option to withdraw from the college at any time by giving written notice, in person, via email or physical mail to the Registrar or designee. If the student is under 18 years of age, the notification must be accompanied by a letter from the parent or guardian consenting to the withdrawal.

The Date of Determination (DOD) will be determined as the day the student officially notified the college of the intent to withdraw. If a student fails to formally inform the college, the Date of Determination (DOD) will be the last day of the payment period in which the student was most recently enrolled. All refunds will be processed as outlined in our refund policy.

Change of Degree Program

A student must initiate requests for changes to their program by completing the Change of Degree Program form and submitting it to the Office of the Registrar. The request will be processed at the end of the semester. Students who wish to make any changes must receive academic and financial aid advice, before ACI considers the change. Students within degree-seeking programs are allowed to change from a higher to a lower degree-seeking program once per program. All requests are subject to the approval of ACI.

Return to Title IV Policy

The US Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a school who receive Title IV financial aid. The Title IV programs include Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct Plus Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws before the 60% point of the term, unearned Title IV funds, as determined by the federal policy, must be returned to the various programs. These funds must be returned even if the institution provides no refund to the student. This means the student could owe the Institution and or the U.S. Department of Education a significant amount of money.

Post Withdrawal Disbursement

If the student did not receive all the funds that were earned before withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must permit them before the funds can be disbursed. ACI may automatically use all or a portion

of the post-withdrawal disbursement of grant funds for tuition, fees, and other costs. Permission is required to use the post-withdrawal grant disbursement for all other institution-related charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

The school must return the Title IV funds within 30 days of the date the school determines the student withdrew. Before processing Return to Title IV Funds, ACI must verify that the student began attendance in all the classes used to determine financial aid eligibility.

As a result, the student may end up owing the institution for unearned aid. If the student never attended any classes, all aid will be canceled, and the student will be billed for all outstanding charges.

Though the financial aid funds are posted to the student's account at the start of each semester, they earn the funds when they complete the semester. Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. ACI is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to, up to the amount earned, or return funds over the amount earned which the student has already received.

If the student withdraws during the enrollment period, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If the student received (or their school or parent received on behalf of the student) less assistance than the amount that the student earned, they might be able to receive those funds. If the student received more assistance than he or she earned, the excess funds must be returned to the USDOE.

If the student receiving Federal Title IV financial aid withdraws from ACI during the enrollment period, the amount of the Title IV funds earned during the enrollment period is calculated as of the student's withdrawal date. Title IV funds are earned at a fixed rate on a per-day basis up to the 60 percent point in the enrollment period. Title IV funds are 100 percent made if the withdrawal date is after the 60 percent point in that period.

If the date a student withdraws from ACI is before the 60% point of the semester, ACI is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period. The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

- The percentage 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 five days long)
- The payment period is the entire semester.
- The percentage unearned is equal to 100% minus the percentage earned.

Order of Aid to be Returned

In Accordance with federal regulations and ACI policy, if the student is eligible for a refund of tuition and fees and is a Title IV aid recipient for the enrollment period, the refund will be returned to the student aid programs. Returned Title IV Funds are allocated in the following order:

- Direct Unsubsidized Loans
- Direct Loans (subsidized)
- Direct PLUS Loans (Graduate student)
- Direct PLUS Loans (Parent)
- Federal Pell Grants
- Federal SEOG
- TEACH Grant
- Iraq Afghanistan Service Grant
- Other Federal Sources of aid
- Other State, Private and Institutional Aid.

Grant Overpayment

Any amount of unearned grant funds that the student must return is called overpayment. The maximum amount of grant overpayment the student must repay is half the grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with ACI to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

Notification to Student

Once the Return to Title IV Funds calculation has occurred, the Financial Aid Office will notify the student of the calculation results and the aid that was returned. The Student Accounts Office will notify the students of any outstanding balance due to the institution as a result.

Official Withdrawals

An official withdrawal is a formal action initiated by a student to discontinue enrollment at the institution. To begin this process, the student must complete and submit a Change of Status Form to the Office of the Registrar. The official withdrawal date is recorded as the date the signed form is received by the Registrar, which will also serve as the date of determination for institutional and financial reporting purposes.

Unofficial Withdrawals

Students who receive Title IV financial aid but stop attending classes without formally withdrawing are classified as unofficial withdrawals. In such cases, the U.S. Department of Education requires the institution to apply the Return to Title IV Funds policy, which calculates the amount of aid earned based on the student's last documented date of attendance.

If a student ceases attendance before completing 60% of the term, a portion of the federal aid received must be returned, which may result in a balance owed to the institution. Unofficial withdrawals are identified and processed within 30 days of the determination that the student is no longer actively enrolled.

Completion and Graduation Data

Students may secure completion and graduation data from the Office of the Registrar.

Tuition and Fees Cost

PROGRAM	TUITION	REGIST-RATION	TECH FEE	LAB FEES	EXAM FEES	RESOURCE FEES	GRAD FEE	TEXT BOOKS	TOTAL
ASN	\$ 44,550.00	\$ 100	\$ 100	\$ 1,575	\$ 900	\$ 465	\$ 275	\$ 2,561.63	\$ 50,526.63
BSN	\$ 66,000.00	\$ 100	\$ 100	\$ 1,750	\$ 900	\$ 465	\$ 275	\$ 3,364.45	\$ 72,954.45
RN-BSN	\$ 23,650.00	\$ 100	\$ 100	\$ 0	\$ 0	\$ 75	\$ 275	\$ 911.70	\$ 25,111.70

The cost of materials and resources are subject to change

Other Fees

The following is a list of fees that may become applicable throughout the student's academic career at ACI. These fees may be mandatory based on the student's progression (e.g., Laboratory Fees, End-of-Course Exams, Exit Exams), while others may be entirely optional (e.g., additional uniform, replacement ID).

Other Fees					
End of Course (EOC) Exams	\$65 ea.	Program Withdrawal	\$50	ID	\$15
Exit Exam (Program)	\$165 ea.	Program Change	\$50	Uniform	\$60
NCLEX Diagnostic Exam	\$100	Clinical Site Absence	\$150	Employer Tuition Reimbursement Documentation	\$20
Lippincott Pass-Point	\$195	Academic/Clinical Verification Document	\$20	Graduation Fee (incl. diploma)	\$275
Credit Transfer Exam	\$100	Out of State/Endorsement Application	\$20	Official Transcripts	\$20
NCLEX-CPR Complementary Preparatory Review	\$550	Transfer Credit Evaluation	\$45	Duplicate Diploma	\$100
Late Fees					
Late Payment	\$15	Missed Orientation/Graduation Workshop	\$200	Late Arrival to End of Course (EOC) Exam	\$50
Missed Appointment	\$25			EOC Exam Retake Appointment	\$100
Late Document	\$25 ea.	Missed Clinical Workshop	\$200	Late Arrival to Exit Exam	\$100
Exam by Appointment (Make-up Exam)	\$30 ea.			Exit Exam Retake Appointment	\$200

Student Services

Student Identification Card

Students, faculty, and staff are issued a picture identification card. If a student is expelled or suspended from ACI, the student is expected to surrender the ACI identification card to the Director of Nursing or Office of the Registrar. Students will be charged \$15.00 for each replacement card that must be issued.

Student Records and Transcripts

Antigua College International maintains a permanent educational record for each student, which includes all admissions, academic, and financial documentation. Students may request both official and unofficial transcripts by submitting a Transcript Request Form, available through the Office of the Registrar. Unofficial transcripts are provided at no cost. Official transcripts are available for a \$20.00 processing fee, provided the student has fulfilled all financial obligations to the institution. One official transcript is issued free of charge upon graduation, contingent upon the student being in good financial and academic standing. All requests are subject to verification, and official transcripts will only be released to students in good standing with the College.

Career Placement Assistance

Antigua College International offers career placement assistance that includes employability training, résumé development, interview preparation workshops, job referrals, and participation in annual job fairs. This is a lifetime service available to active students and graduates in good standing. Students are encouraged to maintain communication with the Career Services Department when they obtain employment, change jobs, seek additional support, or relocate. *Please note that Antigua College International does not guarantee job placement.*

Health Insurance

ACI does not provide health insurance for students. The college maintains an accident and injury policy to cover school-related injuries or accidents not covered by the student's own insurance. The students need to provide their own liability insurance to cover clinical practice.

Parking

There is ample parking available for students, faculty, staff, and visitors. Antigua College International is not responsible for any vehicle damage, destruction, or theft that occurs while on school premises or at any of our partner clinical facilities. Site rules and regulations must always be followed when parking a vehicle.

Housing

ACI does not have residence halls. Assistance with local housing information can be provided upon request.

Transportation

ACI does not provide transportation for students but is conveniently located near Metrobus routes.

Personal Property

ACI is not responsible for any loss, theft, damage, destruction, or other casualty to the personal property of students, visitors, and others. Students must take responsibility for guarding and safekeeping all personal property while on school premises. Lost and found items will be kept for 30 days and then, if not reclaimed, will be discarded after the 30-day mark.

Distance Education

The Distance Education Department at Antigua College International (ACI) serves as an institution-wide resource, collaborating with faculty members and various departments to advance teaching excellence, enhance student learning outcomes, and foster continuous professional growth and scholarly involvement. Our commitment to Distance Education revolves around championing and facilitating the creative integration of technology in teaching, academic guidance, and student mentorship, all while upholding a culture of academic excellence within a nurturing and supportive framework.

Distance Education Mission

The mission of Antigua College International's Distance Education Department is to foster and facilitate the development and delivery of exceptional Distance Education programs, addressing the evolving educational requirements of our student body. We are dedicated to equipping remote learners with the knowledge and skills necessary to successfully navigate their chosen career paths and future endeavors.

Definition of Hybrid and Online Courses

- **Hybrid Courses:** These classes blend in-person and online learning, offering flexibility and face-to-face interaction. They combine traditional classroom elements with digital tools for a balanced educational experience, identified as "Hybrid" in the course schedule at ACI.
- **Online Courses:** These courses are entirely digital, with all instruction, activities, and assessments happening online through the institution's learning management system. Students can access course materials, participate in discussions, and complete assignments online. These courses are labeled as "ONL" (online learning), in the course schedule.

Online and hybrid courses within the academic offerings at ACI maintain the same content, academic rigor and expected learning outcomes as on-campus courses. Distance education courses typically include synchronous lectures, discussion forums, research, case studies, and group work, supported by various tools and resources such as printed materials, multimedia, interactive content, and more. Assessment methods vary throughout the week to ensure students are mastering the content, and instructors are available for virtual office hours to provide support.

Admission Requirements – Distance Education

The admissions requirements are the same for programs offered fully on campus, fully online, or in a blended delivery format.

Tuition, Fees and Refund Policies – Distance Education

Tuition and fees are the same for programs offered fully on campus, fully online, or in a blended delivery format. The refund policy applies to all students.

Online Student Orientation

At Antigua College International (ACI), we understand the importance of a smooth transition for our new students into our online learning environment. To facilitate this, we offer a comprehensive Online Student Orientation that provides valuable information and resources for a successful academic journey.

Upon acceptance, new students are granted access to the college's virtual orientation, which acquaints them with the array of academic services available at ACI. This orientation covers the following key aspects:

- **Technology Requirements:** We provide an overview of the technological requirements essential for online learning, ensuring that students are well-prepared to access and engage with their courses.
- **Introduction to Digital Tools:** Students receive guidance on essential digital tools, including their student email, the Student Portal, and the learning management system. This introduction ensures that they can effectively navigate and utilize these platforms.
- **Library Resources:** Our orientation includes an introduction to the online library and the wealth of resources it offers to support students in their academic endeavors.
- **Connecting with Campus Departments:** Students gain insights into various departments on our campus, including their respective functions, reasons to contact them, and information on how to connect with them. This includes departments such as Financial Aid, Admissions, Library, and Student Services.

Technology Resources for the Delivery of Online Courses

Distance education students enjoy equal access to all college's systems and resources, receiving identical support and assistance. Key shared technology resources for all students include:

- **ACI Official Email:** All faculties are provided with an institutional email address.
- **ACI Student Portal:** The ACI Student Portal serves as a centralized hub for managing personal information. Here, students can conveniently access institutional announcements, academic records, student account information, and course schedules.
- **ACI Learning Management System:** Every course at ACI has a dedicated resource page within the learning management system. Faculty use this platform for synchronous lectures, providing course resources, and receiving electronically submitted assignments. Students are required to log in and use the learning management system to access their course resources.

Technology Requirements

To maximize the online or hybrid course learning experience, students are required to own or have access to a computer and internet connection. A reliable and stable internet connection is essential for uninterrupted eLearning. High-speed broadband or Wi-Fi is preferred to prevent connectivity issues during live sessions or when accessing multimedia content.

The college's learning management system supports five primary browsers. It is recommended

that students run the browser checker on their technology equipment to ensure compatibility with all the tools available through the LMS.

Browser	Desktop Browser Versions	
Chrome ³	49+	Supported
Edge ^{1,3}	20+	Supported
Firefox ³	48+	Supported
Internet Explorer ¹	11+ (Windows Only)	Compatible ²
Safari ¹	9+ (Mac Os Only)	Supported

Students must ensure that their personal computer and/or mobile devices meet the hardware and software requirements specified by the learning management system. This may involve having an up-to-date operating system and the necessary plugins. The college’s learning management system offers mobile apps for students on both iOS and Android devices.

The college does not provide students with personal computers. However, the campus library has a limited number of personal computers available for student use on a first-come basis.

Student Verification

Antigua College International (ACI) is dedicated to maintaining the accuracy and integrity of student records. The College provides an integrated portal with the technologies to support the programs offered in an online and hybrid delivery format. Courses are securely housed in a web-based learning management environment. It requires registered students to login into their courses using their unique login.

All students’ unique profile information allows faculty to identify them in virtual areas and activities such as discussion board postings, assignment submittals, and quizzes. Each interaction records date, time, and student identification information. The Learning Management System (LMS) is the platform used to deliver the online academic programs offered at the College. It provides the necessary functionality to correctly administer hybrid or online educational programs. It incorporates a solid environment for sharing and administering content, conducting online evaluations, follow-up with students, managing tasks and assignments, and conducting online collaborative projects or coursework.

Data Security and Privacy

ACI will protect the confidentiality and security of student records and verification data within the LMS, following all applicable federal and state regulations, including the Family Educational Rights and Privacy Act (FERPA). Access to student records and verification information within the LMS will be restricted to authorized personnel with a legitimate educational interest or legal obligation.

Account and Password Guidelines

Sharing usernames and passwords is strictly prohibited for all students, staff, and faculty. Users are accountable for any activity associated with their accounts. It is essential to maintain the security and privacy of user accounts. Avoid using easily guessable information or common words as passwords. Passwords should be strong and resistant to both manual and automated attempts to guess them. Changing passwords for all user accounts every 120 days (about 4 months) is recommended to enhance account security. Users must never disclose passwords or permit others to use their personal accounts, whether intentionally or due to negligence, for computer and network access, as per ACI policy.

For inquiries related to student verification or to request official enrollment or academic credential verification within the Distance Education program, please contact the Office of the Registrar at registrar@antigua.edu.

Information Technology Support at ACI

At Antigua College International (ACI), the Information Technology (IT) Department plays a vital role in enhancing the academic experience for both students and faculty. The department ensures the seamless operation of all technological resources, which are essential in today's digital learning environment.

Supporting Students and Faculty

The IT Department provides daily support with hardware, software, internet connectivity, and other digital resources. Whether assisting with login issues, resolving system errors, or helping with new device setups, the IT team is committed to resolving issues efficiently and minimizing disruptions to academic activities.

Addressing Technological Challenges

ACI's IT team conducts routine system maintenance and updates to ensure optimal performance and proactively identify potential issues before they escalate. When unexpected technical problems arise, the department responds promptly to resolve them and maintain academic continuity.

Enhancing Learning Through Technology

ACI integrates educational technologies across all programs, including the use of learning management systems, online collaboration tools, and virtual classroom platforms. The IT team offers training and assistance to faculty and students, ensuring that all users can fully leverage the tools available to support learning and teaching.

Commitment to Continuous Improvement

The IT Department continuously seeks feedback from students and faculty to assess the effectiveness of current technologies and identify opportunities for improvement. This commitment helps ACI remain responsive to user needs and at the forefront of educational innovation.

Technical Requirements for Distance Education Students

To succeed in an online or hybrid course format, students must have:

1. Computer Systems
 - a. **Operating Systems:** Both Windows (10 or later) and macOS (10.15 Catalina or later) are highly recommended for compatibility with most educational platforms.
 - b. **Hardware:** A computer with at least an Intel i5 or AMD Ryzen 5 processor, 8GB of RAM, and 256GB SSD storage ensures smooth performance for video conferencing, multitasking, and running educational software.
2. Internet Connection
 - a. A stable broadband connection with a minimum speed of 25 Mbps is essential for streaming.
3. Web Browsers
 - a. **Google Chrome** and **Mozilla Firefox** are the best browsers for distance education due to their speed, security features, and compatibility with most online learning

platforms. Ensure the browser is updated to the latest version for optimal performance.

4. Software and Tools

- a. **Learning Management Systems (LMS):** Platforms like Canvas, Blackboard, and Google Classroom are widely used for course management, assignments, and communication.
- b. **Video Conferencing:** Zoom, Microsoft Teams, and Google Meet are essential for live classes and group discussions.
- c. **Productivity Tools:** Microsoft Office 365 or Google Workspace for document creation, collaboration, and storage.
- d. **Security Software:** Antivirus programs like Norton or McAfee to protect against malware and ensure data security.

5. Additional Accessories

- a. **Webcam and Microphone:** High-quality external webcams and microphones enhance video and audio clarity during virtual classes.
- b. **Headphones:** Noise-canceling headphones help minimize distractions and improve focus during online sessions.

By ensuring these technology resources are in place, students can effectively engage with their distance education programs and achieve their academic goals.

If you have any specific needs or questions, feel free to ask!

Technical Requirements

Students are expected to have moderate proficiency in:

- Computer basic skills
- Canvas Learning Management System
- Web Browser and email
- Online test-taking process

Required Information Technology

- Computer equipment, including a laptop or desktop computer and a computer mouse.
- Reliable access to the Internet.

Academic Policies, Code of Conduct, and Regulations

Student Complaint/Grievance Policy

A grievance is a formal claim, complaint, or expression of concern made by a student regarding any aspect of their educational experience. This includes issues such as the misapplication of school policies or procedures, or instances of unfair treatment, such as coercion, reprisal, or intimidation by a faculty member or another employee. Initially, a student should discuss their concern with the instructor, or the individual involved.

An appeal is the next step within the escalation process and as such, is made to an administrative authority figure. Please see the academic appeal process if it concerns any academic decision.

Examples of situations a student has a right to appeal are:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures, and grading concerns
- Disciplinary action due to a violation of student conduct.

A student who fails to meet the Satisfactory Academic Progress (SAP) standards is not entitled to appeal unless there is a documented mitigating circumstance that affected their ability to achieve SAP.

After trying to resolve the matter with the person involved, any student with grievance should schedule an appointment with the Director of Nursing to verbally resolve the issue(s). If the student needs further assistance, a written grievance should be submitted to the Campus President to request a formal process hearing with the Appeals Committee or Honor Court.

Appeal Process

1. The first step is to address and resolve the dispute or complaint with the person involved in the grievance.
2. If a dispute or concern cannot be resolved, the student needs to schedule an appointment with the Director of Nursing to verbally raise his/her dispute or concern.
3. If the dispute cannot be resolved with the Director of Nursing, then the student must appeal in writing to the Campus President. The Campus President will oversee the gathering of additional data about the issue or incident, as necessary. Then the Campus President will convene the Appeals Committee, which will consist of the Campus President and heads of other departments, to meet with the student if requested or otherwise assess and develop a resolution to the complaint.
4. The written appeal should be submitted within five (5) business days of the incident or the decision. The written appeal document must include a description of the issue, the date, or dates when the issue arose, the reason the student is appealing the decision, and steps taken to resolve the dispute to date.
5. A response from the Appeals Committee will be provided in writing to the student within

ten (10) business days. A decision will be made and delivered to the student in person or by email.

6. If the dispute has not been resolved and the student is unsatisfied with the response from the School's Appeal Committee, then the student may file an appeal to the CEO of ACI. The request must be in writing and must be received within five (5) business days of being notified of the Appeal Committee's decision.
7. The CEO will investigate the issue and respond to the student within ten (10) business days of receiving the escalated complaint. A decision will be made and delivered to the student via the student's email address.

If the dispute remains unresolved after the evaluation by the CEO, then the students should address their concern to the state licensing authority (Commission of Independent Education) and the school's institutional accrediting body (Accrediting Bureau of Health Education Schools).

To voice concern against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or individual wishing to voice their concern)
2. Address of Student (or individual wishing to voice their concern)
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support the students' claim such as enrollment agreements, correspondence, etc.
8. The process of the Commission involves contacting the institution to obtain their response to the student concern. If the student does not want the Commission to contact the institution, he/she is attending, they must state so in their documentation; however, doing so will greatly hinder the Commission's ability to assist them with their concern.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400

Or E-mail: CIEINFO@fldoe.org

Or Fax: 850-245-3233

Note: Documents received in this office are considered public records. Confidentiality cannot be guaranteed. This office cannot give legal advice to any individual or take any legal action on behalf of any individual. We will investigate the concern to see what assistance, if any, we may be able to offer.

Definition of Credit Hour

Antigua College International Awards Semester Credits.

<u>Hours of Instruction</u>	<u>Semester Credits</u>
15 Hours of Lecture	1 Credit
30 Hours of Laboratory	1 Credit
45 Hours of Externship/Clinical	1 Credit

A “class hour” (or contact hour) is defined as 50 minutes of supervised or direct instruction and 10 minutes of break. The Florida Board of Nursing recommends that a student plans to dedicate at least two to four hours of independent reading and or study for every hour of class they attend.

Methods of Evaluation

Grades will be determined through quizzes, tests, projects, participation, assignments, examinations and or task completion. The grading method for a course is described in the course syllabus received at the beginning of the class. Students are provided with a final course grade at the end of each course or grading period. A permanent record of each student’s progress is maintained in the student’s records.

Letter grades are assigned numeric equivalents so that each student’s progress may be reflected in terms of a cumulative grade point average (CGPA). The CGPA is a weighted average calculated by multiplying the credit hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 2.0 or above to be eligible for graduation from their program of study. Letter grades, numeric grades, grade point equivalents, and sample CGPA calculations follow.

The grading system is as follows:

Letter Grade	Numeric Grade	Grade Points
A	90-100	4.0
B	80-89	3.0
C	75-79	2.0
F	0-74	0.0
I	0.00	
W	0.00	

**The minimum passing grades for all courses is 75.0%. Scores will not be rounded up.*

Cumulative Grade Point Average Calculation Example

Course Number	Credit Hours Attempted	Letter Grade / Point Value Earned	Total Points Earned
NUR 120	3	4.0 (A)	12.0
NUR 140	4	2.0 (C)	8.0
NUR 160	3	4.0 (A)	12.0
NUR 180	5	3.0 (B)	15.0
TOTALS:	15	-	47
47 (earned points) / 15 (credits attempted) = 3.13 (CGPA)			

Academic Engagement

Students are expected to actively engage in all required components of their courses, including lectures, laboratory activities, and clinical experiences. Active involvement enhances learning through interaction, critical thinking, and participation in course-related assignments and activities. Students should refer to the course syllabus for specific expectations related to participation in each course component.

The laboratory and clinical portions of a course are essential for academic progress. All required laboratory activities must be completed as assigned; failure to complete these activities may result in a grade of zero for the laboratory component. Clinical experience requirements must also be fully satisfied to meet course completion standards. ***Incomplete clinical hours may result in a failing grade for the course.***

Students are encouraged to maintain open communication with course faculty and academic leadership in cases of unexpected challenges that may interfere with academic engagement. While flexibility is exercised when appropriate, students are ultimately responsible for completing all required elements of their coursework. Course schedules and clinical assignments are subject to change, and students will be notified in a timely manner whenever possible.

Clinical Experience

Students must successfully complete all required clinical experiences to graduate from their academic program. Antigua College International does not guarantee clinical site placement within the immediate geographic area. Students may be assigned to clinical sites located more than 50 miles from the institution and are responsible for arranging their own transportation to and from those sites.

Prior to beginning any clinical rotation, students must have all required documentation completed and approved. This includes, but is not limited to, health clearances, background checks, immunizations, certifications, and any additional documentation requested by the clinical site.

Clinical partners reserve the right to deny placement if the student does not meet site-specific compliance requirements. Failure to meet these obligations may result in delays in clinical placement, which can directly affect academic progress and program completion timelines.

Completion of 100% of the clinical component is mandatory and non-negotiable; graduation will not be granted without fulfilling this requirement in its entirety. Students are expected to adhere to all policies, procedures, and professional standards established by the assigned clinical site. Requirements set forth in contracted clinical affiliation agreements are binding and cannot be altered on an individual basis.

End of Course Exams (EOC) and EOC Retakes

End of Course Exams (EOC) are scheduled during the fifth week of each term. Students are encouraged to prepare consistently throughout the course to ensure optimal performance. A retake of the EOC may be completed by any student seeking to improve their score, gain additional practice with standardized nursing exams, or who did not meet the minimum score requirement specified in the course syllabus. However, students who earn a score of 800 or higher on the first attempt in NUR140 or NUR191, or 900 or higher in NUR261, NUR241, NUR246, or NUR251, are considered to have achieved the maximum score and are not eligible for a grade improvement retake.

Final grades will not be released ahead of schedule; students should refer to the Processing and Release of Final Course Grades policy for additional information.

Exit Exam Policy

- Upon completion of all courses and clinical requirements, students will have two opportunities to pass the last course defined in their program curriculum NUR290.
- NUR290 requires mandatory participation in assigned review sessions and two exit exams selected by the institution.
- If the student does not pass both exams within the allowed attempts, the student will fail the NUR290 course and will be scheduled for a Complementary Preparatory Review (CPR) course.
- Students must complete the CPR course before attempting the NUR290 course for a second time.
- Students who fail the NUR290 course a second time will be automatically withdrawn from the institution.
- Exit Exams must be taken at the dates/times assigned by ACI. Students will have four opportunities to pass two exit exams.
- Failure to sit for an Exit Exam on the assigned dates/times (without acceptable excuse) will result in a zero-score (failure) for the attempt.
- The passing scores for the Exit Exams are as follows:
 - 900 points for a HESI-style scoring exam.
 - 71.3% for an ATI-style scoring exam.

Processing and Release of Final Course Grades

The professors and ACI must ensure that the grading for the final course components is done correctly and is verified before releasing any final course grades. Professors require time to verify a student's final grade, and this will not be done the same day or the next day after the final exam in lieu of a standardized End of Course Exam. Therefore, the grades will be released no less than one week after the end of the term.

Make-Up Work and Failing Grade

ACI holds students responsible for their academic progress. As such, students who have missed one or multiple Objective Assessments (i.e., quizzes and exams) are expected to initiate communication with the course's professor to coordinate a retake of the assessment(s) as follows:

- The first missed objective assessment as issued in the course:
 - To be taken during the date of the final exam.
- The second missed objective assessment as issued in the course:
 - **Required:** Written Documentation to excuse absence.
 - To be taken within 3 business days through appointment only. No walk-ins are accepted. To complete this request, students are to send an email to registrar@antigua.edu.
- The order of assessments is defined by their chronological order as given in the course. Students who do not initiate communication to coordinate their exams **at least five business days prior** to the final exam day will receive a zero for all missed assessments.

Students who experience extenuating circumstances during a course must communicate directly with an Academic Administrator. In such cases, students who require additional time to complete coursework beyond the official end date may be granted an Incomplete (I) grade, provided the request is made before the course concludes. Exceptions may be made for students on an approved leave of absence, which will be reviewed on a case-by-case basis.

The Incomplete (I) must be resolved within five weeks following the end of the term in which it was assigned. If the student fails to complete the required work within the designated period, a non-passing grade will be recorded and factored into the student's cumulative grade point average (CGPA). The course must then be retaken to satisfy program requirements. All attempts are included in CGPA calculations, and students are financially responsible for any course that must be repeated due to an unresolved Incomplete.

Course Retake

A student will be financially responsible for retaking a course regardless of the reason for retake (failure or withdrawal). The student will be charged tuition and fees for each retake. A student may voluntarily withdraw outside of the Add-Drop Period, earning a grade of W, at any point prior to the course midpoint. Once the course mid-point has passed, completion of the course is obligatory regardless of the outcome. Only one voluntary withdrawal is allowed per course within the student's program. Each attempt is included in the completion ratio (rate of progress) and maximum time frame calculations.

Repeated Course Failures Policy

Any student who fails a total of three (3) courses at Antigua College International, regardless of whether the failures occur in consecutive terms, involves the same course more than once, or span across different subjects, will be considered for dismissal from their academic program. A failed course is defined as any course with a final grade below the minimum institutional passing score of 75%. Once the student reaches this threshold, the Academic Affairs Committee will review the academic record, any remediation completed, and any documented extenuating circumstances. The committee may determine whether dismissal is appropriate. This policy supports academic

accountability and ensures that students are adequately prepared for clinical competence, professional licensure, and safe nursing practice.

Leave of Absence Policy

In the case of a medical or personal emergency, a student may request a Leave of Absence (LOA) from their program of study. This leave must be made in writing and must be approved by the Office of the Registrar. The LOA will only be granted with proper documentation and at the sole discretion of the college.

Before requesting a Leave of Absence, students are asked to make an appointment with an Academic Administrator for advisement. In accordance with federal regulations, a Leave of Absence may not exceed 180 days within a 12-month period. Multiple leave of absence can be granted, not exceeding 180 days. If the student does not return to class immediately following a leave of absence, by the date indicated on the request form, the student will be automatically withdrawn from the college and any pending refund will be issued in keeping with the published refund policy; the student is still responsible for any unpaid balance he/she owes the school.

A student on leave of absence will not incur additional charges from the school during this period, though monthly payments must continue during the LOA, if any. ACI has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors.

Academic Probation

Academic probation is designed to support students in meeting required academic, behavioral, and engagement standards. A student may be placed on academic probation due to disciplinary infractions, unsatisfactory academic performance, or lack of participation. The student will receive formal advisement from the instructor, either verbal or written, identifying the specific areas requiring improvement. If the student fails to take corrective action, they may be temporarily removed from class and referred to the Director of Nursing for further evaluation.

In cases involving disciplinary or non-academic concerns, the Director of Nursing will proceed with the following steps:

Verbal Warning: A documented verbal warning will be issued to the student with specific instructions on corrective actions. If the issue persists and corrective actions are not met, the situation will be escalated to a written academic warning.

Written Academic Warning: A written academic warning will be issued to the student with specific instructions on corrective actions, including a detailed timeframe. If the issue persists and corrective actions are not met by the designated timeframe, the situation will be escalated to academic probation status.

Academic Probation: Students will be placed on academic probation with specific instructions on corrective actions, including an exact timeframe for completion. All contingencies must be met within the allotted timeframe to be removed from academic probation status.

If the issue persists and corrective actions are not met by the designated timeframe, the student's academic probation may be extended for an additional evaluation period. Students who do not meet the standards after the extension will be withdrawn from their program of study and will

be processed as a drop and all refund policies will apply. These steps are intended as a progressive escalation; however, steps may be skipped depending on the severity of the case.

For academic matters, a student who is unsuccessful in completing courses at ACI will be processed using the following procedure:

First failed course: The student will receive an administrative advisement.

Second failed course: The student will be placed on academic probation status and be asked to complete a remediation plan specific to the course. Students with multiple failures of the same course will not be allowed to re-enroll in the failed course until the remediation plan has been completed. As a result, a student who is not eligible to enroll in other courses may not have a course to take in a term. Furthermore, a student who does not complete the remediation plan may be allowed to attempt the remediation plan a second time. A student who is unable to complete the remediation plan, for the second (2nd) time will be evaluated and considered for dismissal from the program. In addition, students who complete the remediation plan and fail the course a third time will be evaluated and considered for dismissal from the program.

The Remediation Plan at ACI consists of an agreement stipulating any combination of the following academic activities:

1. An advisement session outlining specific academic improvements required for the student to remain in good standing.
2. Mandatory attendance at a specified number of tutoring hours.
3. Completion of educational modules or activities.
4. Presentation of topics or learning activities to an audience.
5. Completion of quizzes or exams on specific topics where the student demonstrated deficiencies.

Academic Dishonesty

Students at Antigua College International are expected to maintain and uphold the institution's standards of academic integrity. Honesty in all academic matters, including program, classroom, clinical, and off-site activities, is part of this expectation. Examples of academic dishonesty include, but are not limited to:

Cheating: The unauthorized use of textbooks, notes, examinations, course materials, and/or cell phones, as well as giving or obtaining unauthorized assistance in academic exercises, such as examinations, quizzes, research papers, etc.

Forgery: The act of willful misrepresentation by adapting, changing, or creating any forms or documents for personal gain, or knowingly making false statements in writing with the intent to deceive.

Plagiarism: The use and appropriation of another writer's work without proper citation of the source material and the representation of such work as one's own. Students are expected

to cite their sources for all academic work submitted in completion of their respective programs.

Antigua College International maintains a zero-tolerance policy for academic dishonesty. Depending on the severity of the infraction, penalties may include a failing grade (F) in the course, academic probation, or dismissal from the institution. If a student receives a failing grade due to academic dishonesty, any subsequent offense of a similar nature may result in immediate dismissal from the College.

In cases involving the Nursing Program, ACI reserves the right to withdraw a student from the program if the nature of the incident compromises academic integrity or professional standards.

Rules of Conduct

The student must adhere to conduct that will not interfere with the learning process. It is strictly prohibited to be on campus or clinical site while under the influence of drugs or alcohol. Unlawful possession of drugs or narcotics of any kind is grounds for immediate dismissal. Smoking, eating, drinking (i.e., soda or coffee) or chewing gum is not allowed in classrooms, laboratories, or clinical sites other than in designated areas. Firearms are not allowed on Campus. Students will be responsible for all school property damaged or destroyed with or without intent. Intentional defacing or destruction of school property by any student will result in immediate dismissal. Students are required to keep their academic and laboratory areas clean and orderly and return all equipment and supplies to their proper storage area before they leave the classroom or laboratory for the day.

Drugs and Alcohol on Campus

ACI is a Drug-Free workplace. Standards of conduct prohibit the unlawful manufacturing possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any institution sponsored activity. ACI reserves the right to terminate, suspend, or put on probation any student or employee under the influence of alcohol or drugs while on the ACI premises and clinical sites.

Photo ID

Identification badges must be worn on Campus with photo-side facing forward. Students participating in clinical experience activities are required to wear their identification badge, unless otherwise requested by the site supervisor.

Use of Cell Phones and Smart Devices

The use of cell phones is not permitted during class time, including for text messaging, calls, or emailing. Engaging in any phone-related activity during instructional periods disrupts the learning environment and is strictly prohibited. During exam sessions, cell phones and smart devices, including smart watches, are not allowed under any circumstances. All electronic devices must be turned off and stored before the start of the exam. A student found using a cell phone or smart watch during an exam will automatically receive a failing grade (F) for that exam.

Students who have exceptional circumstances requiring phone accessibility must notify the instructor or an academic administrator prior to class or testing. Accommodation may be made at the discretion of the faculty, provided they do not compromise academic integrity.

Internet Use

Students must use the college's computers responsibly and not engage in computer or internet use that is inappropriate, offensive, or includes pornographic material.

Students may not install or remove software from the computers in the classrooms or library unless authorized by faculty for class work.

Students may not use the college's internet connection to conduct business or download trial or promotional software. Deliberately infecting ACI computers with a virus is grounds for immediate dismissal.

Anti-Hazing Policy

Hazing is any conduct or initiation into any organization which willfully or recklessly endangers the physical or mental health of any person. Its use or imposition, in any form, is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator and will include counseling and possible dismissal from ACI.

Dress Code

Students are required to wear the official college uniform and student identification badge while attending classes, on campus, or at clinical sites, unless an exception is explicitly approved by the clinical site. The only approved uniform of Antigua College International consists of a navy-blue scrub top with the ACI logo, matching navy-blue scrub pants, and closed-toe shoes. Substituting this attire with other navy-blue clothing that is not part of the official uniform is not permitted under any circumstances. Students are expected to always maintain a professional appearance and must present themselves in a clean, neat, and appropriate manner both in the classroom and during clinical experiences.

The student shall appear well-groomed in both classroom and clinical settings, adhering to the Dress Code below:

- A solid-colored matching t-shirt or cotton/turtleneck/jersey may be worn under the uniform top.
- Matching shoes and plain socks (shoes must have noiseless rubber heels).
- No open-toes or open-back shoes.
- Plain sweater or scrub jacket.
- Fingernails must be clean and short.
- Makeup should be minimal and natural-looking.
- Facial hair must be conservative and neatly trimmed.
- Proper oral hygiene is required; designer caps are not permitted.

- Heavy perfume and cologne are not permitted; the excessive odor of perfume, cologne, scented powders, tobacco, bad breath, or other offensive body odors are unacceptable in the healthcare environment.
- Men's hair styling must be professional and appropriate.
- Women's hair styling must be professional and appropriate.
- Wigs must comply with the above.
- Jewelry styling must be professional and appropriate.
- Any displayable tattoos must not contain foul language or imagery; if it does, it must be covered.
- Chewing gum is strictly prohibited in all clinical facilities and classrooms.

Adherence to the dress code is mandatory. Students violating these rules will be given a verbal warning during the first (1st) incident; written advisement for the second (2nd) incident. A third incident will result in probation and/or dismissal from the program.

Dismissal from the College

Antigua College International (ACI) reserves the right to dismiss or terminate a student for violating institutional policies, engaging in unsafe, dishonest, or unethical behavior, or failing to meet academic or financial obligations. Dismissal may result from breaches of conduct either on campus, in the classroom, or at clinical sites. Students are expected to always maintain professionalism in all academic and clinical settings.

Unacceptable behaviors that **can lead to dismissal** include, but are not limited to:

- Obscene or offensive language
- Hostile arguing
- Failure to pay tuition
- Falsification of records
- Striking and physical fighting
- Physical or mental intimidation
- Theft of institutional property or belongings of others.
- Disrespectful behavior towards a staff or faculty member
- Violent behavior or threats of violence
- Behavior disruptive to teaching or learning
- Behavior deemed harassing and/or discriminatory of any nature
- Violation of the Acceptable Internet Use Policy
- Failure to maintain acceptable Standards of Academic Progress (SAP)
- Failure to comply with all the college's policies and procedures

A FACULTY MAY DISMISS A STUDENT FROM THE CLASSROOM, LABORATORY OR CLINICAL SITE FOR FAILURE TO COMPLY WITH THESE REGULATIONS.

Standards of Academic Progress (SAP)

Compliance with Federal Regulations

Satisfactory Academic Progress (SAP) indicates the successful completion of coursework towards an academic degree or diploma. In compliance with current federal regulations, the Office of Financial Aid and the Registrar Office will monitor students' satisfactory academic progress toward degree completion, to ensure students receiving Title IV (federal financial aid) funds are successfully progressing through their program of study. The standards govern all federal and state financial aid programs to include various institutional scholarships, grants, and loans. The Standards of Satisfactory Academic Progress (SAP) applies to all students, even if they did not receive financial aid in a previous term or transferred in from another institution. Only courses required for your degree will be considered when determining eligibility for financial aid.

Satisfactory Academic Progress

The institution must monitor students' academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. To demonstrate Satisfactory Academic Progress (SAP) toward the completion of a degree program, a student must maintain the required Cumulative Grade Point Average (CGPA) and must progress through the program at a specified minimum pace. This ensures that the student does not exceed 150% of the published length of the program (referred to as the "Maximum Time Frame"). SAP is evaluated at the end of each semester to determine a student's eligibility for continued federal financial aid for the following semester. To be eligible for federal student aid and college financial aid, a student must be making SAP. This generally consists of maintaining at least a 2.0 GPA on a 4.0 scale (i.e., at least a C average) and passing enough classes to progress toward a degree. The maximum timeframe requirements typically limit financial aid eligibility to no more than three years for an associate degree and no more than six years for a bachelor's degree. Periods when a student doesn't receive Title IV aid are accounted towards the maximum time frame.

Standards

1. **Quantitative Progress - Credit Completion**: The total number of credit hours the student has earned is divided by the credit hours the student has attempted. The student must pass a certain percentage of cumulative credits attempted, which can be found in the SAP Matrix (Appendix B).
2. **Qualitative Progress - Cumulative Grade Point Average (CGPA)**: The minimum standard is determined by program and number of attempted credits and can be found in the SAP Matrix (Appendix A). The minimum CGPA required to graduate is 2.0 for all programs.
3. **Maximum Timeframe**: A student must complete his or her program within 1.5 times the normal program length in credit hours. For example, a student enrolled in a program totaling 80 credits must complete all program requirements within 120 attempted credits. If at any point, it becomes mathematically impossible for the student to complete the

program within the maximum timeframe of 150% (e.g., student has attempted 100 credits but only earned 50), the student will be withdrawn from the program.

Sanctions

If a student does not meet the minimum SAP standards, the student will be placed on an SAP warning status for the following semester.

- If at the end of the SAP warning semester, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive SAP warning semesters.
- If the minimum SAP standards are not achieved by the end of the SAP warning semester. The student may continue taking classes for one additional semester but will be placed in a status of SAP probation.
- If the student does not meet the minimum SAP standards after the additional semester (SAP probation) the student may be dismissed from the college.

A student who has been dismissed may appeal for reentry as described in the appeals section of the catalog; however, he/she may not appeal the SAP status. If granted reentry, the returning student will retain the same SAP status that was in place when he/she was dismissed. Incomplete grades (I), non-credit and/or remedial courses, and non-punitive grades (pass/fail) do not affect credit completion and cumulative grade point average (CGPA). While transfer credits (TC) do not count toward the CGPA, they will count toward earned/completed credits and the maximum allowable (150%) timeframe. Course retakes will be calculated into a student's CGPA and count toward total attempted and earned credits and the maximum allowable (150%) timeframe.

Appeals

Appeals are only accepted once. The student must submit the appeal form within 15 days' time frame after the SAP warning notification. The appeal form is available to all students who do not meet the SAP standards. A student may appeal SAP if he/she believes that extenuating circumstances prevented normal academic success or successful completion of the terms of SAP. To appeal, the student must complete the SAP Appeal Application, which allows the student to explain and document their circumstances and develop an academic plan in consultation with an academic advisor. If SAP appeal is approved, the student must abide by the conditions set forth in the appeal and will be monitored at the end of each semester. If a student has experienced extenuating circumstances that prevented them from satisfying the requirements to maintain Satisfactory Academic Progress (SAP), they may appeal to that status.

Extenuating circumstances beyond a student's control include but are not limited to:

- Death of an immediate family member (spouse, mother, father, guardian, sister, brother, son, or daughter)
- Major medical issues (i.e., require hospitalization) experienced by the student or an immediate family member of the student (as designated above)
- Domestic violence
- Involuntary call to active military duty
- Other extreme circumstances (case by case basis)

The following examples are circumstances not considered extenuating and beyond the student's control but based on personal choices.

- Being unaware of a deadline or procedure
- Work conflicts
- Incarceration resulting from a guilty verdict
- Voluntary overtime
- Lack of necessity or desire for a class, poor performance in a class, or an overly burdensome course load.

Approved Appeals

Students with an approved SAP appeal will have their financial aid reinstated and will be placed on SAP Monitoring for each term of the current academic year. The timeframe for the approval or denial decision is a maximum of 15 days. The appeals form can be requested and submitted to the school's Education office and will be reviewed by the Director of Education (DOE) and the Director of Nursing (DON). At this point the appeals decision is final.

- The student is required to accept the Terms and Conditions of the appeal. If the student does not accept these terms, the aid will not be disbursed.
- Approved appeals are for one semester only. If the student is demonstrating academic progress, then the appeal approval will be extended to the next semester within the same academic year. Appeals are only reviewed for one academic year at a time unless otherwise noted.
- The student will be monitored each term according to the Terms and Conditions of the appeal.

Denied Appeals

- If an appeal has been denied, reinstatement for financial aid has been denied.
- The students must make other financial arrangements to pay their tuition & fees.
- The student's financial aid will not be reinstated until he/she is in good academic standing according to the Office of Financial Aid and SAP Policy.

Maintaining Eligibility

To maintain eligibility, a student must meet the terms and conditions of each semester. If at any time a student does not meet the conditions of the appeal, the financial aid will be canceled for future semesters, and the student will not be able to appeal again. The financial aid for the following semester may be delayed until final grades are posted.

Clinical Experience

Clinical experience is a collaborative component of the program involving the college, students, and affiliated clinical facilities. It provides students with the opportunity to apply the knowledge and skills acquired in the didactic portion of the program in a supervised, real-world environment. Clinical instruction may take place through external clinical experiences at healthcare sites, or through internal clinical experiences conducted on campus using actual or simulated patient care scenarios.

Students are responsible for additional clinical placement-related fees, which may include charges for health records, immunizations, background screenings, drug testing, and other requirements determined by the clinical site. Antigua College International maintains general liability coverage for all students and faculty during clinical assignments; however, students are required to purchase individual liability insurance at their own expense. All required documentation must be submitted to the Clinical Coordinator for approval prior to clinical rotation.

Completion of all clinical hours is mandatory, as outlined in the course syllabus and program requirements. Students must be prepared to meet the conditions set by the clinical site, which may include evening, weekend, or long-distance assignments. Clinical schedules and placements are determined solely by the college in collaboration with the clinical site and cannot be modified based on a student's personal or work schedule.

ACI will make every reasonable effort to support students during their clinical education; however, the college reserves the right to remove a student from a clinical site if it determines the student has demonstrated unreliability, lack of compliance, or any behavior deemed inappropriate or unprofessional. This may result in dismissal from the program. Students may not displace current employees at a clinical site, nor may they count paid work hours toward clinical requirements, even if completed at their place of employment.

Clinical Performance

Clinical participation is a required component of all programs at Antigua College International and must be completed in full to meet graduation requirements. Students are expected to adhere to their assigned clinical schedules and fulfill all obligations as outlined by the College and the affiliated clinical site. Assignments may require students to rotate between multiple locations and participate in weekday, evening, or weekend sessions, depending on site availability and programmatic needs. Students must remain flexible and available throughout the term to complete these obligations.

A faculty member will evaluate the student throughout each clinical assignment. At the end of each course's clinical rotation, students are responsible for submitting the corresponding Clinical Hours Log, which must be properly signed and verified by the clinical instructor on the day the hours are completed. Submission of the Clinical Hours Log is required for graduation, and improperly verified hours will not be accepted. Clinical hours are graded on a Pass (A) or Fail (F) basis and form part of the overall course grade. Failure to complete the clinical hours for a course within its designated five-week period will result in a failing grade (F) and may delay the student's expected graduation date.

Requests for changes to clinical schedules must be submitted in advance and will be evaluated based on program requirements and clinical site availability. Failure to report to a scheduled clinical rotation without prior approval from the Clinical Coordinator will result in a \$150.00 administrative fee. In the event of an emergency, students must notify ACI immediately and provide appropriate documentation, such as a medical note or official report, to be considered for rescheduling. Make-up opportunities are not guaranteed and will be scheduled at the discretion of the College.

ACI will not assign clinical sessions during official holidays or academic breaks. Falsification of clinical documentation, failure to comply with site expectations, or misrepresentation of performance may result in disciplinary action, including dismissal from the College.

Clinical Sites Conduct

Clinical sites are a professional environment. Students must conduct themselves in a manner deemed appropriate for a professional workplace. This includes arriving at least 15 minutes ahead of time unless otherwise stated by the site, being ready to begin clinical activities on time, leaving at the designated time, and acting in a reliable and responsible manner. Students must consistently demonstrate a professional image and demeanor, and practice good personal hygiene.

Students will wear the ACI uniform and Id badge unless the site requests otherwise. Students must adhere to site protocols and complete any assignments given by the instructor or site supervisor. The student should never reveal any confidential information regarding patients, clients, or their families, guarding their privacy in every way possible and adhering to HIPAA regulations. The site supervisor may, at any time and for any reason, request that the college remove a student from the site. Students who have been asked to leave the site by the supervisor may have to wait until another site or rotation becomes available to resume their clinical hours.

Graduation Requirements

Students will be eligible for graduation only if their academic, laboratory, and clinical experience in the program are satisfactory with a minimum final grade of 75.0%.

Students will be required to successfully pass two Exit Exams. To be eligible for the Exit Exams, they must have first completed all clinical hours and passed all courses pertaining to their program of study.

Regardless of program, a student is eligible for graduation under the following conditions:

- Successfully pass all courses with a minimum cumulative grade point average of 2.0 (C).
- Successfully pass all courses with a GPA of 2.0 (C), with an overall grade of 75.0%.
- Complete all required course assignments and skills tests with satisfactory evaluations.
- Complete all required clinical hours and obtain satisfactory evaluations.
- Successfully pass the two corresponding Exit Exams of the college's choosing.
- A student's financial account must be current, which includes ensuring that all fees are paid in full, and the graduation fee is settled.
- Complete the graduation workshop and all required paperwork to relevant college departments.

Upon successfully meeting all the requirements, the program's corresponding degree, diploma, or certificate will be granted. Antigua College International will, at its sole discretion, provide official transcripts and or some indication of graduation directly to third parties, employers, regulatory agencies, and or professional certification associations if a graduate's financial obligations are in good standing (there are no past due balances).

Post-Graduation Regulatory Exams

Nursing program graduates will be required to pass the NCLEX (National Council Licensure Examination) exam to secure employment as a nurse after completion of the program. ACI will assist its graduates in applying for state licensure exams. The student is responsible for any fees associated with licensure.

The Florida Board of Nursing expects that students will make an initial attempt to sit for the licensure exam within 90 days of program completion. Free Test Taking Strategies and Nursing Content Reviews sessions are offered to all current and graduate ACI students. Graduates are encouraged to supplement their NCLEX preparation with these free review sessions.

Commencement Ceremony

Antigua College International holds one annual commencement ceremony for its students. The College will contact all graduates and graduating students to announce the date of the annual ceremony, but it is ultimately the student's responsibility to complete the steps necessary to participate in the ceremony. To ensure a smooth process, the following requirements must be fulfilled by students who wish to participate:

- **Graduation Requirements:** The student must have fulfilled all graduation requirements or be in their final semester of classes by the registration deadline. It is the responsibility of the students to ensure they have met all academic requirements for graduation.
- **Registration for Commencement Ceremony:** Students must complete the registration process for the commencement ceremony by the specified deadline. Failure to register by the deadline may result in ineligibility to participate in the ceremony.
- **Payment of the Graduation Fee:** Students are required to pay the Graduation Fee, which includes the cost of the diploma, cap, and gown. The payment must be made by the specified deadline. Failure to submit the payment on time may result in exclusion from the commencement ceremony.
- **Clearance from Student Accounts and the Office of the Registrar:** Students must obtain clearance from both Student Accounts and the Office of the Registrar by the specified deadline. This clearance ensures that all financial obligations have been met, all course and clinical work have been completed, and all necessary paperwork has been submitted.

It is important to note that *participation in the commencement ceremony is not equivalent to academic graduation*. Students who participate in the ceremony must still meet all the academic requirements for their credentials, transcripts, and diplomas to be conferred.

ACI will not issue a diploma until all graduation requirements have been fulfilled.



Academic Programs



Bachelor of Science Degree Program

Nursing, BSN

- 120 semester credits
- 2250 classroom hours
- 175 weeks of academic instruction (approximately 42 months)
- Credential Awarded: Bachelor of Science in Nursing
- Type of Instructional Delivery: Blended

Program Description: The Bachelor of Science in Nursing (BSN) degree program incorporates liberal arts and sciences and nursing coursework in a program that produces competencies for the practice of professional nursing. This is accomplished through an integration of theoretical knowledge, psychomotor skill acquisition and development of clinical judgment/reasoning. The curriculum integrates professional, ethical, and legal standards with decision-making, problem-solving, and leadership development. The curriculum is designed to promote life-long learning among graduates.

Program Objectives:

To prepare nurses who can:

- Provide individualized comprehensive care, based on theories and principles of nursing and related disciplines, to individuals, families, aggregates, and communities, from entry to the healthcare system through long-term planning.
- Demonstrate leadership and collaboration with consumers and other healthcare providers in providing care and/or delegating responsibilities for health promotion, illness prevention, health restoration, health maintenance, and rehabilitative activities.
- Communicate effectively with patient populations and other healthcare providers in managing the healthcare of individuals, families, aggregates, and communities.
- Integrates clinical judgment in professional decision-making and implementation of the nursing process.
- Demonstrate responsibility for continued personal and professional development through enrollment in graduate education, continuing education degree programs, professional reading, and participation in professional organizations and community service.
- Implement professional nursing standards by practicing within the legal definitions of nursing practice and acts in accordance with the nursing code of ethics and American Nurses Association (ANA) standards of practice.

End of Program Student Learning Outcomes for the BSN Program

EOPSLO #1: Engages in effective collaborative efforts to achieve the client’s desired outcome

EOPSLO #2: Advocates for the rights to informed decision-making and self-determination of the client.

EOPSLO #3: Evaluates quality improvement opportunities in nursing practice.

EOPSLO #4: Manages the personal, physiological, psychological, cultural, or financial factors that impact efficient communication.

EOPSLO #5: Analyzes the change agent as a means to lead improvements in the healthcare industry.

EOPSLO #6: Utilizes computer information technologies to impart client education and nursing information.

EOPSLO #7: Evaluates evidence-based nursing practices for application in the profession and healthcare settings.

Program	Tuition	Registration	Tech Fee	Lab Fees	Exam Fees	Resource Fees	Grad Fee	Text Books	Total
BSN	\$ 66,000.00	\$ 100	\$ 100	\$ 1,750	\$ 900	\$ 465	\$ 275	\$ 3,364.45	\$ 72,954.45

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Method of Delivery	
			Residential	Distance Education
General Education (50 credits)				
ENG 110	English Composition I ²	3	X	X
PSY 110	General Psychology ^{1,2,3}	3	X	X
MAT 110	College Algebra I ^{1,2}	3	X	X
CHM 120	Introduction to Chemistry w/lab ^{1,2}	4	X	
ANP 110	Anatomy and Physiology I w/lab ^{1,2,3}	4	X	
ANP 120	Anatomy and Physiology II w/lab ^{1,2,3}	4	X	
BSC 200	Microbiology w/lab ^{1,2}	3	X	
HSC 240	Principles of Human Nutrition ^{1,2,3}	3	X	X
ENG 120	English Composition II	3	X	X
COM 110	Fundamentals of Oral Communication	3	X	X
ENG 310	Advanced Writing and Research	3	X	X
HUM 102	Humanities ¹	3	X	X
DEV 240	Human Growth and Development ¹	3	X	X
STA 201	Introduction to Statistics ¹	4	X	X
CMP 103	Intro to Information Technology ¹	4	X	X
Nursing Core (70 credits)				
NUR 120	Fundamentals of Nursing I ²	3	X	
NUR 140	Fundamentals of Nursing II ²	4	X	
NUR 160	Adult Health Assessment ²	3	X	
NUR 181	Pharmacology I ²	4	X	
NUR 191	Pharmacology II ²	5	X	
NUR 221	Medical Surgical Nursing I ²	5	X	
NUR 231	Medical Surgical Nursing II ²	4	X	
NUR 261	Medical Surgical Nursing III ²	4	X	
NUR 241	Maternity and Newborn Nursing ²	5	X	
NUR 246	Pediatric Nursing ²	4	X	
NUR 251	Psychiatric Nursing ²	3	X	
NUR 210	Community Health Nursing ²	3	X	
NUR 290	NCLEX-RN Readiness ²	3	X	X
NUR 370	Nursing Research	3	X	X
NUR 380	Complementary and Alternative Healthcare	3	X	X
NUR 390	Nursing Role and Scope	3	X	X
NUR 310	Culture in Nursing	3	X	X
NUR 400	Nursing Leadership and Management	3	X	X
NUR 450**	Professional Nursing Practicum	5	X	X
TOTAL:		120		

1 Courses awarded to Foreign Medical Doctor
2 Courses awarded to licensed RN with ASN degree
3 Courses awarded to licensed LPN

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the program to stay abreast of changing industry standards. The program courses, exams, and all materials are presented in English.

Nursing, RN to BSN

- 120 semester credits
- 720 classroom hours
- 70 weeks of academic instruction (approximately 17 months)
- Credential Awarded: Bachelor of Science in Nursing

Type of Instructional Delivery: Blended/Fully Online

Program Description

The Bachelor of Science in Nursing (BSN) degree program incorporates liberal arts and sciences and nursing coursework in a program that produces competencies for the practice of professional nursing. This is accomplished through an integration of theoretical knowledge, psychomotor skill acquisition, and development of clinical judgment/reasoning.

The curriculum integrates professional, ethical, and legal standards with decision-making, problem-solving, and leadership development. The curriculum is designed to promote life-long learning among graduates.

Program Objectives

To prepare nurses who can:

- Provide excellent client-centered nursing skills through the continuum of care based on the principles of nursing theories, nursing concepts, application of evidence-based practices, and other sciences to individuals, communities, and the public.
- Use leadership skills to work together with other professionals in the healthcare team in the promotion of health, prevention of illness, and restoration of health in clients, communities, and the public.
- Apply excellent communication skills when working with other professionals of the healthcare team and when providing nursing care to clients, communities, and the public.
- Use critical thinking through the appropriate application of the nursing process to maximize patient safety and outcomes.
- Strive for continuous personal and professional development through the completion of continuing education degree programs, graduate-level nursing programs, professional reading, and participation in professional nursing organizations.
- To uphold the code of ethical standards and implement professional nursing standards as defined by the American Nurses Association (ANA) to specify the scope of nursing practice in various nursing settings.

Program	Tuition	Registration	Tech Fee	Lab Fees	Exam Fees	Resource Fees	Grad Fee	Text Books	Total
RN to BSN	\$ 23,650.00	\$ 100	\$ 100	\$ 0	\$ 0	\$ 75	\$ 275	\$ 911.70	\$ 25,111.70

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Method of Delivery	
			Residential	Distance Education
RN Transfer Awarded				
ASN and valid RN License		77		
General Education (23 credits)				
ENG 120	English Composition II	3	X	X
COM 110	Fundamentals of Oral Communication	3	X	X
ENG 310	Advanced Writing and Research	3	X	X
HUM 102	Humanities ¹	3	X	X
DEV 240	Human Growth and Development ¹	3	X	X
STA 201	Introduction to Statistics ¹	4	X	X
CMP 103	Intro to Information Technology ¹	4	X	X
Nursing Core (20 credits)				
NUR 370	Nursing Research	3	X	X
NUR 380	Complementary and Alternative Healthcare	3	X	X
NUR 390	Nursing Role and Scope	3	X	X
NUR 310	Culture in Nursing	3	X	X
NUR 400	Nursing Leadership and Management	3	X	X
NUR 450**	Professional Nursing Practicum	5	X	X
TOTAL:		120		

¹ Courses awarded to Foreign Medical Doctor

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the program to stay abreast of changing industry standards. The program courses, exams, and all materials are presented in English.

Associate of Science Degree Program

Nursing, ASN

- 81 semester credits
- 1650 classroom hours
- 115 weeks of academic instruction (approximately 28 months)
- Credential Awarded: Associate of Science in Nursing
- Type of Instructional Delivery: Blended

Program Description:

The Associate of Science in Nursing (ASN) degree program provides a comprehensive foundation of liberal arts and sciences and the nursing knowledge necessary for nursing practice and continuing professional education. It also provides the necessary skills and competencies for graduates to assume registered nurse practice positions in a broad base of healthcare agencies. Graduates of the Associate Degree in Nursing program are eligible to apply to take the NCLEX-RN exam. The student will be issued a degree upon successful completion of the program, meeting all course requirements, and fulfilling all financial obligations to Antigua College International.

Program Objectives

To prepare students who can:

- Provide holistic nursing care based on knowledge from nursing and related disciplines to individuals and their support persons in varied healthcare settings.
- Manage collaborative nursing care with health-team members through the effective and cost-effective use of human, physical, financial and technological resources.
- Integrates communication principles and techniques with individuals, support persons and healthcare team members within professional practice.
- Employs nursing process and critical thinking as a basis for professional decision making in individualized nursing care delivery.
- Accepts responsibility and accountability for own nursing practice and for ongoing personal and professional development.
- Demonstrates behaviors consistent with moral, ethical, legal and regulatory principles and guidelines.
- Assumes professional nursing roles to resolve healthcare needs of individuals and their support persons in a variety of settings.
- Utilizes evidence-based information for healthcare and related disciplines to provide safe nursing care and the information and skills necessary for optimal health.

End of Program Student Learning Outcomes for the ASN Program

EOPSLO #1: Utilizes a holistic approach in the nursing assessment of the client's condition.

EOPSLO #2: Incorporates the client's cultural values and needs in the provision of care.

EOPSLO #3: Utilizes the nursing process and clinical judgment model when providing care to clients.

EOPSLO #4: Collaborates effectively with clients, families, and other members of the healthcare team.

EOPSLO #5: Advocates for autonomy of the client in decision-making and adherence to the plan of care.

EOPSLO #6: Prioritizes nursing interventions to maximize client safety.

Program	Tuition	Registration	Tech Fee	Lab Fees	Exam Fees	Resource Fees	Grad Fee	Text Books	Total
ASN	\$ 44,550.00	\$ 100	\$ 100	\$ 1,575	\$ 900	\$ 465	\$ 275	\$ 2,561.63	\$ 50,526.63

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Credit Hours	Method of Delivery	
			Residential	Distance Education
General Education (27 credits)				
ENG 110	English Composition I	3	X	X
PSY 110	General Psychology ^{1,3}	3	X	X
MAT 110	College Algebra I ¹	3	X	X
CHM 120	Introduction to Chemistry w/lab ¹	4	X	
ANP 110	Anatomy and Physiology I w/lab ^{1,3}	4	X	
ANP 120	Anatomy and Physiology II w/lab ^{1,3}	4	X	
BSC 200	Microbiology w/lab ¹	3	X	
HSC 240	Principles of Human Nutrition ^{1,3}	3	X	X
Nursing Core (54 credits)				
NUR 120	Fundamentals of Nursing I	3	X	
NUR 140	Fundamentals of Nursing II	4	X	
NUR 160	Adult Health Assessment	3	X	
NUR 181	Pharmacology I	4	X	
NUR 191	Pharmacology II	5	X	
NUR 221	Medical Surgical Nursing I	5	X	
NUR 231	Medical Surgical Nursing II	4	X	
NUR 261	Medical Surgical Nursing III	4	X	
NUR 241	Maternity and Newborn Nursing	5	X	
NUR 246	Pediatric Nursing	4	X	
NUR 251	Psychiatric Nursing	3	X	
NUR 210	Community Health Nursing	3	X	
NUR 280	Professional Nursing Leadership	4	X	X
NUR 290	NCLEX-RN Readiness	3	X	X
TOTAL:		81		

¹ Courses awarded to Foreign Medical Doctors

³ Courses awarded to licensed LPN

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the program to stay abreast of changing industry standards. The program courses, exams, and all materials are presented in English.

Credential Awarded

After completion of the program, the students will be awarded an Associate of Science in Nursing.

The Associate of Science Degree consists of

- 81 semester credits (27 General Education and 54 Nursing)
- 1650 classroom hours (930 lectures, 270 lab, and 450 clinical)
- 115 weeks of academic instruction (approximately 28 months)

Course Codes

Courses are assigned based on the department in which they are offered. The following list of prefixes indicates the corresponding department:

ANP	Anatomy and Physiology
CHM	Chemistry
CMP	Computer Sciences
COM	Oral Communications
DEV	Human Growth & Development
ENG	English
HUM	Humanities
MAT	Mathematics
NUR	Nursing
PSY	Psychology
STA	Statistics

The numeric portion of each course code indicates the level, as follows:

100 - 110	Introductory course, no prerequisites, open to all students
120 - 260	Lower-division and core courses, may have prerequisites
280 - 450	Upper-division courses, may have prerequisites

Class Load, Credit Hour and Clock Hour Equivalency

Class load refers to the number of credits a student carries in a semester. For degree and diploma programs, a student may carry a maximum load of 17 credit hours per semester. One credit hour equals 15 clock hours of lecture, 30 clock hours of lab, 45 clock hours of pre-clinical or clinical. One-clock hour is equivalent to 50 minutes of lecture and a 10-minute break.

Course Descriptions

Course descriptions are listed in alphabetical order by course number. The total credit hour value of a course is calculated by adding the number of lectures, lab, and clinical credit hours.

Prerequisites: None

This course provides students with the skills necessary for success in personal, professional, and educational settings. Through the study and practice of oral communication, presentational speaking, and group dynamics, students will learn the concepts and principles of public speaking and be able to use them effectively.

DEV 240 Human Growth and Development
Credits: 3 Hours: 45 Lecture
Prerequisites: None

The course focuses on the nature of human behavior as a dynamic developmental phenomenon. While the emphasis is psychological, an understanding of the physical aspects of development and their social implications is included. Observation and written analysis of principles of learning involved in human development are required.

ENG 110 English Composition I
Credits: 3 Hours: 45 Lecture
Prerequisites: None

This course is an introduction to college level writing, offering freshmen students training in the techniques and skills required to write coherent paragraphs and essays, and in the use of library and electronic formats as a source of reference. Students receive instruction on the principles, practice, and skills of argumentation and critical reading and thinking.

ENG 120 English Composition II
Credits: 3 Hours: 45 Lecture
Prerequisites: ENG110

Students will apply and refine their writing skills in various types of writing such as persuasive writing, argumentative writing, comparative writing, expository writing, writing about literature, and creative writing.

ENG 310 Advanced Writing and Research
Credits: 3 Hours: 45 Lecture
Prerequisites: ENG 110, ENG 120

This course is designed to give students an opportunity to learn, develop, and further practice forms of academic writing such as arguments and analyses, and further explore the differences between persuasive and expository writing. The course will also cover research, documentation, and cohesive writing styles, while teaching students to assess sources carefully and ensure results are reliable, accurate, and appropriate for the intended audience.

HSC 240 Principles of Human Nutrition
Credits: 3 Hours: 45 Lecture
Prerequisites: None

Nursing

NUR 120 Fundamentals of Nursing I

Credits: 3 Hours: 45 Lecture

Prerequisites: ANP110, ANP120, PSY110

This course provides the student with a foundation for the nursing profession. The course introduces the history and development of nursing practice, including the standards of nursing practice. The nursing process is emphasized as the nursing care approach with the importance of assessing physiological and psychological needs related to oxygenation, nutrition, elimination, comfort and safety, security, and mobility.

NUR 140 Fundamentals of Nursing II

Credits: 4 Hours: 45 Lecture, 45 Clinical

Prerequisites: ANP110, ANP120, PSY110, NUR120

This course emphasizes the attributes of the role of a professional nurse student and prepares the student to assume the role of the RN. Critical thinking through the nursing process is utilized to apply concepts of adaptation, therapeutic client interactions, communication, teaching, and learning involved in the client's care. The course focuses on management skills, ethical and legal issues, pharmacology, and the nurse's professional role.

NUR 160 Adult Health Assessment

Credits: 3 Hours: 30 Lecture, 30 Lab

Prerequisites: ANP110, ANP120

This course focuses on the assessment phase of the nursing process. Concepts in nursing are introduced with an emphasis on the use of evidence-based practice and the health-wellness continuum. Critical thinking in applying the nursing process is reinforced when evaluating appropriate nursing judgments. The laboratory component is structured to provide clinical application and evaluation of physical assessment techniques.

NUR 181 Pharmacology I

Credits: 4 Hours: 60 Lecture

Prerequisites: ANP110, ANP120, BSC200, CHM120, MAT110

This course presents an introduction to pharmacology in nursing practice. Basic pharmacologic concepts, such as the calculation and safe administration of therapeutic agents, are introduced. The course focuses on major drug classifications and selected prototypes to explore the principles and techniques of safe, effective administration of pharmacological agents, drug interactions, and nursing considerations.

NUR 450 Professional Nursing Practicum

Credits: 5

Hours: 45 Lecture, 90 Clinical

Prerequisites: CMP103, COM110, DEV240, ENG120, ENG310, HUM102, STA201, NUR310, NUR370, NUR380, NUR390, NUR400 or enrollment into the RN to BSN program

This practicum course focuses on the development of advanced leadership and management skills for the professional nurse role. The application of principles in nursing management and leadership theories and styles is emphasized in the course. The practicum introduces the regulatory agencies that impact the delivery of nursing care in health care organizations. Students will learn to collaborate, manage conflict resolution, and effectively communicate with other care team members. Students will also learn about teaching and learning strategies that enhance the leadership and management roles of the professional nurse in various health care settings.

Academic Year Calendar



AY 2025 - 2026 CALENDAR

July '25							August '25							September '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October '25							November '25							December '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

January '26							February '26							March '26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31					29	30	31				

April '26							May '26							June '26							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														

TERM START DATE	END OF ADD/DROP PERIOD	TERM END DATE
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Semester Breaks (No Classes / College Open)

Observed Holidays & Breaks (No Classes / College Closed)			
July 4, 2025	Independence Day	Dec. 22, 2025 - Jan. 2, 2026	Winter Break
September 1, 2025	Labor Day	January 19, 2026	Martin L. King Day
November 27, 2025	Thanksgiving	February 16, 2026	President's Day
November 28, 2025	Day after Thanksgiving	May 25, 2026	Memorial Day

Estimated Start and End Dates

Associate of Science in Nursing

Start	End
July 21, 2025	December 17, 2027
September 2, 2025	February 4, 2028
October 13, 2025	March 17, 2028
November 17, 2025	April 28, 2028
January 5, 2026	June 2, 2028
February 17, 2026	July 14, 2028
March 30, 2026	August 25, 2028
May 4, 2026	September 29, 2028
June 15, 2026	November 11, 2028

Bachelor of Science in Nursing

Start	End
July 21, 2025	February 9, 2029
September 2, 2025	March 23, 2029
October 13, 2025	May 4, 2029
November 17, 2025	June 8, 2029
January 5, 2026	July 20, 2029
February 17, 2026	August 31, 2029
March 30, 2026	October 5, 2029
May 4, 2026	November 16, 2029
June 15, 2026	December 21, 2029

RN to BSN

Start	End
July 21, 2025	December 16, 2026
September 2, 2025	February 5, 2027
October 13, 2025	March 19, 2027
November 17, 2025	April 30, 2027
January 5, 2026	June 4, 2027
February 17, 2026	July 16, 2027
March 30, 2026	August 27, 2027
May 4, 2026	October 1, 2027
June 15, 2026	November 12, 2027

Add-Drop Deadlines

Drop-Add Deadlines Matrix Based on Start

Start	Deadline	Start	Deadline
July 21, 2025	July 24, 2025	February 17, 2026	February 19, 2026
September 2, 2025	September 4, 2025	March 30, 2026	April 2, 2026
October 13, 2025	October 16, 2025	May 4, 2026	May 7, 2026
November 17, 2025	November 20, 2025	June 15, 2026	June 18, 2026
January 5, 2026	January 8, 2026		

Faculty

Name	Degree(s), Conferring Institution	Title	Area(s) of Instruction
Cabrera, Emir	Ph.D. Philosophy in Chemistry, University of Cadiz, Spain MS, Food Technology. Technological University of Havana, Cuba BS, Chemical Engineering, Technological University of Havana, Cuba BS, Teaching Chemistry. Enrique Jose Varona, Pedagogical University of Havana, Cuba	Adjunct Faculty	General Education
Castro, Marcos	Doctor of Medicine, Higher Institute of Medical Sciences of Santa Clara, Cuba MS, Nursing/FNP, Miami Regional University, Miami Springs, FL ASN, Universal Career School, Sweetwater, FL	Adjunct Faculty & Clinical Instructor	Nursing, Sciences
Collado, Juan	EdD, Doctor of Education, Nova Southeastern University, Ft. Lauderdale, FL	Adjunct Faculty	General Education
Diez, Enrique	DNP, Nursing Practice, Capella University, Minneapolis, MN MS, Nursing, Specialization in Nursing Education, Capella University, Minneapolis, MN BS, Nursing, Florida National University, Miami, FL	Clinical Instructor	Nursing, Sciences
Duenas, Ana	Doctor of Medicine, Higher Institute of Medical Sciences of Cienfuegos, Cuba MS, Nursing/FNP, University Ana G. Mendez, FL BS, Nursing, Florida International University, FL	Full-Time Faculty	Nursing, Sciences
Fleites, Esther	MS, Education, Nova Southeastern University, Miami, FL BS, Chemistry, Universidad Central de las Villas, Cuba	Adjunct Faculty	General Education
Garbayo, Humberto	Doctor of Medicine, Higher Institute of Medical Sciences of Habana, Cuba MS, Nursing/ARNP, Miami Regional University, Miami Springs, FL AS, Nursing, Carlos J. Finlay, Havana, Cuba	Clinical Instructor	Nursing, Sciences
Garcia, Frank	MS, Nursing, Atlantis University, Miami, FL	Clinical Instructor	Nursing, Sciences
Gonzalez-Perera, Christopher	MS, Nursing/Ed, West Coast University, Miami, FL BS, Nursing, West Coast University, Miami, FL	Director of Nursing/Faculty	Nursing, Sciences
Legra, Magdeline	Doctor of Medicine, Higher Institute of Medical Sciences of Holguin, Cuba MS, Nursing/FNP, University Ana G. Mendez, FL BS, Nursing, University Ana G. Mendez, FL	Adjunct Faculty	Nursing, Sciences
Martin, Jelshon	Doctor of Medicine, Higher Institute of Medical Sciences of Havana, Cuba MS, Nursing/FNP, Miami Regional University, Miami Springs, FL BS, Nursing, Antigua College International, Miami, FL	Adjunct Faculty	Nursing, Sciences
Napoles, Yunexis	Doctor of Medicine, Higher Institute of Medical Sciences of Camaguey, Cuba MS, Nursing/FNP, Miami Regional University, Miami Springs, FL BS, Nursing, Antigua College International, Miami Lakes, FL	Full-Time Faculty	Nursing, Sciences

Pineda, Caleb	MS, Nursing, Florida National University, Miami Springs, FL BS, Nursing, Saber College, Miami, FL AS, Nursing, Saber College, Miami, FL	Clinical Instructor	Nursing, Sciences
Pujol, Ivanielys	MS, Nursing/Ed, Sacred Heart University, San Juan, Puerto Rico BS, Nursing, National University College, Miami, FL	Clinical Instructor	Nursing, Sciences
Santiuste, Kirenia	DNP, Nursing Practice, Walden University MS, Nursing/APRN/FNP, Nova Southeastern University, Fort Lauderdale, FL BS, Nursing, Nova Southeastern University, Miami, FL AS, Nursing, Excelsior College, Albany, NY PN, Nursing, Mercy Hospital School of Nursing, Miami, FL	Full-Time Faculty	Nursing, Sciences
Somoza, Elizabeth	MS, Mathematics, University of Havana, Cuba MS. Ed-Mathematics, Nova Southern University, Florida	Adjunct Faculty	General Education
Tabraue, Camilo	Doctor of Medicine, Facultad de Ciencias Médicas de Santa Clara, Cuba MS, Nursing/FNP, Miami Regional University, Miami Springs, FL BS, Nursing, Miami Regional University, Miami Springs, FL	Full-Time Faculty	Nursing, Sciences
Torres, Omayra	MS, Nursing/Ed, National University College, Puerto Rico BSN, Nursing, National University College, Bayamon, Puerto Rico AS, Nursing, EDP University, San Sebastian, Puerto Rico	Clinical Instructor	Nursing, Sciences

Staff

Name	Department	Role	Employment Status
Diony R. Antigua, MD, MSN/Ed, MSN/FNP, RN	Administration	Chief Executive Officer	FT
Jose M. Antigua, MD, MSN/Ed, MSN/FNP, RN	Administration	President	FT
Dionny J. Antigua, BSN, RN	Administration	Compliance Officer	FT
Earl A. Thames	Administration	Senior Accountant	FT
Dimelsa Rodriguez	Administration	Director of HR and Office Manager	FT
Jeannine Benigno	Administration	Assistant Office Manager & Student Council Advisor	FT
Christopher Gonzalez-Perera, MSN/Ed, BSN, RN	Nursing Department	Director of Nursing	FT
Roxana Betancourt, M.Ed., BSN, RN	Education Department	Director of Education	FT
Octavio Borges-Delgado, PhD	Education Department	Distance Education Administrator	PT
Merari Alcantara	Education Department	Registrar	FT
Stephanie Guevara	Education Department	Clinical Coordinator	FT
Samuel Diaz Camacho	Admissions	Head of Admissions	FT
Dania Sixto	Admissions	Admissions Representative	FT
Barbara Diaz	Financial Aid	Financial Aid Director	FT
Idis Sobalvarro	Financial Aid	Financial Aid Assistant	FT
Ismaela Martinez	Finance	Student Accounts	FT
Mary Bishop, MLIS, BA	Learning Resource Center	Librarian	FT

Appendix A

SAP Matrix

PROGRAM	Maximum Length of Program	Evaluation Point	Range of Attempted Credits	Probation: Minimum CGPA Required	Dismissal: Minimum CGPA Required	Dismissal: Minimum Completed Credit
Nursing BSN	180	25%	30.0 – 45.0	2.0	--	--
		50%	60.0 – 90.0	2.0	2.0	55%
		75%	90.0 – 135.0	2.0	2.0	65%
		100%	120.0 – 180.0	--	--	--
Nursing RN to BSN	180	25%	30.0 – 45.0	2.0	--	--
		50%	60.0 – 90.0	2.0	2.0	55%
		75%	90.0 – 135.0	2.0	2.0	65%
		100%	120.0 – 180.0	--	--	--
Nursing ASN	121.5	25%	20.3 - 30.4	2.0	--	--
		50%	40.5 – 60.8	2.0	2.0	55%
		75%	60.8 – 91.1	2.0	2.0	65%
		100%	81.0 – 121.5	--	--	--