



2020-2021 CATALOG

Volume VII

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Table of Contents:

Welcome	5
Vision.....	6
Mission	6
Goals	6
About Antigua College International	7
Accreditation, Licenses, Approvals	8
General Information.....	9
Admissions	10
Admissions Procedures.....	12
Transfer of Credits	12
Finance Department.....	14
Student Services	20
Academic Policies, Code of Conduct, and Regulations	22
Standards of Academic Progress (SAP).....	32
Clinical Experience	35
Graduation Requirements.....	37
DEGREE PROGRAMS	40
Bachelor of Science Degree Programs.....	41
Nursing, BSN	41
Nursing, RN to BSN.....	44
Associate in Science Degree Programs.....	46
Nursing, ADN.....	46
CAREER EDUCATION	48
Diploma Programs.....	49
Nursing, PN	49
Course Codes	51
General Education	52
Nursing.....	55
Academic Calendar	63
Estimated Start and End Dates	64
Drop-Add Deadlines	64
Appendix A	65
Faculty	65
Staff.....	65
Appendix B	66
SAP Matrix	66



Welcome

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

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

Mission

The mission of Antigua College International is to provide 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

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
education@antigua.edu

About Antigua College International

Our History

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

Ownership

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

Board of Directors

Chair, Diony R. Antigua, MD, MSN/Ed, ARNP/FNP
Vice Chair, Jose M. Antigua, MD, MSN/Ed, FNP/RN
Treasurer, Justin Garcia, CPA
Secretary, Taima Gonzalez, MBA

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 of the FL826, in the city of Miami Lakes, easily accessible from multiple major roadways. The campus occupies just over 8828 sq. ft. of instructional and administrative space nestled in a large commerce 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 the 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

As of the 2018-2019 academic year, Antigua College International has achieved institutional accreditation through the Accreditation Bureau of Health Education Schools (ABHES), ID# I-409, as of August 2018. Nationally recognized by the U.S. Secretary of Education as a private, non-profit, independent accrediting agency since 1969, ABHES can be reached as listed below:

Accreditation Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N.
Falls Church, VA 22043
Phone (703) 917-9503, Fax (703) 917-4109
www.abhes.org

The college has also 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 as listed below:

<https://Florida Department of Education>
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
(888) 224-6684
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 as listed below:

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

General Information

Hours of Operation

Classes*

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

Administrative Office Hours*

Monday through Friday
9:00 AM – 9:00 PM

Library / Resource Center Hours of Operation*

Monday	Tuesday – Friday
10:00 AM – 7:00 PM	10:00 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

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 based on 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 to apply for admission
2. Complete all admission documents (e.g. enrollment agreement, emergency contact, background disclosures, release forms, etc.)
3. Submit proof of high school graduation, GED, or attestation (see *Section B.b. and B.c.*, below)
4. Submit a copy of photo identification card (e.g. driver's license, passport, alien registration card)
5. Submit a copy of social security card
6. Pay the registration fee

The applicant will then be accepted into the college but must meet additional requirements before officially being accepted into the nursing program of their choice.

Additional or Advanced Admission Requirements

- A. Applicants seeking to enroll in the ADN or BSN programs must fulfill the following requirement:
- Submit official transcripts of transferrable college credits within 30 days of his/her start date. (See Transfer Credit section on page 13 for additional details.) 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 70% or higher. The entrance exam must be taken prior to entering the Nursing Core.
- B. Applicants seeking to enroll with educational documentation from a foreign country:
- 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).
 - 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 sign a high school attestation form in addition to proof of higher education as described above.
 - Applicants who have graduated from a high school outside of the United States and its territories, with no evidence of higher education, will need to provide an original copy of an equivalency evaluation of the foreign high school graduation from a verifiable credential evaluation agency (e.g. MDCPS, NACES, AICE).
- C. Applicants seeking to be awarded advanced placement based on a nursing license must fulfill the following requirements:
- Submit official transcripts reflecting an awarded credential. The transcript must clearly indicate the credential that was awarded.
 - Practical Nursing Program from a Board of Nursing approved program
 - ASN Program from a Board of Nursing approved institution with a minimum of 70 credits. *(If a graduate from the ACI ADN program, ACI will provide transcripts.)*
 - 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. 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 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. All Posted transfer credit that are applicable to your current degree or certificate program of study are subject to being counted for SAP purposes (Minimum Cumulative Financial Aid GPA, Completion ratio and maximum time frame calculations).

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 Programs 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

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 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 eighty percent of the total institutional loan must be paid by time of program completion. A student that has not paid at least eighty 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 cost.

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.

Return to Title IV Policy:

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

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

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

Post Withdrawal Disbursement:

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. ACI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

Before processing a Return to Title IV Funds, ACI must verify the student began attendance in all classes used to determine financial aid eligibility. The Institution will contact all instructors to verify class participation. If a faculty member indicates that a student never attended, the college will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing the institution for the amount of unearned aid. If the student never attended any classes, all aid will be cancelled and the student billed for all outstanding charges.

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

If you withdraw during your enrollment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you

may be able to receive those funds. If you received more assistance than you earned, the excess funds must be returned by USD.

When a student receiving Federal Title IV, financial aid withdraws from ACI during the enrollment period, the amount of the Title IV funds that the student earned during the enrollment period is calculated as of the student's withdrawal date.

Title IV funds are earned at a fixed rate on a per day basis up to the 60 percent point in the enrollment period. Title IV funds are 100 percent earned if the withdrawal date is after the 60 percent point in that period.

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

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long)
- The payment period is the entire semester.
- The percent unearned is equal to 100% minus the percent earned.

Order of Aid to be Returned:

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

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

Grant Overpayment

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

Notification to student

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

Official withdrawals

An official withdrawal refers to an action taken by a student to discontinue his/her enrollment at the college. The student completes the withdrawal form with the office of the registrar. The withdrawal date will be recorded with a determination date of when the forms is completed, signed and returned to office of the registrar.

Unofficial withdrawals

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdraws. The Return to Title IV Funds policy requires USD to calculate the "earned" amount based on the last day of participation of the semester. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

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, replacement ID).

Non-Tuition Fees					
Registration Fee	\$100	Exit Exam (Program)	\$150 ea.	ID (replacement)	\$10
Technology Fee	\$100	End of Course Exam	\$50 ea.	Uniform (additional)	\$45
Program Change Fee	\$50	NCLEX Diagnostic Exam	\$100	Duplicate Transcript	\$20
Entrance Exams	\$100	Clinical Site Absence Fee	\$150	Duplicate Diploma	\$100
Lippincott PassPoint	\$195	Graduation Fee (incl. diploma)	\$200	Late Payment	\$15
PN Book (Textbook+Workbook)	\$250			NSF / UCF (returned check)	\$25

Student Services

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

Grievance Policy:

Any student with a grievance should schedule an appointment with the 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 or any current accrediting agency (See page 8 of the catalog for contact information).

To file a complaint against a nonpublic postsecondary institution in Florida, please send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

<http://www.fl DOE.org/policy/cie/file-a-complaint.stml>

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 plan 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 courses is 75.0%. Scores will not be rounded up.*

Cumulative Grade Point Average Calculation Example :

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

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 courses as defined by the course syllabus for each program. These exams are standardized tests presented at the college's discretion. They may be a HESI- or ATI-style exam. The ADN/BSN/PN programs will include anywhere between 3 and 8 End of Course Exams.

The exams will be scheduled at the immediate end of each of the courses, the date and time of which will be announced at the start of the course. Students are allowed one retake of the end-of-course exam, at the date and time specified by the college. Failure to sit for both opportunities of the end-of-course exam will result in a zero-score. If a student fails both the initial and retake s/he may need to retake the entire course or be dismissed, as decided on a case-by-case basis in keeping with the college's policies.

Exit Exam Policy:

Upon completion of all other courses and clinical requirements, students will have two opportunities to pass the NCLEX Readiness course defined in their program curriculum (NUR290 or PRN934). This course includes mandatory attendance at assigned review sessions and two Exit Exams of the college's choice. If the student does not pass both exams within the allowed attempts, the student will fail the NCLEX Readiness course and be enrolled in the remediation course NCLEX Complementary Preparatory Review (NCLEX CPR).

The NCLEX CPR course is a no-credit session that includes 175 hours of mandatory attendance at assigned review sessions and up to three diagnostic exams. The NCLEX CPR culminates in re-enrollment in the NCLEX Readiness course which is required for graduation eligibility. If the student is unready to pass into NCLEX Readiness at the completion of the third diagnostic exam, s/he will be reenrolled in NCLEX CPR for a second and final time.

The student who is enrolled in the NCLEX Readiness course (NUR290 or PRN934) but fails to pass it a second time will automatically be withdrawn from the college.

Exit Exams must be taken at the dates/times assigned by the college. Students will have two opportunities to pass each exit exam. Diagnostic exams are assessment only not pass/fail, so no second attempt is offered.

PLEASE NOTE: Failure to sit for an exit or diagnostic exam on the assigned dates/times will result in a zero-score (failure) for the attempt.

The passing scores for the Exit Exams are as follows:

- 900 points for a HESI-style scoring exam
- 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, following).

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. If a course that is applicable to your current degree or certificate program of study is repeated, each attempt is included in the completion ratio and maximum time frame calculations.

Remedial courses are not included in the completion ratio and maximum time frame calculations.

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 must be made in writing and must be approved by the DoE and/or Program Director. Leave will only be granted with proper documentation and at the sole discretion of the college. A student is only eligible to apply for a Leave of Absence if s/he:

1. Is in good standing with the college, financially and academically.
2. Has successfully completed at least one full trimester (three 5-week sessions) or three courses, as applicable to ADN/BSN or PN respectively.
3. Has no less than three courses remaining to complete the program.

Before requesting a leave of absence, students must make an appointment with the Program Director or Director of Education for advisement. By law, a leave of absence may not exceed 180 days within a 12-month period. If the student does not return to class immediately 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 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 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.

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.

Substance Abuse Policy:

Antigua College International maintains a standard of conduct regarding 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 dismissal.

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.

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.

Anti-Hazing Policy:

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

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 blue scrub shirt with our logo affixed, blue 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 codes 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, unwrinkled 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, and/or medic alert
- Visible body piercings are not allowed
- Chewing gum is strictly prohibited in all clinical facilities and classroom

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 failing 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)

Compliance with Federal Regulations:

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

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 SAP are at 25%, 50%, 75% and 100% of the maximum program length (total credits allowable) for the program. The Clock hour program evaluation periods for measurement of SAP are at 0-450, 451-900, 901-1350 of the maximum program lengths. To be eligible for federal student aid and college financial aid, a student must be making SAP. This generally consists of maintaining at least a 2.0 GPA on a 4.0 scale (i.e., at least a C average) and passing enough classes with progress toward a degree. The maximum timeframe requirements typically limit financial aid eligibility to no more than three years for an associate degree and no more than six years for a bachelor's degree. Periods when a student doesn't receive Title IV aid is accounted towards the maximum time frame.

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 19); 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.

APPEALS:

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

If you have experienced extenuating circumstances that prevented you from satisfying the requirements to maintain Satisfactory Academic Progress (SAP), you may appeal that status. Extenuating circumstances beyond a student's control include but are not limited to:

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

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

- Not knowing the deadline or procedure

- Work conflicts
- Incarceration resulting from a guilty verdict
- Voluntary overtime
- Not needing or wanting a class, not doing well in a class, or having too heavy of a course load
- Wishing to improve your GPA.

Appeal Decisions:

Approved Appeals:

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

- You are required to accept the Terms and Conditions of your appeal. If you do not accept these terms, your aid will not be disbursed.
- Approved appeals are for one term only. If you meet the conditions of your appeal, then your appeal approval will be extended to the next term within the same academic year. Appeals are only reviewed for one academic year at a time unless otherwise noted.
- You will be monitored each term according to your Terms and Conditions of your appeal.

Denied Appeals:

- If your appeal has been denied, your reinstatement for financial aid has been denied.
- You must make other financial arrangements to pay your tuition & fees.
- Your financial aid will not be reinstated until you are in good academic standing according to Office of Financial Aid and Scholarships SAP Policy.

Maintaining Eligibility:

In order to maintain your eligibility, you must meet your Terms and Conditions each term. If at any time you are not meeting the conditions of your appeal, your financial aid will be canceled for future terms and you will not be able to appeal again. Your financial aid for the following term may be delayed until grades are "Official".

Clinical Experience

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 to complete the clinical hours, not their own schedules and personal lives. 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 for pay.

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 dismissal 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 always demonstrate a professional image and demeanor, and practice good personal hygiene. 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

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 75.0%. Students must have a minimum attendance rate of 90% of the scheduled classroom time each calendar month after subtraction of excused absences. Based on their most recent entry date, students may be required to successfully pass two exit exams; but, to be eligible for the exit exams they must have first completed all clinical hours and passed all courses pertaining to their program of study.

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

- Successfully pass all courses with a minimum cumulative grade point average of 2.0 (C).
- Successfully pass all courses with a GPA of 2.0 (C), overall grade of 75.0%.
- Complete all required course 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 80% of the total institutional loan must be paid.
- Complete exit interview with the Program Director and all paperwork required by the Education Department and Student Accounts.

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.

Commencement Ceremony

Antigua College International holds one annual commencement 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 commencement ceremonies and will need to wait for the following year's ceremony.

Requirements to participate in the commencement 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 commencement 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 commencement ceremony is not equivalent to academic graduation. A student who participates in the commencement ceremony must still meet the defined academic requirements for credentials, transcripts, and diplomas to be conferred. A diploma will not be issued until the student has met the academic requirements for graduation.



Academic Programs



DEGREE PROGRAMS

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	\$48,600	\$100	\$100	\$48,800

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
- Lippincott PassPoint \$195.00 for 12-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.

General Education (50 credits)		
ENG 110	English Composition I ²	3
PSY 110	General Psychology ^{1,2}	3
MAT 110	College Algebra I ^{1,2}	3
CHM 120	Introduction to Chemistry w/lab ^{1,2}	4
ANP 110	Anatomy and Physiology I w/lab ^{1,2,3}	4
ANP 120	Anatomy and Physiology II w/lab ^{1,2,3}	4
BSC 200	Microbiology w/lab ^{1,2}	3
HSC 240	Principles of Human Nutrition ^{1,2,3}	3
ENG 120	English Composition II	3
COM 110	Fundamentals of Oral Communication	3
ENG 310	Advanced Writing and Research	3
HUM 102	Humanities ¹	3
DEV 240	Human Growth and Development ¹	3
STA 201	Introduction to Statistics ¹	4
CMP 103	Introduction to Information Technology ¹	4
Nursing Core (70 credits)		
NUR 120	Fundamentals of Nursing ²	3
NUR 140	Fundamentals of Nursing II ²	4
NUR 160	Adult Health Assessment ²	3
NUR 181	Pharmacology I ²	4
NUR 191	Pharmacology II ²	5
NUR 221	Medical Surgical Nursing I (HIV/AIDS) ^{1,2}	5
NUR 231	Medical Surgical Nursing II ²	4
NUR 260	Medical Surgical Nursing III ²	4
NUR 210	Community Health Nursing ²	3
NUR 241	Maternity and Newborn Nursing ²	5
NUR 246	Pediatric Nursing ²	4
NUR 251	Psychiatric Nursing ²	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
BSN TOTALS:		120

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	\$17,415	\$100	\$100	\$17,615

RN to BSN, Bachelor of Science Degree consists of

- 120 Semester credits (77 transfer credits awarded for an ASN and valid RN license, 23 additional General Education credits, and 20 additional Nursing credits)
- 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.

RN Transfer Awarded		
ASN and valid RN License		77
General Education (23 credits)		
ENG 120	English Composition II	3
COM 110	Fundamentals of Oral Communication	3
ENG 310	Advanced Writing and Research	3
HUM 102	Humanities ¹	3
DEV 240	Human Growth and Development ¹	3
STA 201	Introduction to Statistics ¹	4
CMP 103	Introduction to Information Technology ¹	4
Nursing Core (20 credits)		
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
BSN TOTALS:		120

1 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	\$32,805	\$100	\$100	\$33,005

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
- Lippincott PassPoint \$195.00 for 12-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 ¹	3
MAT 110	College Algebra I ¹	3
CHM 120	Introduction to Chemistry w/lab ¹	4
ANP 110	Anatomy and Physiology I w/lab ^{1,3}	4
ANP 120	Anatomy and Physiology II w/lab ^{1,3}	4
BSC 200	Microbiology w/lab ¹	3
HSC 240	Principles of Human Nutrition ^{1,3}	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) ¹	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
ADN TOTALS:		81

1 Courses awarded to Foreign Medical Doctor

3 Courses awarded to licensed LPN

CAREER EDUCATION

Practical Nursing, Diploma

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	\$15,500	\$100	\$100	\$15,700

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
- Lippincott PassPoint \$195.00 for 12-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
		Total Hours 1355

Course Codes

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

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

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

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

Class Load, Credit Hour and Clock Hour Equivalency

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

Certificate Programs: Courses within a certificate program are not acceptable for credit toward a degree or diploma program within the institution.

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.

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-20th 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 181 Pharmacology I
Credits: 4 Hours: 60 Lecture
Prerequisites: ANP110, ANP120, BSC200, CHM120, MAT110

This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities, and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error to successfully pass the course and progress in the nursing program.

NUR 191 Pharmacology II
Credits: 5 Hours: 60 Lecture, 30 Lab
Prerequisites: ANP110, ANP120, BSC200, CHM120, MAT110, NUR181

This course is a continuation of Pharmacology I the course enhances the student's knowledge on pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities, and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.

NUR 210 Community Health Nursing
Credits: 3 Hours: 30 Lecture, 45 Clinical
Prerequisites: ANP110, ANP120, BSC200, CHM20, HSC240, MAT110, NUR120, NUR140, NUR160, NUR181, NUR191

This course is designed to provide the student with information about the role of the community in health care including community health resources, environmental and occupational health, and the role of community health care in the management of communicable diseases and crisis prevention. The nurse's role in the assessment of the client and client's ability to access available community resources, the role of the family, and problems of families across the life span are included.

NUR 221 Medical Surgical Nursing I
Credits: 5 Hours: 45 Lecture, 30 Lab, 45 Clinical
Prerequisites: ANP110, ANP120, BSC200, CHM120, HSC240, MAT110, NUR181, NUR120, NUR140, NUR160, NUR181, NUR191

The primary focus of medical surgical nursing is to meet the patient's biological, psychological, cultural, and spiritual needs in a mutually trusting, respectful, and caring relationship. This course is an introduction to the basic concepts of the pathophysiology of the body's major systems and their diseases. The student will be given knowledge of the basic requirements to meet patient needs in different health care settings and an understanding of disease processes, to promote health and prevent illness or injury.

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.

Academic Calendar

July						
Su	M	Tu	W	Th	F	Sa
			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						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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		1	2	3	4	7
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13	14	15	16	17	18	21
20	21	22	23	24	25	28
27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

November						
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22	23	24	25	26	27	28
29	30					

December						
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27	28	29	30	31		

January						
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31						

February						
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28						

March						
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28	29	30	31			

April						
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25	26	27	28	29	30	

May						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

June						
Su	M	Tu	W	Th	F	Sa
		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			

COURSE START DATE

DROP-ADD PERIOD

COURSE END DATE

OBSERVED HOLIDAYS & BREAKS (NO CLASS / COLLEGE CLOSED)

Jul 3 - Independence Day (obsv)
 Sep 7 - Labor Day
 Nov 26 - Thanksgiving Day
 Nov 27 - Thanksgiving Day

Dec 21 - Jan 1 - Winter Break
 Jan 18 - Martin Luther King Day
 Feb 15 - President's Day
 May 31 - Memorial Day

Estimated Start and End Dates

Associate in Science in Nursing	
Start	End
July 20, 2020	October 3, 2022
August 24, 2020	November 7, 2022
September 28, 2020	December 12, 2022
November 2, 2020	January 16, 2023
December 7, 2020	February 20, 2023
January 25, 2021	April 10, 2023
March 1, 2021	May 15, 2023
April 5, 2021	June 19, 2023
May 10, 2021	July 24, 2023
June 14, 2021	August 28, 2023

Bachelor of Science in Nursing	
Start	End
July 20, 2020	November 27, 2023
August 24, 2020	January 1, 2024
September 28, 2020	February 5, 2024
November 2, 2020	March 11, 2024
December 7, 2020	April 15, 2024
January 25, 2021	June 3, 2024
March 1, 2021	July 8, 2024
April 5, 2021	August 12, 2024
May 10, 2021	September 16, 2024
June 14, 2021	October 21, 2024

RN to BSN	
Start	End
July 20, 2020	November 22, 2021
August 24, 2020	December 27, 2021
September 28, 2020	January 31, 2022
November 2, 2020	March 7, 2022
December 7, 2020	April 11, 2022
January 25, 2021	May 30, 2022
March 1, 2021	July 4, 2022
April 5, 2021	August 8, 2022
May 10, 2021	September 12, 2022
June 14, 2021	October 17, 2022

Practical Nursing Diploma	
Start	End
July 20, 2020	November 1, 2021
August 24, 2020	December 6, 2021
September 28, 2020	January 10, 2022
November 2, 2020	February 14, 2022
December 7, 2020	March 21, 2022
January 25, 2021	May 9, 2022
March 1, 2021	June 13, 2022
April 5, 2021	July 18, 2022
May 10, 2021	August 22, 2022
June 14, 2021	September 26, 2022

Drop-Add Deadlines

Drop-Add Deadlines Matrix Based on Start			
Start	Deadline	Start	Deadline
July 20, 2020	July 25, 2020	January 25, 2021	January 30, 2021
August 24, 2020	August 29, 2020	March 1, 2021	March 6, 2021
September 28, 2020	October 3, 2020	April 5, 2021	April 10, 2021
November 2, 2020	November 7, 2020	May 10, 2021	May 15, 2021
December 7, 2020	December 12, 2020	June 14, 2021	June 19, 2021

Appendix A

Faculty

Name	Degree(s), Conferring Institution	Title	Subject(s)
Antigua, Diony	Doctor of Medicine, CETEC University, Dominican Republic MS, Nursing/FNP, University of Turabo, Miramar, Florida MS, Nursing/Ed, University of Phoenix, Miami, Florida AS, Nursing, University of Sacred Heart, Santurce, Puerto Rico	CEO, Part-time faculty	Nursing, Sciences
Antigua, Jose	Doctor of Medicine, UTESA University, Dominican Republic MS, Nursing/FNP, University of Turabo, Miramar, Florida MS, Nursing/Ed, University of Phoenix, Miami, Florida AS, Nursing, University of Sacred Heart, Santurce, Puerto Rico	President, Part-time faculty	Nursing, Sciences
Alonso, Carmen	Doctor of Medicine, Higher Institute of Medical Sciences, Havana, Cuba	Part-time faculty	Practical Nursing
Barroso, Hector	Doctor of Medicine, Higher Institute of Medical Sciences, Camaguey, Cuba BS, Nursing, Antigua College International, Miami, Florida	Clinical Instructor	Nursing, Sciences
Bermudez, John	Doctor of Medicine, Universidad Libre, Barranquilla, Colombia BS, Nursing, Antigua College International, Miami, FL	Full-time faculty	Nursing, Sciences
Collado, Juan	EdD, Doctor of Education, Nova Southeastern University, Ft. Lauderdale, FL	Adjunct faculty	English, Writing,
Fleites, Esther	MS, Education, Nova Southeastern University, Miami, Florida BS, Chemistry, Universidad Central de las Villas, Cuba	Adjunct faculty	Chemistry, Mathematics, Statistics
Gonzalez, Rolando	Doctor of Medicine, Faculty of Medical Sciences, Pinar Del Rio, Cuba		Gonzalez, Rolando
Napoles, Yunexis	Doctor of Medicine, Higher Institute of Medical Sciences, Camaguey, Cuba BS, Nursing, Antigua College International, Miami, Florida	Adjunct faculty	Nursing, Sciences
Perez, Mario	Doctor of Medicine, Higher Institute of Medical Sciences, Havana, Cuba MS, Nursing, University of Turabo, Gurabo, Puerto Rico BS, Nursing, University of Sacred Heart, Santurce, Puerto Rico	Adjunct faculty	Nursing, Sciences

Staff

Name	Department	Role	FT / PT
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
Barbara Diaz	Student Accounts	Director, Student Accounts	FT
Julian Perez, MLS	Library	Librarian	PT
Ernesto Limonta	Administration	Networking & Technology	PT
Sara Hekmat	Administration, Education	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.*