

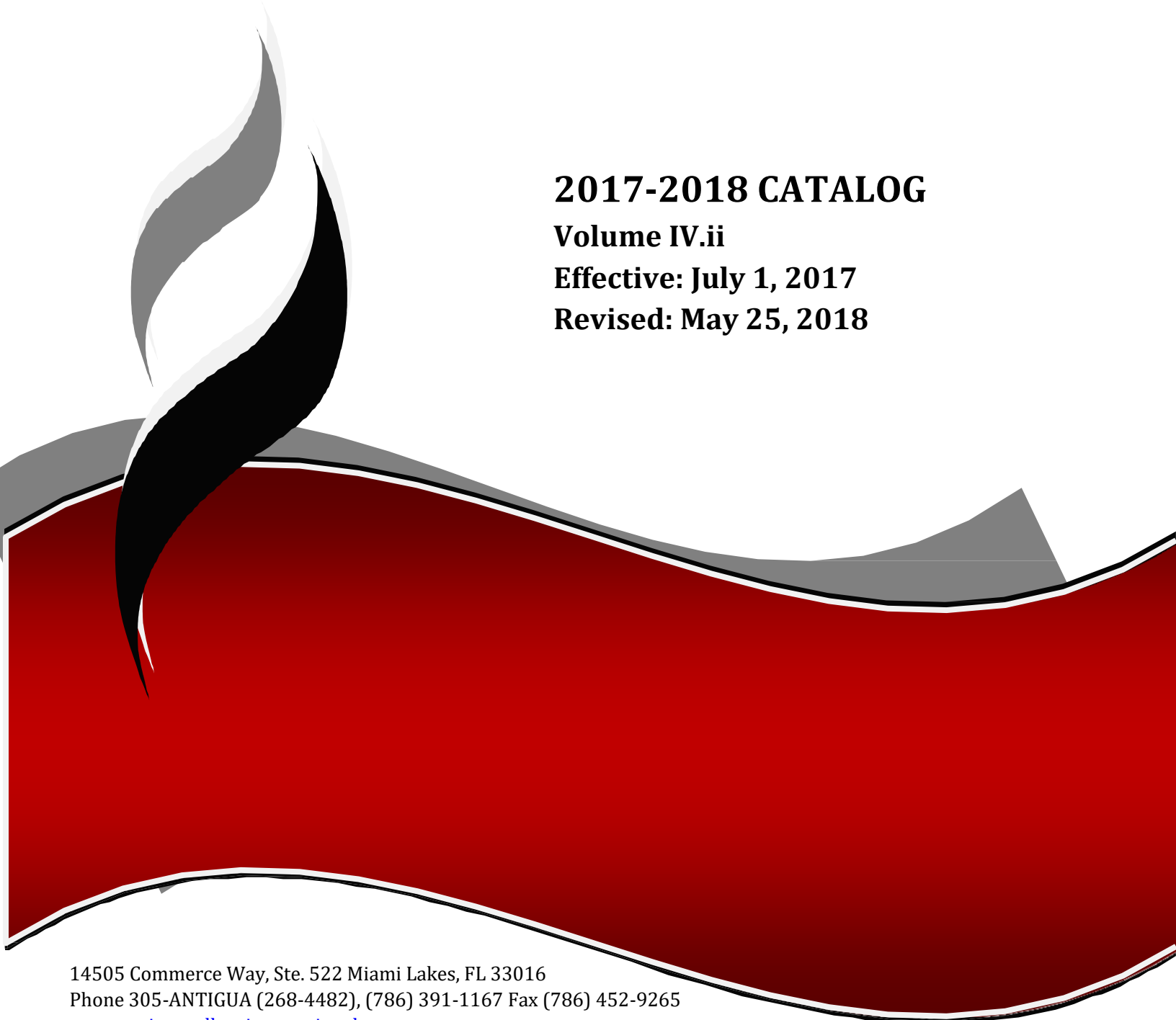


## **2017-2018 CATALOG**

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14505 Commerce Way, Ste. 522 Miami Lakes, FL 33016  
Phone 305-ANTIGUA (268-4482), (786) 391-1167 Fax (786) 452-9265  
[www.antiguacollegeinternational.com](http://www.antiguacollegeinternational.com)  
[info@acimails.com](mailto:info@acimails.com)



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## Welcome

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### Your Education is Our Commitment!

Welcome to Antigua College International. We invite you to join our excitement and dedication to providing our students with an education that prepares them for professional careers.

Education requires dedication and commitment. Students need to be dedicated, study, work hard and commit to their future. The faculty is dedicated to preparing, directing, and educating the students, and is committed to the successful future of the students and institution.

The difference offered by Antigua College International is an education that is focused on student potential and achievement. We take seriously our responsibility in preparing knowledgeable, dedicated, and proficient professionals.

Thank you for considering Antigua College International for your education and career opportunities. We look forward to working with you to change your life and the lives you touch.

## Vision

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

## Mission

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The mission of Antigua College International is to provide superior 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

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

Provide an 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, values, respects, promotes civility, responsibility, integrity, accountability, continuous improvement, teamwork, innovation, communication, collaboration, the freedom of inquiry and expression.

**Inquiries, applications, and student credentials should be addressed to:**

**Admissions Office**

**Antigua College International**

14505 Commerce Way, Ste. 522

Miami Lakes, FL 33016

(305) ANTIGUA (268-4482), or (786) 391-1167

Fax: (786) 452-9265

info@acimails.com

# About Antigua College International

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## **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.

## **Board of Directors**

Chairman Diony R. Antigua, Chair

Jose M. Antigua, Vice Chair

Justin Garcia, Treasurer

Taima Gonzalez, Secretary

## **Community Commitment**

Antigua College International (ACI) is committed to improving the communities it serves through education, initiative, and outreach programs.

## **Campus Facilities**

Antigua College International is located just west-northwest of Miami International Airport, in Miami-Dade County, easily accessible from multiple major roadways. The campus occupies just over 8100 sq. ft. of instructional and administrative space. Nestled in an office park that includes restaurants and various businesses, the facility includes reception, classrooms, a clinical lab, a library, a computer lab, and separate lounge areas for employees and students, in addition to the college's administrative offices. There is ample lighted parking, and the building is equipped with an elevator and wide aisles for accessibility by physically challenged. ACI student records are housed at the campus.

### **Notice:**

*The college will notify students of any changes in policies and procedures. The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision as appropriate. The College will notify students of any changes in policies and procedures. Admission to, employment at, and promotion within Antigua College International shall be based on merit, and there shall be no discrimination based on ethnic background, sex, religion, national origin, age, or physical handicap.*

*Antigua College International is an educational institution, it does not offer or guarantee employment.*

## Accreditation, Licenses, Approvals

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As of the start of the 2016-2017 academic year, Antigua College International is seeking institutional accreditation through a national accreditation board; however, the college has been licensed by the Commission for Independent Education (CIE), License #4930, since 2013\*. Any additional information regarding the institution may be obtained by contacting the CIE at the address and telephone number listed below:

Commission for Independent Education  
Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
(888) 224-6684  
<http://www.fldoe.org/cie>

The college also holds approvals by the Florida Board of Nursing since 2013 to offer the following programs:

Practical Nurse Diploma Program: License # NPPN70275, NCLEX code 70-275  
Associate in Science in Nursing: License # NPRN70769, NCLEX code 70-769  
Bachelor of Science in Nursing: License # NPRN70523, NCLEX code 70-523

The Board of Nursing can be reached at the address and telephone number listed below:

Florida Board of Nursing  
4050 Bald Cypress Way, Bin #C-02,  
Tallahassee, Fl. 32399-3252  
(850) 245-4125  
<http://www.floridasnursing.gov>

\* The *English for Speakers of Other Languages* certificate program is not licensed, nor under the purview of, the Commission for Independent Education.



# General Information

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## Hours of Operation

### Classes\*

Monday through Friday	Saturday
9:00 AM – 2:00 PM (Morning Session)	10:00 AM – 1:00 PM
5:00 PM – 10:00 PM (Evening Session)	2:00 PM – 5:00 PM

### Administrative Office Hours\*

Monday through Friday	Saturday
8:30 AM – 7:00 PM	9:00 AM – 1:00 PM

### Library / Resource Center Hours of Operation\*

Monday	Tuesday – Friday
9:30 AM – 7:00 PM	9:00 AM – 5:30 PM

Closed Saturday and Sunday

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

### Instructional Delivery Method

All programs offered by Antigua College International are campus-based residential programs with applicable supervised externship components performed at our affiliate locations.

### Language

All courses, textbooks, exams, and other written materials are presented in English, and supplemented with Spanish as needed. Students are encouraged to participate exclusively in English as it will improve their chances of successfully attaining post-graduation endeavors.

### Family Educational Rights and Privacy Act

Antigua College International is committed to the protection of students' rights and privacy of information. In accordance with 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. The parent(s) of a dependent student (as defined in 26 U.S.C. §152, Internal Revenue Code) has the right to inspect records that are maintained by the College on behalf of the student.

### Student-Right-to-Know Disclosure Statement

Notice is hereby given that, in accordance with 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 Education and will be provided upon request.

# Admissions

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Programs are open to individuals who have the sincere desire for an education and career development. Antigua College International admits applicants from all cultural, racial, religious, and ethnic groups, and does not deny admission or discriminate on the basis of race, age, creed, gender identity, ethnicity, disability, or national origin. Applicants are enrolled based on full compliance of requirements as described in this catalog.

Individuals interested in attending Antigua College International must meet with a college admission representative. Applicants will receive a tour of the facilities at the time of the visit. If the person decides to enroll, he or she will complete an Enrollment Agreement and will be referred to the Finance department. A student wishing to apply for registration in any program is permitted to attend one class session prior to completing an enrollment agreement.

While the curriculum is the same regardless of the shift a student attends, the same class may not be offered in both shifts at the same time. Students receive the same information and orientation; however, the clinical externship component of the program require a rotating schedule. This is designed to afford each student equal opportunities to benefit from the various clinical experiences.

It is recognized by the college that students choose their sessions to accommodate domestic obligations (family or work). However, certain examinations, events, externships/clinical and make-up days might be held on weekends or at times other than that of the student's preferred schedule. The students must be prepared to adjust their personal schedules to comply with the demands of their chosen program of study and its externship/clinical requirements.

## **Admission Requirements for All Applicants**

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

1. Visit the campus for an admission interview
2. Submit proof of high school graduation or GED
3. Submit a copy of photo identification card (e.g. driver's license, passport, alien registration card)
4. Submit a copy of social security card
5. Pay the registration fee
6. Complete all admission documents (i.e., admission application, enrollment agreement, etc.)

## **Additional or Advanced Admission Requirements**

- A. Applicants seeking to enroll in the ASN or BSN programs must fulfill the following requirements:
  - a. Submit official transcripts of transferrable college credits. (See Transfer Credit section on page 13 for additional details.)
  - b. If the applicant cannot show proof of college credit, s/he will need to pay for and pass an entrance exam with a score of 75% or higher. The entrance exam may be taken before or after completion of the general education courses; but must be passed prior to entering a core nursing course.

- B. Applicants seeking to enroll with educational documentation from a foreign country:
- a. 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, 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).
  - b. Applicants who have graduated from a high school outside of the United States and its territories, but have also provided evidence of higher education, will need simply to sign a high school attestation form in addition to proof of higher education as described above.
  - c. 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 a qualitative and quantitative equivalency of the foreign high school graduation from a verifiable credential evaluation agency as described above.
- C. Applicants seeking to be awarded advanced placement based on a nursing license must fulfill the following requirements:
- a. Submit official transcripts reflecting an awarded credential. The transcript *must* clearly indicate the credential that was awarded.
    - i. Practical Nursing Program from a Board of Nursing approved program
    - ii. ASN Program from a Board of Nursing approved institution with a minimum of 70 credits.
  - b. Submit a copy of active PN or RN license. The license must be current in the State of Florida and be in good standing.
- D. At this time, Antigua College does not offer credits or considerations for Experiential Learning.

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 his/her completion of the program, the Board of Nursing will review the student's application for licensure and address any criminal offenses on a case-by-case basis. The Board of Nursing is solely responsible for the licensing decisions made at that time, Antigua College International can make no guarantees on this matter.

## **Admissions Procedures**

### **Criminal Backgrounds**

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 certain programs offered by Antigua College International. 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 eligibility for licensure and/or certification. They may be admitted to a program, but with the understanding that program completion may not result in licensure, certification and/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/or certification. Students enrolled at ACI will be asked to submit to a background check and drug test in order to complete their clinical hours at hospitals or other medical facilities.

### **Transfer of Credits**

ACI makes no representation or guarantee regarding the transfer of credits to other institutions. Acceptance of transfer credit is *always* at the discretion of the receiving institution. Students planning to attend other institutions are encouraged to check that 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 institution where the credits originated. Original transcripts must be sent directly from that institution to the Director of Education (DOE) and come in a sealed envelope. The student may be given an estimate of potential transfer credits based on an unofficial transcript; however, the student will have 45 days from date of the estimate in which to procure official transcripts. If ACI does not receive official transcripts from all eligible colleges within 45 days, any estimated transfer will become invalid.

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 DOE 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.

Credits will be considered for transfer using the following criteria:

1. Official transcripts are to be mailed directly to ACI's Education Department by the originating college.
2. Courses are deemed comparable in content and credits/hours by ACI.
3. A grade of 2.0 or better was earned for General Education and 3.0 or better for Nursing Core courses.
4. Transcripts reflecting an actualized degree (AS, BS, MS, MD, etc.) regardless of age.
5. General Education science and Nursing core credits earned within the last ten years.
6. Non-science General Education courses regardless of age.
7. Credit transfer cannot exceed 70% of the program's requirement. This amounts to:
  - a. ADN program = max 56 credits
  - b. BSN program = max 84 credits
  - c. RN to BSN program = max 7 additional credits

### **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 29 credits toward the ADN or 39 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 ADN or BSN with proof of a valid PN license will be awarded 11

credits toward the program of their choice.

*\*For a list of specific courses awarded, reference the Program section of the catalog starting on page 36. Additional transfer credits may be awarded in cases where additional course work was completed separate from the awarding of the applicable credential.*

### **Reentry and Readmission**

Former students who voluntarily withdrew from the college may request readmission. Dependent on the length of time since the withdrawal, a returning student may be classified as either a New Enrollment (Readmission) or a Reentry. Regardless of the type, these requests are to be routed to the Director of Education. The student will be scheduled for an interview with the Program Director, from whom final approval is required, and the Student Accounts Department to review any pending debt. Upon Readmission or Reentry, the student will be subject to the program requirements, tuition, fees, and school regulations as they are defined at the time of reentry.

Any returning student who has been out of school for fewer than 180 calendar days will be considered a Reentry and should make an appointment with the Director of Education to begin the reentry process.

Any returning student who has been out of school for more than 180 calendar days will be considered a New Enrollment (Readmission). S/he must complete a new enrollment agreement and will be required to pay the registration fee upon readmission to the college.

Former students whose education was involuntarily interrupted (i.e. the student was withdrawn for cause by the college) must follow the Appeals process to apply for Readmission or Reentry.

# Finance Department

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## **Finance Department/Assistance Information**

The Financial department staff is responsible for ensuring smooth and efficient operation, create affordable financing plans for students, and maximize cash flow to the school. The staff also ensures adherences to internal, state and federal polices, and optimizes enrollment levels via strong customer service. The staff guarantees the finance process is understandable to students and the students' families. They provide accurate records in a timely manner while maintaining effective and efficient tracking and internal audit systems.

## **Finance Department/ Assistance Office**

The Finance Department/Assistance Office at Antigua College International is dedicated to helping students find ways to finance their education. The office is staffed by Finance Representatives, who are available to all current and prospective students Monday through Friday from 9 AM to 7 PM. The Finance Department/Assistance Staff can be reached by calling the campus and scheduling an appointment or on a walk-in basis.

## **Institutional Loans**

Antigua College International makes institutional loans available to students in order to defray tuition and education costs. Any student receiving this loan is required to make monthly in-school payments as agreed to on the Enrollment Agreement. See also *Late Payment Policy* below. At least sixty percent of the total institutional loan must be paid by time of program completion. A student that has not paid at least sixty percent of the institutional loan will not be eligible to graduate.

## **Late Payment Policy**

Tuition payments are due by the due date listed on a student's Enrollment Agreement. Payments not made in full by the due date are considered late. A late payment fee in the amount of \$15.00 or 10% of the installment payment, whichever is lesser, will be applied to the student's account one day after the due date. Any student who is late with a payment may be removed from class and/or not allowed to progress until the account is made current. Further:

- Any student thirty days past due on their monthly payment will not be allowed to enroll in a new class.
- Any student sixty days past due on their monthly payment will automatically be withdrawn for non-payment.

## **Non-Sufficient Funds Policy**

If a payment by check or draft is not honored by the drawee, then the student will be charged a fee up to \$25 to the extent permitted by state law.

## **Cancellation and Refund Policy**

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
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 and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program credits/hours, will result in a Pro Rata refund computed on the number of credits/hours attempted to the total program credits/hours.

5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation 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 student.

### **Course Cancellation**

Antigua College International reserves the right to cancel a scheduled course if attendance in that course does not meet a minimum number of students. A course will not continue past the third day of class if less than seven students are attending. The student's account will be credited for the cancelled course.

### **Drop-Add Period and Voluntary Course Withdrawal**

The Drop-Add period at Antigua College International is defined as the first week of class meetings for each course start (see page 65 for the Drop Deadline Matrix). The student must notify the Education Department in writing which can be via email or by submitting the official drop form completed in person at the college.

- Course Add:
  - With the Program Director's permission, a student can choose to add a course to his/her schedule within the Drop-Add period, but only if space is available in that class. A student may not add a course after the Drop-Add period.
- Course Withdrawal:
  - Drop with Attempted Credit Reversal:
    - A student may voluntarily withdraw from a course within the Drop-Add Period without penalty. No penalty is incurred only if the student notifies the Education Department of the intention during the Drop-Add Period. If notification is received after the Drop-Add Period, the student is not eligible for a credit reversal.
    - If a student fails to attend class during the Drop-Add Period without notifying the Education Department, s/he will automatically be dropped from the class at the end of the Drop-Add Period and will receive a credit reversal.
  - Withdrawal without Attempted Credit Reversal:
    - A student may voluntarily withdraw from a course after the Drop-Add Period at any point prior to the Midterm exam without reversal of Attempted Credit. However, the student must notify the Education Department of his/her intention to drop a course, in person or in writing. This student will receive a grade of "W", will incur Attempted Credits, and will be financially responsible for the associated course credits.

#### **PLEASE NOTE:**

- [i] Failure to notify the Education Department of intent to withdraw will result in a course failure.
- [ii] The student will not be allowed subsequent drops of the same course.
- [iii] Once the midterm exam has been administered in the course, completion of the course is obligatory regardless of its outcome (e.g. failure). The student cannot withdraw.

### **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 writing or in person, to the Director of Education or assigned staff member. Should the student be under 18 years of age, notification must be accompanied by a letter from the parent or guardian consenting to the withdrawal. The Date of Determination will be assigned as the day the student officially notified the

college of the intent to withdraw. In the event that a student fails to officially notify the college, the Date of Determination will be designated as 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. Students who withdraw from the college will be subject to a new enrollment agreement at the prevailing tuition rate at the time of readmission.

### Completion and Graduation Data

Students may secure completion and graduation data from the Education Department.

### Additional Non-Tuition Fees

Following is a list of fees that may become applicable throughout the course of the student's academic career at ACI. These fees may be mandatory based on the student's progression (e.g. End of Course Exams, Exit Exams), while others may be completely optional (e.g. additional uniform, textbook rental).

Non-Tuition Fees					
Registration Fee	\$100	Program Change Fee	\$50	ID (replacement)	\$10
Technology Fee	\$100	Entrance Exams	\$100	Uniform (additional)	\$60
Adaptive Quizzing (RN)	\$120	Exit Exam (Program)	\$150 ea.	Textbook Late Fee, per week	\$5
Adaptive Quizzing (PN)	\$100	End of Course Exam	\$50 ea.	Duplicate Transcript	\$20
Graduation Fee (incl. diploma)	\$200	NCLEX Diagnostic Exam	\$150	Duplicate Diploma / Degree	\$100
Textbook Rental	\$20 ea.	Clinical Site Absence Fee	\$150	Late Payment	\$15
PN Book (Textbook+Workbook)	\$250			NSF / UCF (returned check)	\$25



# Student Services

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## **Text Books**

As a service to our students, rental textbooks are available for a fee of \$20.00 on a first come first serve basis, payable upon receipt of the book. Textbooks are to be returned on the last day of class for which the textbook was rented. Students will be charged a late fee of \$5.00 for each week that the textbook is not returned. Students choosing not to rent the textbooks may purchase them at their own expense.

## **Student Identification Card**

Students, faculty and staff are issued a picture identification card. In the event that a student is expelled or suspended from ACI, the student must immediately surrender his/her ACI identification card to the Program Director or Education Department. Students will be charged \$10.00 for each replacement card that must be issued.

## **Records and Transcripts**

A permanent educational record consisting of all admission, academic, and financial records is retained for each student. Students can request both Official and Unofficial Transcripts by filling out a request form. The request form is available in the reception lobby and from the Education Department. There is no fee for Unofficial Transcripts. One Official Transcript will be provided to the student upon graduation as long as all financial obligations have been met. Student's wanting more than one Official Transcript will be charged a fee of \$20 per additional transcript. The student must be in good standing with the college to receive an Official Transcript.

## **Career Placement Assistance**

ACI offers employability training, resume writing and interviewing skills workshops, job referrals, and participation in annual job fairs. This is a lifetime service available to active and graduate students in good standing. Students are strongly urged to maintain contact with ACI's Career Placement office when they obtain employment, change jobs, need assistance, or relocate to another area. NOTE: Antigua College International cannot 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. A list of local health departments, clinics, and insurance providers is available upon request.

## **Parking**

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

## **Lounge Area**

The student lounge provides tables and chairs, a service counter with sink, and a microwave, available for taking a meal or relaxing between classes and during breaks. Soft drinks, water, and snacks are available

in vending machines in the lounge area.

### **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 cannot be held responsible for any kind of loss, theft, damage, destruction, or other casualty to personal property of students, visitors and others. Students must personally take responsibility for guarding and safekeeping all personal property while on school premises. All lost and found items will be logged and held at reception area for a period of no more than 30 days. All items left more than 30 days will be discarded.

### **Exit Interview**

Any student who withdraws or graduates from any program is required to have an exit interview prior to the final processing of paperwork.

# Academic Policies, Code of Conduct, and Regulations

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## Grievance Policy

Any student with a grievance should schedule an appointment with his/her Program Director to verbally resolve the issue(s). If the student needs further assistance, a written grievance should be submitted to the program director to request a formal process hearing with the Program Director and the Director of Education (DoE). Students will receive a written response from the DoE within 10 business days of the grievance process hearing.

## Appeals Process

Should the aggrieved be dissatisfied with the outcome of the formal process hearing, he/she can appeal the decision in writing.

- The written appeal should be sent to the DoE within five days of receiving the formal process hearing decision.
- An Appeals Committee consisting of the President, VP of Operations, VP of Enrollment, and Director of Education will review and discuss the student's grievance letter and written appeal.
- The Appeals Committee will give the student a response in writing within 10 business days of the receipt of the written request for an appeal.
- Unresolved formal complaints that have followed the formal appeal process may be submitted to the State of Florida's Commission for Independent Education (See page 8 of the catalog for contact information).

## 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 s/he attends. Estimated hours spent on out of class activities will be defined in more detail by the course syllabus and are not applicable to the total credit hours of the program.

## 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 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 academic file. 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 grade for all Nursing Programs is 75%.*

### 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
<b>TOTALS:</b>	<b>15</b>	-	<b>47</b>
<b>47 (earned points) / 15 (credits attempted) = 3.13 (CGPA)</b>			

### Class Participation

Class participation is required. Attendance and participation are of utmost importance for student success. Student attendance may affect the completion timeframe and in turn affect a student's progress. Students are expected to arrive to class on time.

### Absences and Tardiness

If for any reason a student is unable to attend class or clinical practice, a call must be made to the college at least one hour before class or to the clinical instructor one hour before clinical rotation to inform the instructor of the nature of and/or reason for the absence. Each student must make these phone calls for him/herself. Phone calls of this nature cannot be made on behalf of the student by a third-party. All students should be made aware of their attendance records in a timely manner. Excessive absenteeism is not permitted, as the Florida Board of Nursing requires a specific number of hours for completion of a program.

- Students who have more than 10% of unexcused absences will be required to repeat the course and will be placed on probation.
- A written advisement will be prepared stating the terms of the probation before the student may return to class.
- Excessive absences in a subsequent course will result in withdrawal from the nursing program, depending on the student's circumstances.
- Violation of the probation will result in withdrawal from the program.
- Tardiness and partial days of absence will be converted when applicable to full days of absences as the time accumulates.
- If a student is absent for an exam, s/he will be permitted to makeup the exam the first day back

after the absence unless otherwise arranged with the faculty in advance of the return.

The course schedule and clinical assignments are subject to change at any time during the program. The staff will make every effort to notify students of any changes in a timely manner; however, flexibility is necessary in terms of class and clinical schedules. Children are not allowed on site during class or clinical assignments.

### **End of Course Exam Policy**

The End-of-Course Exams are in effect for the following courses:

- Fundamentals of Nursing II
- Pharmacology II
- Medical Surgical Nursing III

These exams are standardized tests presented at the college's discretion. They may be a HESI or an ATI exam.

For students seeking RN licensure, the exams will be scheduled at the immediate end of each of the courses above, the date and time of which will be announced in advance. Students are allowed one retake of the end of course exam, at the date and time specified by the college. If a student fails both the initial and retake, or fails to sit for the exam, s/he will need to retake the entire course.

### **Exit Exam Policy**

Upon completion of all other courses and clinical requirements, students seeking RN licensure will have two opportunities to pass the NCLEX Readiness course (NUR290) which includes two Exit Exams of the college's choice in order to be eligible for graduation. If the student does not pass both exams, then the student will fail the course (NUR290) and must retake it. If the student fails to pass the course a second time, the student will automatically be withdrawn from Antigua College International.

*Please note: Along with the other required course elements, the student will need to pass both exams during the course retake regardless of any exam passed in the first attempt. No credit or test scores will be carried over from a previous attempt.*

Upon completion of all other courses and clinical requirements, students seeking PN licensure will have two opportunities to pass the NCLEX Readiness course (PRN 934) which includes two Exit Exams of the college's choice in order to be eligible for graduation. If the student does not pass both exams, then the student will fail the course (PRN 934) and must retake it. If the student fails to pass the course a second time, the student will automatically be withdrawn from Antigua College International.

*Please note: Along with the other required course elements, the student will need to pass both exams during the course retake regardless of any exam passed in the first attempt. No credit or test scores will be carried over from a previous attempt.*

RN-seeking students required, based on their college enrollment dates, to take Exit Exams but not NUR290 must also pass both Exit Exams to be eligible for graduation. The Exit Exams must be taken at the dates/times assigned by the college, within 70 days of the completion of all other courses and/or clinical requirements. Students will have two opportunities to pass each exam. If the student does not pass both exams, then the student will be enrolled in the NCLEX Readiness course (NUR290) and will need to pass the course or be dismissed from the college.

The passing scores for the Exit Exams are as follows:

- 900 points for a HESI-style scoring exam
- 70.0% for an ATI-style scoring exam

### **Make Up Work Policy and Failing Grade**

Students may be allowed to make-up missed or delayed class assignments or tests resulting from absence, tardiness or other situations at the instructor's discretion. Make-up assignments must be pre-approved by the instructor and must be appropriately documented and recorded. A student needing to make-up work past the last day of a course must see the Program Director or instructor to request an (I) Incomplete grade prior to the last day of said course except for students on a leave of absence, which will be dealt with on a case-by-case basis. A letter grade of (I) for incomplete will be assigned during this time frame. However, if a final grade is not input within the given timeframe, typically 5 weeks, the grade will automatically revert to the student's average for that course at the time the incomplete was requested. A non-passing grade will be computed as a part of the student's CGPA, and the course must be retaken to successfully complete the program. All attempts will be computed in the CGPA. Students will be financially responsible for the retake of the failed course (see the Retake Policy on page 23).

### **Course Retake Policy**

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 for each retake.

A student may voluntarily withdraw outside of the Drop-Add Period, earning a grade of W, at any point prior to the midterm exam. Once the midterm exam has been administered in the course, completion of the course is obligatory regardless of its outcome (e.g. failure). Only one voluntary withdrawal is allowed per Course Number within the student's chosen program. E.g.: A student who drops course NUR120 outside of the Drop-Add Period, resulting in a grade of W, will not be allowed any subsequent drops of NUR120. required

### **Leave of Absence Policy**

In the case of a medical or personal emergency, a student may request a Leave of Absence from his/her program of study. This leave should be requested in writing and must be approved by the DoE and/or Program Director. Before requesting a leave of absence, students must make an appointment with the Program Director for advisement. By law, a leave of absence may not exceed 180 days within a 12-month period. If the student does not return following a leave of absence by the date indicated on the request, 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 s/he owes the school. When students are on a leave of absence status, they are required to continue making their scheduled monthly payments. (Please refer to page 15 of this catalog for the refund policy.)

### **Probation**

Probation is intended to assist the student in achieving acceptable disciplinary, academic or attendance thresholds. Any student that has a disciplinary, academic or attendance issue may be placed on probation until s/he attains satisfactory improvement. A student will be advised by the instructors, via verbal or written form, of specific areas of improvement. If the instructor warnings are not heeded or acted on, the student will not be allowed to remain in or attend class until a meeting with the Program Director and/or the Director of Education is achieved. Administration will follow the following procedures as needed:

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

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

**Probation:** Student will be placed on probation with specific instructions on corrective actions, including a detailed timeframe (according to SAP evaluation periods). All contingencies must be met within the allotted timeframe in order to be removed from probation status. If the issue persists and corrective actions are not met by the designated timeframe, the student's probation may be extended for an additional evaluation period. Students not meeting 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 for a progressive escalation; however, steps may be skipped depending on the severity of the situation. Students who fail a course will automatically be placed on academic probation. During the probation period the student may be required to complete 45 hours of strategies/content review before he/she may re-enter a core course. Students who fail a second course will be withdrawn or given the opportunity to transfer to the college's Practical Nurse Program.

### **Academic or Clinical Warning and Probation**

Depending on the severity of the incident reported, ACI reserves the right to withdraw students from the Nursing Program for reasons related to the inability to safely carry out professional responsibilities.

### **Rules of Conduct**

Students must conduct themselves in a manner that will enable the school to recommend them to prospective employers as courteous, considerate, and well-mannered individuals. The student must adhere to conduct that will not interfere with the learning process. It is strictly prohibited to be on campus 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 Externship Sites other than in designated areas. 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 work 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.

### **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 expulsion from the college.

### **Photo ID Policy**

Students will be issued one Antigua College International photo ID card at no charge. ID cards must be worn to clinical facilities with photo-side facing forward. Replacement cards, due to loss or damage, will be issued at the student's cost of \$10. Externship students are required to wear their ID cards at their externship sites unless otherwise requested by the site supervisor.

### **Substance Abuse Policy**

Antigua College International maintains a standard of conduct with regard to the unlawful use,

possession, or distribution of illegal drugs, controlled substances (drugs and alcohol) by its students. Students are to report to the campus and clinical sites free from the effects of any substances. Violation of this policy will result in disciplinary action by Antigua College International, up to and including expulsion.

### **Cell Phone Policy**

Cell phone use is not permitted during class time. This rule extends to any form of communication using a cell phone, including text messaging and emailing. Placing and receiving calls or sending and receiving text messages or emails during class disrupts the learning process and is strictly prohibited. Cell phones are not allowed under any circumstances during exam sessions. A student found using a cell phone during an exam will automatically earn an F (failure) for the exam, regardless of reason. Antigua College International strives to maintain a positive and honest learning environment and remains committed to preparing students for professional working environments.

### **Acceptable Internet Use Policy**

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 an instructor for class work. Students may not use the college's internet connection to conduct business or download trial or promotional software. Deliberately infecting Antigua College International computers with a virus is grounds for immediate dismissal.

### **School Attire**

Students are required to wear the college uniform and student identification while attending class, on campus or at an externship site, unless otherwise requested by the externship site. Since the primary objective of this college is to prepare students for employment, students are expected to be neat and clean in appearance while attending classes and clinical sites. The approved uniform of Antigua College International is a red scrub shirt with our logo affixed, black scrub pants, and closed-toe shoes. The student shall appear well-groomed in both class and clinical settings, adhering to the Dress Code below.

Adherence to the dress guidelines is mandatory, as students are representing Antigua College International and the nursing profession. Students violating these rules will be given a verbal warning the first time; a second incident will be in the form of a written advisement. Finally, a third incident will result in probation and/or dismissal from the program.

### **Dress Code:**

- Clean, ironed college uniform
- 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
- Identification badges: the college picture ID should be worn at all time in the clinical area and on college premises
- Plain matching sweater or scrub jacket
- Fingernails must be clean and short; colorless or flesh tone polish may be worn
- Makeup should be minimal and natural looking
- Students are required to bathe daily and apply deodorant



- Facial hair must be conservative and neatly trimmed
- Proper oral hygiene is required; designer caps are not permitted
- Heavy perfume and colognes are not permitted; the excessive odor of perfume, cologne, scented powders, tobacco, bad breath or other offensive body odors is unacceptable in the healthcare environment
- Men’s hair must not touch the collar of the uniform and styling must be professional and appropriate
- Women’s hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination
- Wigs must comply with the above
- Hair decorations are not permitted
- Jewelry is limited to the following: wedding band, watch, one pair of conservative earrings in the lower lobe (**women only**), and/or medic alert
- Visible body piercings are not allowed
- Chewing gum is strictly prohibited in all clinical facilities and classroom

### **Academic Dishonesty**

Students at Antigua College International are expected to maintain and uphold the college’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 means of 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 the one’s own. Students are expected to cite their sources for all academic work submitted in completion of their respective programs.

Depending on the severity of the infraction, penalties for Academic Dishonesty range from an “F” in the course to being dismissed from the college. If a student receives a failing grade in a course as a direct result of Academic Dishonesty, all subsequent infractions dealing with academic dishonesty will result in immediate dismissal from the college.

### **Dismissal**

Antigua College International reserves the right to dismiss or terminate a student for breach of the college’s rules and regulations or for any cause by which Antigua College International deems necessary for the good of the college. Student conduct in the classroom, on college premises, or at affiliate sites must be professional at all times. The following list includes some, but not all, unacceptable behaviors that can and may lead to dismissal:

- Obscene language
- Hostile arguing
- Failure to pay tuition
- Falsification of records
- Striking and physical fighting
- Physical or mental intimidation
- Theft of college or personal property
- Disrespectful behavior towards a staff 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

**AN INSTRUCTOR MAY DISMISS A STUDENT FROM THE CLASSROOM OR CLINICAL AREA FOR FAILURE TO COMPLY WITH THESE REGULATIONS.**

### **Dismissal from the College**

Students may be dismissed from the college for violating the policies, participating in unsafe, dishonest, or unethical behavior, or failure to comply with academic requirements. ACI reserves the right to withdraw students from the Nursing Program for reasons related to the inability to safely carry out professional responsibilities.

# Standards of Academic Progress (SAP)

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## Satisfactory Academic Progress

The institution must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are at 25%, 50%, 75% and 100% of the maximum program length (total credits allowable) for the program.

## Standards

1. Quantitative Progress - Credit Completion: The total number of credit hours the student has earned 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 B). 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 a warning status for the following term.

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

The student will be notified in writing of each change in their SAP status.

A student who has been dismissed may appeal for reentry as described in the appeals section of the catalog (page 20); however, s/he may not appeal the SAP status. If granted reentry, the returning student will retain the same SAP status that was in place when s/he was dismissed. Course withdrawals (W), 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.

# Clinical Experience

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## General Policy

The Clinical Experience is a cooperative effort between the college, students, and clinical facilities. In this portion of the program, students can demonstrate the knowledge and skills they have learned via the didactic portion of the program in a supervised real-world environment. It can be delivered in a combination of field-based assignments in a health care setting (External Clinical Experience) and campus-delivered clinical experience incorporating actual or simulated patient care (Internal Clinical Experience).

Students will incur additional fees for clinical placement that may include charges for health records, vaccinations, background checks, etc. depending on the site's requirements. The college maintains general liability insurance on all students and faculty while at clinical sites; however, students are required to purchase additional liability insurance at their own expense. All required documentation must be completed and submitted to the Clinical Coordinator prior to any assignment.

All clinical hours must be completed as outlined by the course syllabus. Students must successfully complete all clinical requirements to complete the program. Students must make themselves available to accommodate the site's requirements, not their schedules and personal lives to complete the clinical hours. ACI will make every attempt to accommodate students during the clinical portions of the program; however, clinical hours, schedules, and/or sites are not assigned at the student's discretion, rather by the college and the site and at their sole discretion. If the college determines that the student is not reliable for any reason including absences, the student may be removed from the site and may be dismissed from the program. Students will not displace existing site personnel, nor can a student complete clinical hour at his/her place of employment.

## Assignment

Externship assignments are typically made nearer the end of the didactic portion of a course. Students must be prepared to travel to their externship assignments. Based on site availability and topical course requirements, students may be required to complete their hours at more than one site. Students who decline two clinical sites may be required to withdraw from the program.

Students must be in good academic and financial standing before a site will be assigned.

## Schedules and Attendance

Attendance to clinical is mandatory. Students failing to appear for a scheduled rotation without a pre-arranged excused absence will be charged a \$150.00 fee. Unplanned absences will only be excused if the student provides a doctor's note or an accident report that supports the inability of the student to make prior arrangements.

While didactic classes are scheduled Monday through Friday, except on holidays and faculty planning days, clinical sessions may be scheduled weekdays or weekends, day or evening. Students will be notified in advance of attendance and are expected to make themselves available to complete hours during this timeframe. Class times will vary depending on course selection. Students must attend the hours

designated by the site. Schedules may not be changed without permission from the college's Clinical Coordinator who will negotiate with the assigned site supervisor. In the event the student will be absent from an externship assignment; the student must call the college in advance. If student misses two or more clinical assignments without proper notification, the student may be dismissed from the program.

ACI will not assign clinical hours during published holidays or vacations as faculty will not be available for supervision. It is the responsibility of the student to acquire faculty signature on the Clinical Hours log on the date the hours were completed. The student will not ask or expect the faculty member to sign hours from past attendance. If a student has missed any assigned hours, s/he must approach the Clinical Coordinator to arrange for make-up time. Make-up hours will not receive top priority. Students will not be considered to have completed their clinical requirements until the college has certified all required attendance hours. Providing ACI with inaccurate data regarding clinical attendance or performance is grounds for expulsion from the college.

### **Performance Standards**

A faculty member will evaluate the student throughout each clinical assignment. At the end of each course's assignment, the student is responsible for submitting the corresponding Clinical Hours Log. Submission of the Clinical Hours Logs is required for graduation. Clinical hours are a Pass (A) or Fail (F) component of the overall course. If a student fails to complete the hours for a course within its five-week period, the student will receive an incomplete grade (I) and be granted an additional five weeks within which to complete the hours. Failure to complete the clinical hours for a course within the subsequent period will result in failure of the course and may delay the student's expected graduation date.

### **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 not before, and acting in a reliable and responsible manner. Students must demonstrate a professional image and demeanor, and practice good personal hygiene, always. Students will wear the college uniform unless the site requests otherwise. Students must adhere to site protocols and complete any assignments given by college 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 HIPPA regulations.

The site supervisor may at any time and for any reason, request that the college remove a student from the site. Students that 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. Therefore, students should make every effort to demonstrate the utmost integrity and honesty while at a clinical site.

# Graduation Requirements

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## General Graduation Requirements

Students will be eligible for graduation only if their academic, laboratory and clinical progress in the program are satisfactory with a minimum final grade of 75%. Students must have a minimum attendance rate of 90% of the scheduled classroom/clinical time each calendar month after subtraction of excused absences. Students are required to successfully pass two exit exams; but, to be eligible for the exit exams they must have first completed and passed all the 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).
- Complete all required assignments and skills test with satisfactory evaluations.
- Complete all required clinical hours and obtain satisfactory evaluations.
- Successfully pass the two corresponding Exit Exams, of the college's choosing.
- Financial account must be current and at least 60% of the total institutional loan must be paid.
- Complete exit interviews with Program Director and Education Director.

Upon successfully meeting all the requirements, the program's corresponding degree, diploma, or certificate will be granted. To assist graduates with certification, licensure, and career placement, 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

As it is required by the Florida Board of Nursing to work in their chosen field, students are required to take the National Council Licensure Examination (NCLEX-RN or NCLEX-PN) after completion of the program. ACI will assist its graduates in applying for state licensure exams but the student is responsible for any fees associated with licensure.

The Florida Board of Nursing expects that students 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 former ACI students. Graduates are encouraged to supplement their NCLEX preparation with these free review sessions.

## Graduation Ceremony

Antigua College International holds one annual graduation ceremony for its students. The college will contact all graduates and graduating students to advise them of the date of the annual ceremony, but it is ultimately the student's responsibility to complete the necessary steps to participate in the ceremony. Any student failing to meet the requirements may not participate in graduation ceremonies and will need to wait for the following year's ceremony.

Requirements to attend the graduation ceremony:

- No more than 8 credits pending completion by the application deadline.
- Clearance from the Student Accounts and Education departments by the deadline.

- Completion and submission of graduation application and student policies form by the deadline.
- Payment of Graduation Fee (includes diploma, cap, and gown) by the deadline.

**Please Note:** Participation in the graduation ceremony is not equivalent to academic graduation. A student who participates in the graduation ceremony must still meet the defined academic requirements for credentials, transcripts, and diplomas to be conferred. If the student fails to graduate, half the Graduation fee will be returned.







# Academic Programs



# **DEGREE PROGRAMS**

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Bachelor of Science in Nursing

Associate in Science in Nursing

# Bachelor of Science Degree Programs

## Nursing, BSN

**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 the 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.

### Credential Awarded

After completion of the program, the students will be awarded a Bachelor of Science in Nursing.

	Tuition and Fees			
	Base Tuition	Registration Fee	Technology Fee	Total
Nursing, BSN	\$41,479	\$100	\$100	\$41,679

Bachelor of Science Degree consists of

- 120 Semester credits (50 General Education and 70 Nursing)
- 2250 classroom hours (1500 lecture, 300 lab, and 450 clinical)
- 175 weeks of academic instruction (approximately 42 months)

The student will also be responsible for any additional fees which may apply throughout the life of the program. These fees are payable at the time they become applicable, and may include but are not limited to\*:

- Exit Exam fees, \$150.00/exam
- End of Course Exam fees, \$50.00/exam

- Adaptive Quizzing (EAQ for the NCLEX-RN), \$120.00 for 36-month subscription
- Clinical Eligibility Requirements and Licensure (Level II background check, physical exam, 10-panel drug screen, liability insurance, board application, and PearsonVue exam fee)

*\*Refer to page 17 of the catalog for a complete listing of fees.*

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.

<b>General Education (50 credits)</b>		
ENG 110	English Composition I <sup>2</sup>	3
PSY 110	General Psychology <sup>1,2</sup>	3
MAT 110	College Algebra I <sup>1,2</sup>	3
CHM 120	Introduction to Chemistry w/lab <sup>1,2</sup>	4
ANP 110	Anatomy and Physiology I w/lab <sup>1,2,3</sup>	4
ANP 120	Anatomy and Physiology II w/lab <sup>1,2,3</sup>	4
BSC 200	Microbiology w/lab <sup>1,2</sup>	3
HSC 240	Principles of Human Nutrition <sup>1,2,3</sup>	3
ENG 120	English Composition II	3
COM 110	Fundamentals of Oral Communication	3
ENG 310	Advanced Writing and Research	3
HUM 102	Humanities <sup>1</sup>	3
DEV 240	Human Growth and Development <sup>1</sup>	3
STA 201	Introduction to Statistics <sup>1</sup>	4
CMP 103	Introduction to Information Technology <sup>1</sup>	4
<b>Nursing Core (70 credits)</b>		
NUR 120	Fundamentals of Nursing <sup>2</sup>	3
NUR 140	Fundamentals of Nursing II <sup>2</sup>	4
NUR 160	Adult Health Assessment <sup>2</sup>	3
NUR 181	Pharmacology I <sup>2</sup>	4
NUR 191	Pharmacology II <sup>2</sup>	5
NUR 221	Medical Surgical Nursing I (HIV/AIDS) <sup>1,2</sup>	5
NUR 231	Medical Surgical Nursing II <sup>2</sup>	4
NUR 260	Medical Surgical Nursing III <sup>2</sup>	4
NUR 210	Community Health Nursing <sup>2</sup>	3
NUR 241	Maternity and Newborn Nursing <sup>2</sup>	5
NUR 246	Pediatric Nursing <sup>2</sup>	4
NUR 251	Psychiatric Nursing <sup>2</sup>	3
NUR 290	NCLEX-RN Readiness	3
NUR 370	Nursing Research	3
NUR 380	Complementary and Alternative Healthcare	3
NUR 390	Nursing Role and Scope	3
NUR 310	Culture in Nursing	3
NUR 400	Nursing Leadership and Management	3
NUR 450	Professional Nursing Practicum	5
<b>BSN TOTALS:</b>		<b>120</b>

1 Courses awarded to Foreign Medical Doctor

2 Courses awarded to licensed RN with ASN degree

3 Courses awarded to licensed LPN

## Nursing, RN to BSN

### 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 the 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.

### Credential Awarded

After completion of the program, the students will be awarded a Bachelor of Science in Nursing.

	Tuition and Fees			
	Base Tuition	Registration Fee	Technology Fee	Total
Nursing, RN to BSN	\$14,863	\$100	\$100	\$15,063

RN to BSN, Bachelor of Science Degree consists of

- 120 Semester credits (23 additional General Education credits, and 20 additional Nursing credits)
- 77 transfer credits awarded for an ASN and valid RN license
- 720 classroom hours (600 lecture, 30 lab, and 90 clinical)
- 70 weeks of academic instruction (approximately 17 months)

The student will also be responsible for any additional fees which may apply throughout the life of the program. These fees are payable at the time they become applicable, and may include but are not limited to\*:

- Clinical Eligibility Requirements and Licensure (Level II background check, physical exam, 10-panel drug screen, liability insurance, board application, and PearsonVue exam fee)

*\*Refer to page 17 of the catalog for a complete listing of other fees.*

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.

<b>RN Transfer Awarded</b>		
ASN and valid RN License		77
<b>General Education (23 credits)</b>		
ENG 120	English Composition II	3
COM 110	Fundamentals of Oral Communication	3
ENG 310	Advanced Writing and Research	3
HUM 102	Humanities <sup>1</sup>	3
DEV 240	Human Growth and Development <sup>1</sup>	3
STA 201	Introduction to Statistics <sup>1</sup>	4
CMP 103	Introduction to Information Technology <sup>1</sup>	4
<b>Nursing Core (20 credits)</b>		
NUR 370	Nursing Research	3
NUR 380	Complementary and Alternative Healthcare	3
NUR 390	Nursing Role and Scope	3
NUR 310	Culture in Nursing	3
NUR 400	Nursing Leadership and Management	3
NUR 450	Professional Nursing Practicum	5
<b>BSN TOTALS:</b>		<b>120</b>

<sup>1</sup> Courses awarded to Foreign Medical Doctor





# Associate in Science Degree Programs

## Nursing, ADN

### Program Description:

Antigua College International ADN 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 Associates 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 support person in carried 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 support person 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.

### Credential Awarded

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

	Tuition and Fees			
	Base Tuition	Registration Fee	Technology Fee	Total
Nursing, ADN	\$27,998	\$100	\$100	\$28,198

Associate in Science Degree consists of

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

The student will also be responsible for any additional fees which may apply throughout the life of the program. These fees are payable at the time they become applicable, and may include but are not limited to\*:

- Exit Exam fees, \$150.00/exam

- End of Course Exam fees, \$50.00/exam
  - Adaptive Quizzing (EAQ for the NCLEX-RN), \$120.00 for 36-month subscription
  - Clinical Eligibility Requirements and Licensure (Level II background check, physical exam, 10-panel drug screen, liability insurance, board application, and PearsonVue exam fee)
- \*Refer to page 17 of the catalog for a complete listing of other fees.*

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.

### Program Curriculum

General Education (27 credits)		
ENG 110	English Composition I	3
PSY 110	General Psychology <sup>1</sup>	3
MAT 110	College Algebra I <sup>1</sup>	3
CHM 120	Introduction to Chemistry w/lab <sup>1</sup>	4
ANP 110	Anatomy and Physiology I w/lab <sup>1,3</sup>	4
ANP 120	Anatomy and Physiology II w/lab <sup>1,3</sup>	4
BSC 200	Microbiology w/lab <sup>1</sup>	3
HSC 240	Principles of Human Nutrition <sup>1,3</sup>	3
Nursing Core (54 credits)		
NUR 120	Fundamentals of Nursing	3
NUR 140	Fundamentals of Nursing II	4
NUR 160	Adult Health Assessment	3
NUR 181	Pharmacology I	4
NUR 191	Pharmacology II	5
NUR 221	Medical Surgical Nursing I (HIV/AIDS) <sup>1</sup>	5
NUR 231	Medical Surgical Nursing II	4
NUR 260	Medical Surgical Nursing III	4
NUR 210	Community Health Nursing	3
NUR 241	Maternity and Newborn Nursing	5
NUR 246	Pediatric Nursing	4
NUR 251	Psychiatric Nursing	3
NUR 280	Nursing Leadership	4
NUR 290	NCLEX-RN Readiness	3
<b>ADN TOTALS:</b>		<b>81</b>

1 Courses awarded to Foreign Medical Doctor

3 Courses awarded to licensed LPN

# **CAREER EDUCATION**

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Practical Nursing, Diploma

English for Speakers of Other Language, Certificate

# Diploma Programs

## Nursing, PN

### Practical Nursing (PN), Diploma Program

#### Program Description

The purpose of this program is to prepare the student for employment as a practical nurse by providing the theoretical knowledge and clinical competence to obtain licensure and the standard of professionalism necessary for the successful practice of nursing. The college awards a certificate upon the successful completion of this Clock-Hour program. Practical Nursing is an intensive, full time program, which requires 1355 clock hours.

#### Program Objectives:

- Demonstrate effective interpersonal relationships with members of the health care team, patients and the community;
- Applies the clinical competencies to function as a licensed practical Nurse;
- Uses the nursing process to safely meet the health needs of the individual;
- Incorporates the use of scientific principles in providing health care and promoting wellness;
- Performs as an ethical, accountable and responsible member of the health care team'
- Demonstrates behaviors and attitudes which contribute to successful employment;
- Participates in organizations which contribute to improvement of self, community in nursing
- Comprehends the necessity of participating in continuing education;
- Recognizes the dimension of cultural factors which influence nursing practice.

#### Credential Awarded

After completion of the program, the students will be awarded a Diploma in Practical Nursing.

	Tuition and Fees			
	Base Tuition	Registration Fee	Technology Fee	Total
Nursing, PN	\$10,500	\$100	\$100	\$10,700

Practical Nurse Diploma Program consists of

- 1355 clock hours (560 lecture, 120 lab, and 675 clinical)
- 68 weeks of academic instruction (approximately 16 months)

The student will also be responsible for any additional fees which may apply throughout the life of the program. These fees are payable at the time they become applicable, and may include but are not limited to\*:

- Exit Exam fees, \$150.00/exam
- End of Course Exam fees, \$50.00/exam
- Adaptive Quizzing (EAQ for the NCLEX-PN), \$100.00 for 18-month subscription
- Clinical Eligibility Requirements and Licensure (Level II background check, physical exam, 10-panel drug screen, liability insurance, board application, and PearsonVue exam fee)

*\*Refer to page 17 of the catalog for a complete listing of other fees.*

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.

## Program Curriculum

Course #	Course Name	Hours
HSC 100	Introduction to Health Care Environment	30
PRN 022	Anatomy and Physiology and Medical Terminology	60
PRN 001	Fundamentals of Practical Nursing I (HIV/AIDS)	105
PRN 002	Fundamentals of Practical Nursing II	105
PRN 023	Growth & Development and Nutrition	25
PRN 035	Pharmacology	60
PRN 100	Maternity and Newborn Nursing	132.5
PRN 110	Pediatric Nursing	132.5
PRN 380A	Medical-Surgical Nursing I-A	105
PRN 380B	Medical-Surgical Nursing I-B	105
PRN 388A	Medical-Surgical Nursing II-A	105
PRN 388B	Medical-Surgical Nursing II-B	105
PRN 400	Practical Nursing Communications	15
PRN 933	Transition to Graduate	210
PRN 934	NCLEX PN Review	60
<b>Total Hours</b>		<b>1355</b>

# Certificate Programs

## English for Speakers of Other Languages (ESOL)

The English for Speakers of Other Languages certificate program is not licensed, nor under the purview of, the Commission for Independent Education.

### Program Description

The ESOL program covers topics in English to include, but not limited to, grammatical structures, listening dictation activities, vocabulary development, reading enhanced through the whole language approach, speaking activities through an English Only approach with the only exception being that of the use of the native language for community enrichment purposes which are non-instructional language learning moments.

### Program Objectives

This program is designed to help students acquire reading and conversational abilities as well as the basic functional skills in English. The program provides training in listening, speaking, reading, and writing.

Tuition and Fees				
	Base	Registration Fee	Book Fee	Total
ESOL Program	\$1,480	\$100	\$120	\$1,700

ESOL Certificate Program consists of

- 270 hours (4 courses, 67.5 hours each)
- 18-20 weeks (54 sessions, approximately 5 months)

### I. ESOL Program Admission

Entrance Requirements:

- Applicants must be at the compulsory age of attendance (at least 17 and 9 months old at the time of enrollment). A parent or legal guardian must *also* sign if the applicant is under the age of 18.
- Submit a copy of photo identification card (ID)
- Submit a copy of social security card
- Pay the registration and book fees, and a down-payment on tuition.
- Complete all admission documents (i.e. application, enrollment agreement, etc.)
- Take a standardized English Assessment exam to determine placement within the program.

### II. ESOL Academic Requirements

Students are required to meet the following standards in every course:

- Successfully meet all course objectives.
- Complete the didactic portion of the course with a grade of 75% or better (C).
- Complete all individual exams in the didactic portion of the course with 75% or better.
- Complete all required assignments.
- Complete all skills tests with a satisfactory evaluation.
- Pass all evaluations.
- Meets attendance standards of the program.

### III. Requirements for graduation

The student must comply with the following requirements to receive a certificate of completion:

- All assignments, exams, papers, reports, etc. must be completed and turned in. No exams or work can be pending.
- Complete the course hours, up to 270, as determined by the English Assessment exam administered at Antigua College International (no transfers will be awarded)
- Successfully complete the required courses as determined by the English Assessment exam:

ESOL 001	English for Speakers of Other Languages (ESOL) Level I	67.5
ESOL 002	English for Speakers of Other Languages (ESOL) Level II	67.5
ESOL 003	English for Speakers of Other Languages (ESOL) Level III	67.5
ESOL 004	English for Speakers of Other Languages (ESOL) Level IV	67.5
- Meet all financial obligations incurred with the institution.
- Complete the total minimum hours required by the program with an overall score of 75% or better (C) for all courses.





# Course Codes

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

<b>ANP</b>	Anatomy and Physiology
<b>BSC</b>	Biological Sciences
<b>CHM</b>	Chemistry
<b>CMP</b>	Computer Sciences
<b>COM</b>	Oral Communications
<b>DEV</b>	Human Growth & Development
<b>ENG</b>	English
<b>ESOL</b>	English for Speaker of Other Languages
<b>HSC</b>	Health Sciences
<b>HUM</b>	Humanities
<b>MAT</b>	Mathematics
<b>NUR</b>	Nursing
<b>PRN</b>	Practical Nursing
<b>PSY</b>	Psychology
<b>STA</b>	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 career 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.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 30 clock hours of lecture, 30 clock hours of Lab., or 30 clock hours of externship.

## 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 lecture, lab, and clinical credit hours.

## General Education

ANP 110 Anatomy and Physiology I

Credits: 4

Hours: 45 Lecture, 30 Lab

Prerequisites: None

This course is the study of the structure and function of the cells and tissues, and the human body, as a whole. It explores the major organ systems, body membranes, musculature, and various systems including skeletal, sensory, endocrine, and nervous systems. The laboratory will be used for the macroscopic and microscopic study of the structures, and practical demonstration of some functions of these systems.

ANP 120 Anatomy and Physiology II

Credits: 4

Hours: 45 Lecture, 30 Lab

Prerequisites: ANP 110

This course builds on the material learned in Anatomy and Physiology I. The student will now delve into the hematologic, cardio-vascular, lymphatic, respiratory, digestive and metabolic, urinary, and reproductive systems. The laboratory will be used for the macroscopic and microscopic study of structures, and practical demonstration of some functions of these systems.

BSC 200 Microbiology with Lab

Credits: 3

Hours: 30 Lecture, 30 Lab

Prerequisites: None

This course is an introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care and sterilization and disinfection methods.

CHM 120 Introduction to Chemistry with Lab

Credits: 4

Hours: 45 Lecture, 30 Lab

Prerequisites: MAT 110

This course presents the basic principles of chemistry including the concepts of the structure of atoms and molecules, chemical bonding, and properties of solutions.

CMP 103 Introduction to Information Technology

Credits: 4

Hours: 45 Lecture, 30 Lab

Prerequisites: None

This course is designed to present basic computer terminology and functions to those with no prior computer experience. This subject covers the basic data processing cycle, history of data processing, hardware components and functions, number systems, and files. In addition, the students receive an introduction to the use of the Internet.

COM 110            Fundamentals of Oral Communication

Credits:            3

Hours: 45 Lecture

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. The course meets teacher certification requirements in psychological foundations.

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:      ENG 110

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 100 Introduction to Healthcare Environment  
Credits: - Hours: 20 Lecture, 10 Lab  
Prerequisites: None

This course offers an introduction to the concepts of health and illness, healthcare system in the USA, and Allied Health careers, as well as the ethical and legal issues and the communication techniques in healthcare. An overview of the human body and the language for healthcare is also covered.

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

This course introduces the student to the fundamentals of nutrition including the micro and macronutrients found in food and how the body processes them. The relationship between diet and health is also discussed. Students will learn principles of planning a balanced diet and how to make healthier food choices.

HUM 102 Humanities  
Credits: 3 Hours: 45 Lecture  
Prerequisites: ENG 110

This course presents the human story from prehistoric civilizations and cultures through the mid-20<sup>th</sup> century. The periods and movements covered will include Ancient Empires, the Flowering of Religion, the Medieval world, the Renaissance, Reformation, Enlightenment, Neo-Classicism, and Modernism and the impacts of the Great War. The students will also learn about the differences, interactions, and influences of eastern cultures and civilizations on the western world.

MAT 110 College Algebra I  
Credits: 3 Hours: 45 Lecture  
Prerequisites: None

Daily, nurses use math skills to calculate medication dosages or to figure the drip rate for intravenous drugs so that they are administered effectively. Math skills are essential to successful and safe practice of a caring and competent professional nurse. This course is designed for students in a nursing program, to introduce them to basic mathematical principles and their application, followed by an introduction to algebra which includes the solution of word problems, and a module on conversion to provide experience in applications relevant to health professions.

PSY 110 General Psychology  
Credits: 3 Hours: 45 Lecture  
Prerequisites: None

This course is a comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day-to-day behavior. (3 hrs. lecture)

STA 201 Introduction to Statistics  
Credits: 4 Hours: 60 Lecture  
Prerequisites: MAT 110

This course introduces the summarizing, tabulating, and analyzing of data using various statistical techniques.

## Nursing

NUR 120 Fundamentals of Nursing I  
Credits: 3 Hours: 45 Lecture  
Prerequisites: ANP110, ANP120, CHM20, HSC240, MAT110

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human 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, CHM20, HSC240, MAT110, NUR120

This course provides the fundamentals to transit to the role of professional nursing student. It builds on the professional attributes and prepares the student to assume the role of the RN. Critical thinking is utilized to apply concepts of adaptation, nursing process, therapeutic interactions, and teaching/learning principles in the care of the patient, emphasizing on assessment, communication, teaching/ learning principles, and use of the nursing process, management skills, ethical/legal issues, pharmacology review, and the professional role of the nurse. Theoretical knowledge and principles are applied in the clinical setting.

NUR 160 Adult Health Assessment  
Credits: 3 Hours: 30 Lecture, 30 Lab  
Prerequisites: ANP110, ANP120

This course is designed to assist the students with the application of the assessment component of the nursing process. The student is introduced to evidence-based practice and the health wellness continuum. Critical thinking and documentation skills are emphasized to assist the student in making appropriate nursing judgments. Nursing laboratory sessions provides the opportunity for demonstration, supervised practice, and return demonstration of physical assessment techniques.









NUR 310 Culture in Nursing

Credits: 3

Hours: 45 Lecture

Prerequisites: None

Throughout the use of the nursing process this course provides cultural competent health care skills, including assessing and identifying cultural practices, values, and beliefs that affect nursing practice. The student will be introduced to the components of cultural competence and how to apply it.

NUR 370 Nursing Research

Credits: 3

Hours: 45 Lecture

Prerequisites: None

This course presents nursing research as a basis for nursing practice. It provides theories and experiences in reviewing, analyzing, and interpreting research for nursing practice.

NUR 380 Complementary and Alternative Healthcare

Credits: 3 Lecture

Hours: 45 Lecture

Prerequisites: None

In this course, students will learn holistic aspects of care while evaluating complementary and alternative healthcare in diverse populations across the lifespan and around the globe. The course will explore culturally diverse treatment practices and the benefits of a holistic approach to healthcare through evidence-based research.

NUR 390 Nursing Role and Scope

Credits: 3

Hours: 45 Lecture

Prerequisites: None

This course focuses in the history and evolution of the nursing profession, ethical imperatives, and current trends and legal aspects that impact the professional practice in an evolving healthcare delivery environment which are fundamental for the development of the professional nurse. The role of the BSN prepared graduate focuses on utilization of evidenced-based nursing practices and advanced leadership and management skills in a variety of settings within a global community.

NUR 400 Nursing Leadership and Management

Credits: 3

Hours: 45 Lecture

Prerequisites: None

In this course, the emphasis is on leadership communication, interpersonal relationships, client advocacy, management and change agent roles of the professional nurse. These skills are analyzed in a variety of health care settings. The application of decision making process is analyzed.

NUR 450 Professional Nursing Practicum  
Credits: 5 Hours: 45 Lecture, 90 Clinical  
Prerequisites: CMP103, COM110, DEV240, RNG120, ENG310, HUM102, STA201, NUR310, NUR370, NUR380, NUR390, NUR400

This course focuses in the development of management skills for the professional nurse role by applying the principles of leadership theories and styles, management, and regulatory agencies that define boundaries of nursing practice in health care organizations. It teaches collaboration, conflict management, and effective communication skills using group process, and teaching/learning strategies that emphasize the leadership and management roles of the nurse. It defines the role of the professional nurse in efficient patient care management in complex health care settings. Professional development and role transition of baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings.

PRN 001 Fundamentals of Practical Nursing I  
Hours: 45 Lecture, 15 Lab, 45 Clinical

This course introduces the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethical responsibilities in nursing, the uses of the computer in the health care setting. A review of disease and disease states for the health populations as well as the health care needs of the geriatric patients, and pre-operative and post-operative nursing care is discussed. Clinical skills are practiced in the nursing Lab. and the student could apply knowledge and skills in clinical setting.

PRN 002 Fundamentals of Practical Nursing II  
Hours: 45 Lecture, 15 Lab, 45 Clinical

This course is a continuation of Fundamentals of Practical Nursing I. It prepares the student to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, emergencies, and organization of patient care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS, infection control procedures, and domestic violence.

PRN 022 Anatomy & Physiology and Medical Terminology  
Hours: 60 Lecture

This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will review basic science concepts, learn major systems, organs, and terminologies necessary for the provision of safe and effective nursing care.

PRN 023 Growth & Development and Nutrition  
Hours: 25 Lecture

This course outlines the developmental concepts in psychology, focusing on the basic dynamics which underlie human behavior at various stages in the lifespan. It also focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing, and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon.

PRN 035                    Pharmacology

Hours:                    50 Lecture, 10 Lab

This course includes an introduction to clinical pharmacology including drug classifications, the study of a large body of medications, drug mechanisms, dosage, safe medication administration, therapeutic uses, and review basic math principles needed to perform dosage calculations. Characteristics, action, dosage, contraindications, side effects, and the techniques used in administering them.

PRN 100                    Maternity and Newborn Nursing

Hours:                    45 Lecture, 20 Lab, 67.5 Clinical

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized.

PRN 110                    Pediatric Nursing

Hours:                    45 Lecture, 20 Lab, 67.5 Clinical

This course provides information regarding the general characteristics, needs, and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized.

PRN 380A                    Medical-Surgical Nursing I A

Hours:                    30 Lecture, 7.5 Lab, 67.5 Clinical

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized.

PRN 380B                    Medical-Surgical Nursing I B

Hours:                    30 Lecture, 7.5 Lab, 67.5 Clinical

This course is a continuation of Medical-Surgical Nursing I A. It provides the student with information regarding common acute and chronic medical and surgical conditions related to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized.

PRN 388A            Medical-Surgical Nursing II A  
Hours:                30 Lecture, 7.5 Lab, 67.5 Clinical

The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs, and skills of caring for the geriatric patient. The emotional, mental, physiological, and social needs of the aging adult in a variety of settings are discussed.

PRN 388B            Medical-Surgical Nursing II B  
Hours:                30 Lecture, 7.5 Lab, 67.5 Clinical

This course is a continuation of Medical-Surgical Nursing II A. The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs, and skills of caring for the geriatric patient. The emotional, mental, physiological, and social needs of the aging adult in a variety of settings are discussed.

PRN 400             Practical Nursing Communication  
Hours:                15 Lecture

This course prepares the practical nursing student to communicate and use interpersonal skills effectively. Basic listening and observational skills are covered as well as interaction with patient, family, and members of the health care team. Concepts of wellness and disease are covered including human needs throughout the life span, psychological reactions to illness, defense mechanisms as well as common alterations in patients with psychological disorders.

PRN 933             Transition to Graduate  
Hours:                30 Lecture, 180 Clinical

This course provides comprehensive on-site clinical experience for the nursing student that includes providing patient care as a member of the health care team in a health care facility (under the supervision of nursing faculty). The student adds to the experience already acquired in applying knowledge and practicing skills that have been learned throughout the entire program. Students review the LPN role and scope of practice and define leadership roles in a healthcare team. During this course, the student returns to the campus at regular intervals for a clinical overview and summary and review of competency assessment. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed.

PRN 934             NCLEX PN Review  
Hours:                60 Lecture

This course provides a comprehensive review of nursing theory, test preparation, test taking strategies, and relaxation tips, with questions and practice exams in preparation of the NCLEX PN test. Students will be required to pass two exit exams to pass the course and complete the program.

# ESOL

Course Number:	ESOL 001	Credits:	4.5
Course Title:	ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVEL I	Hours:	67.5 Lecture
Prerequisites:	None		

ESOL Level I covers topics in English to include, but not limited to, grammatical structures, listening dictation activities, vocabulary development, reading enhanced through the whole language approach, speaking activities through an English only approach with the only exception being that of the use of the native language for community enrichment purposes which are non-instructional language learning moments. The course infuses reading, writing, listening, and speaking activities.

Course Number:	ESOL 002	Credits:	4.5
Course Title:	ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVEL II	Hours:	67.5 Lecture
Prerequisites:	ESOL001		

ESOL Level II is a continuation of Level I and covers topics in English to include, but not limited to, grammatical structures, listening dictation activities, vocabulary development, reading enhanced through the whole language approach, speaking activities through an English only approach with the only exception being that of the use of the native language for community enrichment purposes which are non-instructional language learning moments. The course infuses reading, writing, listening, and speaking activities.

Course Number:	ESOL 003	Credits:	4.5
Course Title:	ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVEL III	Hours:	67.5 Lecture
Prerequisites:	ESOL001, ESOL002		

ESOL Level III is a continuation of Level II and covers topics in English to include, but not limited to, grammatical structures, listening dictation activities, vocabulary development, reading enhanced through the whole language approach, speaking activities through an English only approach with the only exception being that of the use of the native language for community

Course Number:	ESOL 004	Credits:	4.5
Course Title:	ENGLISH FOR SPEAKERS OF OTHER LANGUAGES LEVEL III	Hours:	67.5 Lecture
Prerequisites:	ESOL001, ESOL002, ESOL003		

ESOL Level IV is a continuation of Level IV and covers topics in English to include, but not limited to, grammatical structures, listening dictation activities, vocabulary development, reading enhanced through the whole language approach, speaking activities through an English only approach with the only exception being that of the use of the native language for community enrichment purposes which are non-instructional language learning moments. The course infuses reading, writing, listening, and speaking activities.



# Academic Calendar

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## START DATES

### OBSERVED HOLIDAYS/BREAKS (NO CLASS):

- Jul 4 Independence Day
- Sep 4 Labor Day
- Nov 10 Veterans Day (observed)
- Nov 11 Veterans Day

## PAY DATES

- Nov 23 Thanksgiving Day
- Nov 24 Thanksgiving Break
- Dec 23-Jan 7 Winter Break
- Dec 25 Christmas Day

- Jan 1 'New Year's Day
- Feb 19 Presidents' Day
- May 28 Memorial Day





## Estimated Start and End Dates

Associate in Science in Nursing	
Start	End
July 17, 2017	September 30, 2019
August 21, 2017	November 4, 2019
October 2, 2017	December 16, 2019
November 6, 2017	January 20, 2020
December 11, 2017	February 24, 2020
January 29, 2018	April 13, 2020
March 5, 2018	May 18, 2020
April 9, 2018	June 22, 2020
May 14, 2018	July 27, 2020
June 18, 2018	August 31, 2020

Bachelor of Science in Nursing	
Start	End
July 17, 2017	November 23, 2020
August 21, 2017	December 28, 2020
October 2, 2017	February 8, 2021
November 6, 2017	March 15, 2021
December 11, 2017	April 19, 2021
January 29, 2018	June 7, 2021
March 5, 2018	July 12, 2021
April 9, 2018	August 16, 2021
May 14, 2018	September 20, 2021
June 18, 2018	October 25, 2021

RN to BSN	
Start	End
July 17, 2017	November 19, 2018
August 21, 2017	December 24, 2018
October 2, 2017	February 4, 2019
November 6, 2017	March 11, 2019
December 11, 2017	April 15, 2019
January 29, 2018	June 3, 2019
March 5, 2018	July 8, 2019
April 9, 2018	August 12, 2019
May 14, 2018	September 16, 2019
June 18, 2018	October 21, 2019

Practical Nursing Diploma	
Start	End
July 17, 2017	October 29, 2018
August 21, 2017	December 3, 2018
October 2, 2017	January 14, 2019
November 6, 2017	February 18, 2019
December 11, 2017	March 25, 2019
January 29, 2018	May 13, 2019
March 5, 2018	June 17, 2019
April 9, 2018	July 22, 2019
May 14, 2018	August 26, 2019
June 18, 2018	September 30, 2019

## Drop-Add Deadlines

Drop-Add Deadlines Matrix Based on Start			
Start	Deadline	Start	Deadline
July 17, 2017	July 24, 2017	January 29, 2018	February 5, 2018
August 21, 2017	August 28, 2017	March 5, 2018	March 12, 2018
October 2, 2017	October 9, 2017	April 9, 2018	April 16, 2018
November 6, 2017	November 13, 2017	May 14, 2018	May 21, 2018
December 11, 2017	December 18, 2017	June 18, 2018	June 25, 2018



## Appendix A

### Faculty

Name	Degree(s), Conferring Institution	Title	Subject(s)
Antigua, Diony	Doctor of Medicine, CETEC University, Dominican Republic; MS, Nursing/FNP, Universidad del Turabo, Miramar, Florida; MS, Nursing/ED, University of Phoenix, Miami, Florida; AS, Nursing, University of Sacred Heart, Puerto Rico	CEO, Part-time faculty	Nursing, Sciences
Antigua, Jose	Doctor of Medicine, UTESA University, Dominican Republic; MS, Nursing/FNP, Universidad del Turabo, Miramar, Florida; MS, Nursing/ED, University of Phoenix, Miami, Florida; AS, Nursing, University of Sacred Heart, Puerto Rico	President, Part-time faculty	Nursing, Sciences
Arzuaga, Alexis	Doctor of Medicine, Higher Institute of Medical Sciences, Santiago, Cuba; BS, Nursing, Hebrew College Central Ashdod University School of Nursing, Chicago, IL	Adjunct Professor	Nursing, Sciences
Bermudez, John	Doctor of Medicine, Universidad Libre, Barranquilla, Colombia; BS, Nursing, Antigua College International, Miami, FL	Full-time Professor	Nursing, Sciences
Blandon, Arianna	Educational Specialist, Education Leadership, Florida International University; MS, International Intercultural Education, Florida International University; BA, Sociology and Anthropology, Florida International University	Dir. Of Education, Part-time faculty	English, Speech, Humanities
Fleites, Esther	MS, Education, Nova Southeastern University, Florida; BS, Chemistry, Universidad Central de las Villas, Cuba	Adjunct Professor	Chemistry, Mathematics, Statistics
Garcia Torres, Antonio	BS, Nursing, Antigua College International, Miami, Florida; AS, Nursing, Antigua College International, Miami, Florida	Full-time Professor	Practical Nursing
Maury, Antolin	MS, Nursing/ARNP, Nursing, Florida International University, Florida; BS, Nursing, Florida International University, Florida	Adjunct Professor	Nursing, Sciences
Pena, Nancy	Doctor of Medicine, Institute of Medical Sciences, Santa Clara, Cuba; BS, Nursing Degree, Central Ashdod University, Chicago, Illinois	Adjunct Professor	Nursing, Sciences
Perez, Mario	Doctor of Medicine, Higher Institute of Medical Sciences, Havana, Cuba; MS, Nursing, Universidad del Turabo, Gurabo, Puerto Rico; BS, Nursing, Universidad del Sagrado Corazón, Santurce, Puerto Rico	Adjunct Professor	Nursing, Sciences

## Staff

Name	Department	Role	Full- /Part- Time
Diony Antigua MD, MSN/Ed, ARNP, RN	Administration, Education	Chief Executive Officer, Faculty	FT
Jose Antigua MD, MSN/Ed, ARNP, RN	Administration, Education	President, Faculty	FT
Justin Garcia, CPA	Finance	Chief Financial Officer	FT
Taima Gonzalez, MBA	Administration, HR	VP of Operations, Controller	FT
Debora Valdes, BSN, RN	Admissions, Education	VP of Enrollments; Clinical Coordinator	FT
Arianna Blandon, MS, Ed.S	Education	Director of Education	FT
Barbara Diaz	Student Accounts	Director, Student Accounts	FT
Julian Perez, MLS	Library	Librarian	PT
Ernesto Limonta	Administration	Director, Networking & Technology	PT
Jorge A. Alvarez, MBA, MHA	Administration	Institutional Development	PT
Sara Hekmat	Administration	Operational Consultant	PT

## Appendix B

### 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% 50% 75% 100%	30.0 – 45.0 60.0 – 90.0 90.0 – 135.0 120.0 – 180.0	2.0 2.0 2.0 --	-- 2.0 2.0 --	-- 55% 65% --
Nursing RN to BSN	180	25% 50% 75% 100%	30.0 – 45.0 60.0 – 90.0 90.0 – 135.0 120.0 – 180.0	2.0 2.0 2.0 --	-- 2.0 2.0 --	-- 55% 65% --
Nursing ADN	121.5	25% 50% 75% 100%	20.3 - 30.4 40.5 – 60.8 60.8 – 91.1 81.0 – 121.5	2.0 2.0 2.0 --	-- 2.0 2.0 --	-- 55% 65% --
Nursing PN*	2032.5	25% 50% 75% 100%	338.8 – 508.1 667.5 – 1016.3 1016.3 – 1524.4 1355.0 – 2032.5	2.0 2.0 2.0 --	-- 2.0 2.0 --	-- 55% 65% --

\*PN Program calculations are done in hours, not credits.

