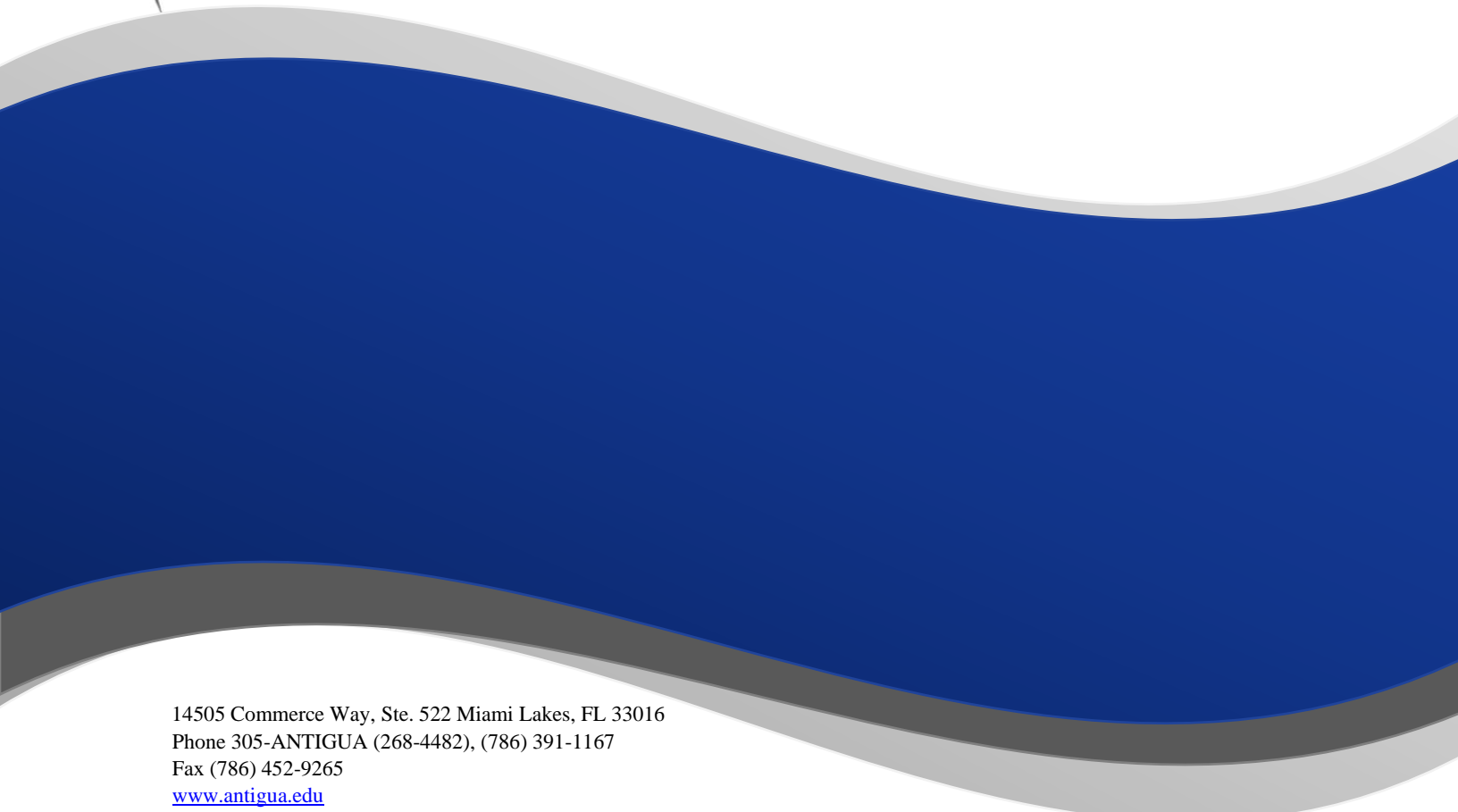




2021 - 2022 CATALOG
VOLUME VIII
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www.antigua.edu

Notice:

Information in this catalog is accurate at the time of publication.

We reserve the right to change programs, course content, fees, program requirements, class schedules, and the academic calendar or make other necessary or desirable changes, giving notice of change whenever possible.

The students already enrolled will not be affected by tuition increases or changes. Antigua International College will notify students of any changes in policies and or procedures.

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Accreditation, Licenses, and Approvals

Antigua College International is Licensed by the Florida Commission for Independent Education, License No. 4930

Any additional information regarding the institution may be obtained by contacting the CIE as listed below:

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

Antigua College International is institutionally accredited by the Accreditation Bureau of Health Education Schools (ABHES),

ID# I-409, as of August 2018.

The U.S. Secretary of Education has nationally recognized ABHES as a private, non-profit, independent accrediting agency since 1969.

ABHES can be reached as listed below:

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

The college is approved 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

STATEMENT OF OWNERSHIP

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

GOVERNING BODY

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

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

(305) ANTIGUA (268-4482), or (786) 391-1167
Fax: (786) 452-9265
education@antigua.edu

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, BSA, MBA, MSA/PA

PRESIDENT MESSAGE

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 end of the students and institution.

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

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.

Jose Antigua, MD, MS-Ed, MSN-FNP, RN
President

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.

Vision

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

Mission

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

Goals

To develop and deliver degree programs that meet the demands of the job 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, and the freedom of inquiry and expression.

Campus Facilities

Antigua College International is located just west of the FL826, in Miami Lakes, easily accessible from multiple significant roadways. The campus occupies just **over 11,000 sq.** ft. of instructional and administrative space in a building located at a large commerce park.

The facility includes reception, nine classrooms, a nursing clinical- simulation lab, computer lab, Learning Resource Center, separate lounge areas for employees and students, and the college's administrative offices.

There is adequate lighting parking, and the building is equipped with an elevator and broad aisles for disabled access. ACI student records are housed at the campus.

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

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

STATEMENT OF AFFIRMATIVE ACTION

Antigua College International admits students of any sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliation with all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliations in the administration of its educational policies, admissions policies, job placement assistance, and any other school-administered programs.

General Information

Hours of Operation

Classes*

Monday through Friday

- 9:00 AM – 2:00 PM (Morning Session)
- 5:00 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 - Friday

- 10:00 AM – 7:00 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 relevant supervised externship components performed at our affiliate locations.

Language

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

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

Family Educational Rights and Privacy Act

Antigua College International is committed to the protection of students' rights and privacy of information.

Student-Right-to-Know Disclosure Statement

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

Admissions

Programs are open to individuals who have a sincere desire for 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 with 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, they will complete an Enrollment Agreement and be referred to the Finance department.

Students receive the same information and orientation; however, the clinical externship component of the program requires a rotating schedule. This has been designed to afford each student equal opportunities to benefit from the various clinical experiences.

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

Admission Requirements

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 (enrollment agreement, emergency contact, background disclosures, release forms, application for financial aid etc.)
3. Submit proof of high school graduation, GED, or attestation.
4. 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). The student must provide all academic documents translated by the same verifiable credential evaluation agency.

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

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

Additional Admission Requirements

- A. Applicants seeking to enroll in the ASN, or BSN programs must fulfill the following requirement:
 1. Submit official transcripts of transferrable college credits within 30 days of their start date.
 2. Licensed Practical Nurses (LPNs) must submit their LPN license from a Board of Nursing approved program to receive 11 transfer credits to the ASN or BSN program.
 3. After completing the general education courses, the student must complete an entrance examination and receive a score of at least 70%. Foreign medical doctors with the appropriate credentials may be exempt from the entrance exam.
- B. Applicants seeking to be awarded admission to the RN to BSN based on a nursing license must fulfill the following requirements:
 1. Submit official transcripts reflecting an awarded credential. The transcript must indicate the credential that was granted.
 2. ASN Program from a Board of Nursing approved institution will be awarded 77 credits. *(If a graduate from the ACI ASN program, ACI will provide transcripts.)*

3. Submit a copy of your active RN license. The license must be current in the State of Florida and be in good standing.

Admissions Procedures

Criminal Backgrounds:

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

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

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

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

Antigua College International may require the applicant to submit proof of their eligibility for licensure and reserves the right to deny enrollment to an applicant.

Antigua College International does not decide or determine an applicant's eligibility for licensure and or certification.

Students enrolled at ACI will be asked to submit to a background check and drug test, to begin their clinical hours at hospitals or other medical facilities.

Transfer of Credits

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

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

In turn, ACI reserves the right of discretion where other institution's credits are concerned. Students seeking to transfer credits into ACI must submit an official transcript from the institution where the credits originated. Original transcripts must be sent directly from that institution to the Office of the Registrar and come in a sealed envelope.

The student may receive an estimate of potential transfer credits based on an unofficial transcript; however, the student will have 30 days from the date of enrollment to procure official transcripts. Any estimated transfer will become invalid if ACI does not receive official transcripts from all eligible colleges within 30 days.

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

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

Credits will be considered for transfer using the following criteria:

1. Official transcripts are to be mailed directly to ACI's Office of the Registrar by the originating college.
2. Courses are deemed comparable in course descriptions, content, and credits/hours by ACI.
3. A grade of 2.0 or better was earned for General Education.
4. Transcripts reflecting an actualized degree (AS, BS, MS, MD, etc.) regardless of age.
5. General Education science 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. ASN program = max 56 credits
 - b. BSN program = max 84 credits
 - c. RN to BSN program = max 7 additional credits

8. The transferability of the Nursing Courses will follow the criteria of FLBON

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 ASN 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 ASN or BSN with proof of a valid PN license will be awarded 11 credits toward the program of their choice.

Reentry

Former students who voluntarily withdrew from the college may request re-enrollment. Dependent on the length of time since the withdrawal, a returning student may be classified as either a New Enrollment or a Reentry. Regardless of the type, these requests are to be routed to the Director of Admissions. The student will be scheduled for an interview with the Director of Nursing, from whom final approval is required, and the Student Accounts Office to review any pending debt.

Upon new enrollment 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 or new enrollment. 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 Admissions 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. They must complete a new enrollment agreement. The student will be subject to the program requirements, tuition, fees, and school regulations effective at the time of the new enrollment.

Former students whose education was involuntarily interrupted (the student was withdrawn for cause by the college) must follow the Appeals process to apply for reentry or re-enrollment.

Financial Aid Office

The Financial Aid Office at Antigua College International is dedicated to helping students find ways to finance their education. The office is staffed by Financial Aid Representatives, who are available to all current and prospective students Monday through Friday from 9 AM to 7 PM. The Financial Aid Office can be reached by calling the campus and scheduling an appointment or on a walk-in basis. The Financial Aid Office also adheres internal, state, and federal policies and procedures and optimizes enrollment levels via reliable customer service.

Financial Aid General information

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

Circumstance Changes

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

Changes to be reported include the following:

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

Federal Direct Loan Program (FDLP)

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

Subsidized Direct Loan

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

Repayment begins:

- a) Six months after student graduates,
- b) When enrollment drops below half-time status,

- c) When a student withdraws from the institution.

Unsubsidized Direct Loan

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. The accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay.

Repayment begins:

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

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

Federal Direct Parent Loan (PLUS) for Loan Program

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

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

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

Private Financing Programs

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

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

Other Financial Options

For students who do not qualify to receive financial aid Antigua College International makes institutional loans available to defray tuition and education costs. Any student receiving this loan must make monthly in-school payments as agreed to on the Enrollment Agreement.

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. as part of the Payment Plan, 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 payment may be removed from class and 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.

Cancellation and Refund Policy

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the enrollment agreement.
3. Cancellation after the third (3rd) business day, results in a refund of all money paid, with the exception of the Registration and Technology fees.
4. For degrees programs: after add/drop period for each course will result in no refund.
5. After participation has begun through 60 % completion of the term Credits/Hours, the withdrawal will result in pro rata refund computed on the number of the Credits/Hours attempted of the term. Completing more than 60% of the term will result in no refunds.
6. Termination Date: The termination date, for refund computation purposes, is the last date of participation or the last date of the term. Unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from the student.

Course Cancellation

Antigua College International reserves the right to cancel a scheduled course if that course does not meet a minimum of seven students enrolled or in attendance. 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 canceled course.

Add-Drop Period and Voluntary Course Withdrawal

The Add-Drop period at Antigua College International is defined as the first week of class meetings for each course start. The student must notify the Office of the Registrar in writing through the completion of the Add-Drop Form. The student must hand sign and submit in person or via email.

Course Add

The students can choose to add a course to their schedule during the Add-Drop period by completing the Add-Drop Form with approval of the Registrar and after consulting the Financial Aid office. A student may not add a course after the Add-Drop period.

Course Withdrawal

- **Course Drop within the Add/Drop Period:**
 - A student may voluntarily withdraw from a course in the Add-Drop Period without penalty. No penalty is incurred if the student notifies the Registrar of the intention during the Add-Drop Period.
 - If notification is received after the Add-Drop Period, the student will be financially responsible for the associated course cost and receive a Withdrawal (W).
- **Course Withdrawal after the Add/Drop Period:**
 - A student may voluntarily withdraw from a course after the Add-Drop Period at any point before the Midterm exam. However, the student must notify the Registrar of their intention to drop a course by completing the Add/Drop Form.
 - This student will receive a grade of "W" and will be financially responsible for the associated course cost.

Failure to notify the Office of the Registrar of intent to withdraw will result in a course failure. Once the midterm exam has been administered, the completion of the course is obligatory regardless of its outcome and grade and the student cannot withdraw. The student will not be allowed subsequent drops of the same course.

Full Withdrawal and Date of Determination:

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

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

All refunds will be processed as outlined in our refund policy. 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 before the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the institution provides no refund to the student. This means the student could owe the Institution and or the U.S. Department of Education a significant amount of money.

Post Withdrawal Disbursement

If the student did not receive all the funds that were earned before to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must permit them before the funds can be disbursed. ACI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and other costs. Permission is required to use the post-withdrawal grant disbursement for all other institution-

related charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

The school must return the Title IV funds within 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.

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 canceled and billed for all outstanding charges.

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

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

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

If the date a student withdraws from ACI is before 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 five 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 is a Title IV aid recipient for the enrollment period, the refund will be returned to the student aid programs. Returned Title IV Funds are allocated in the following order:

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

Grant Overpayment

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

Notification to Student

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

Official Withdrawals

An official withdrawal refers to an action taken by a student to discontinue their enrollment at the institution. The student completes the withdrawal form in 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 the Office of the Registrar.

Unofficial Withdrawals

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdraw. The Return to Title IV Funds policy requires USDOE to calculate the "earned"

amount based on the last day of attendance of the semester. If the student stopped attending before 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 Office of the Registrar.

Tuition and Fees Cost

PROGRAM	TUITION	Registration	Tech FEE	CLINICALS	TEXTBOOKS	TOTAL
ASN	\$30,566.33	\$100	\$100	0	\$2,238.67	\$33,005.00
BSN	\$45,981.32	\$100	\$100	0	\$2,618.68	\$48,800.00
RN-BSN	\$15,842.30	\$100	\$100	0	\$1,572.70	\$17,615.00
PN	\$14,687.99	\$100	\$100	0	\$812.01	\$15,700.00

Other Fees

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

Other Fees					
		Exit Exam (Program)	\$150 ea.	ID (replacement)	\$10
Withdrawal Fees	\$50	End of Course Exam	\$50 ea.	Uniform	\$45
Program Change Fee	\$50	NCLEX Diagnostic Exam	\$100	Duplicate Transcript	\$20
Entrance Exams	\$100	Clinical Site Absence Fee	\$150	Duplicate Diploma	\$100
Lippincott Pass-Point	\$195	Graduation Fee (incl. diploma)	\$200	Late Payment	\$15

Student Services

Student Identification Card

Students, faculty, and staff are issued a picture identification card. If a student is expelled or suspended from ACI, the student must immediately surrender the ACI identification card to the Director of Nursing or Office of the Registrar. 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 Office of the Registrar and on the ACI website. There is no fee for Unofficial Transcripts. Any student, active or inactive who requires an Official Transcript will be charged a fee of \$20.00 as long as all the financial obligations are met. One Official Transcript will be provided to the student upon graduation free of charge, as long as all financial obligations have been met. 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 Services Department 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, or theft that occurs while on school premises or at any of our partner clinical facilities. Site rules and regulations must always be followed when parking a vehicle.

Lounge Area

The student lounge provides tables and chairs, a service counter with a sink and a microwave, available for having 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 is not responsible for any loss, theft, damage, destruction, or other casualty to the personal property of students, visitors, and others. Students must take responsibility for guarding and safekeeping all personal property while on school premises. All lost and found items will be logged and held at the reception area for no more than 30 days. All items left for more than 30 days will be discarded.

Exit Interview

Any student who withdraws or graduates from any program must have an exit interview before making effective the new status.

Academic Policies, Code of Conduct, and Regulations

Student Complaint/Grievance Policy

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience, including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimidation by a faculty or another employee. A student should first discuss the concern with their instructor, or the person involved.

An appeal is an escalation to the next level of authority. Please see the academic appeal process if it is about an academic decision, such as a final grade.

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

- Satisfactory academic progress
- Grading concerns
- Disciplinary action has taken place because the student violates the student conduct regulations.

If a student has failed to meet the Satisfactory Academic Progress standards (SAP), he/she is not entitled to an appeal unless there is documenting mitigating circumstances that impacted the student's ability to meet SAP.

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

Appeal Process

1. The first step is to address and resolve the dispute or complaint with the person involved in the grievance.
2. If a dispute or concern cannot be resolved with the person involved the student needs to make an appointment to verbally raise his/her concern to the Director of Nursing to address the issue.
3. The Director of Nursing will convene the Appeals Committee or Honor Court.
4. The written appeal document must include a description of the issue, the date or dates when the issue arose. The written complaint should be submitted within five (5) business days of the grievance.
5. A response from the Appeals Committee or the Honor Court will be provided in writing to the student with ten (10) business days. A decision will be provided and delivered to the student in person or by regular mail with acknowledgment of receipt required.
6. If the dispute cannot be resolved with the Director of Nursing and or the Appeal Committee or Honor Court, then the next step in the appeal process is to appeal in writing to the ACI President.

7. The School President will assess and develop a resolution to the complaint and this decision is final.

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

To 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., should be sent to this address:

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

Note: 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 it so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Disciplinary Procedures and Responsibilities

Disciplinary responsibility at ACI resides with the following:

1. The faculty who have the responsibility and authority necessary for good classroom discipline.
2. The Director of Nursing when needed.
3. The Honor Courts are convened at the call of the Director of Nursing
4. The President of the College has the ultimate responsibility and authority to receive and finalize all appeals and initiate actions through the above offices.

Duties of the Various Persons and the Honor Court

1. Faculty:
 - A. Have the responsibility and authority to indicate disciplinary rules to be observed in their classrooms, generally in their course syllabi. Any disciplinary action taken with the student as it applies to disruptive behavior, plagiarism, or cheating, must be reported to the Director of Nursing. Written documentation will also be required to be

- placed in the student's academic folder located in the Office of the Registrar.
- B. Have the authority to refuse entrance to tardy students as part of their course requirements specified on the course syllabus.
 - C. Have the authority to refuse early dismissal to students as part of their course requirements specified on the course syllabus.
 - D. Have the responsibility and authority to have disruptive students removed from class.
2. The Director of Nursing:
- A. Has the responsibility and authority to discipline students referred to them by faculty or other staff members for disruptive behavior.
 - B. Has the responsibility and authority to remand faculty's cases for further consideration.
 - C. Has the responsibility and authority to convene an Honor Court for severe disruptions of college discipline.
 - D. Has the responsibility and authority to set aside the decisions of the Honor Court in favor of other solutions.
 - E. Has the authority to recommend cases to the higher administrative authorities when they feel conflicting interests.
 - F. Has the responsibility and authority to remand cases to the Honor Court for reconsideration.
3. The Honor Court:
- A. Has the responsibility and authority to hear disciplinary cases referred to it by the Director of Nursing.
 - B. Has the responsibility and authority to hear those cases brought by students concerning fellow students' disciplinary infractions.
4. The College President:
- A. Has the authority to render final adjudication for all appeals.
 - B. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary matters.
 - C. Has the responsibility and authority of suspension or dismissal from ACI based upon matters brought before him.

Members of the Student Honor Court

- The Court President, an instructor, appointed for a one-year term by the Director of Nursing.
- Member of the Court, an instructor, chosen by the plaintiff.
- Member of the Court, a student, selected by the student defendant.
- Member of the Court, a student representative selected by the student body.
- Member of the Court, an instructor, appointed by the Court President.

Requesting a Session of the Student Honor Court

A session of the Student Honor Court may be requested by an administrator, faculty member, or student at the discretion of the Director of Nursing. At the calling of the session, the following procedures will be observed:

1. Requests for the sitting of the Honor Court will be made to the Director of Nursing, who may not be a member of the Court.
2. The Director of Nursing will determine the validity of the calling of the Court in conjunction with the Court President.
3. Upon the decision to call a session of the Honor Court, the Court President will notify all concerned of the date and time of the sitting of the Court.
4. The Court must sit within a seven- calendar day period.
5. The Court President will preside over the session.
6. The Court President will make decisions concerning court procedure.
7. The person or office bringing the grievance will present his/her case, witnesses, etc.
8. The aggrieved will present his case, witnesses, etc.
9. The two parties will retire at the end of their presentations.
10. The Court will decide by majority vote the decision to be handed down.
11. The Court will inform the Director of Nursing of their decision.
12. The Director of Nursing will then inform the parties of the action of the decision of the Court.
13. Either party may appeal the decision to the Director of Nursing who will refer the case to the College President or send back to the Honor Court for Reconsideration.
14. The President's decision will be final.

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 they attend.

Methods of Evaluation

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

maintained in the student's records.

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

The grading system is as follows:

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

**The minimum passing 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

Students are expected to participate in all classes, laboratory, and clinical experience. Lack of participation affect the student's ability to learn by participating in class interaction. Students are expected to read and adhere to the course syllabus regarding clinical and class participation. Excessive absence or habitual tardiness for any reason may affect the course grade (since the stated course objectives cannot be met) can result in a failure.

If for any reason a student is unable to attend class, lab, or clinical experience, please refer to “Clinical Experience/Schedule and Attendance” on page 42.

The Florida Board of Nursing requires a specific number of hours to complete a program. Students absent for an exam will be allowed makeup the exam the first day back after the absence unless otherwise arranged with the faculty in advance of the return.

Students are responsible for making-up the assignments and work missed because of absence at the instructor's discretion. The course schedule and clinical experience 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.

Absences and Tardiness: Practical Nursing Program

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 or 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.

- Excessive absences in a subsequent course will result in withdrawal from the Practical Nursing program, depending on the student’s circumstances.
- 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 Florida Board of Nursing requires a specific number of hours to complete a program. Students absent for an exam will be allowed makeup the exam the first day back after the absence unless otherwise arranged with the faculty in advance of the return.

The Registrar will implement a plan to monitor the student’s absence during the first week of classes. Following the first week, the Director of Nursing and the Registrar will implement a plan to follow up on students at risk of being in violation of the class, lab or clinical experience participation requirements. Students with chronic lack of participation in classes, laboratory or clinical experiences may receive a failing grade for the course. A student will be withdrawn from any course or program if they do not attend within a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days).

All students must complete 100% of all clinical experience activities within the assigned grading period.

Students are responsible for making-up the assignments and work missed because of absence, at the faculty's discretion. The course schedule and clinical experience 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.

Clinical Experience

- Students must complete their clinical experiences to graduate from their program.
- Antigua College International does not assure that clinical sites will be available in the immediate vicinity.
- **Students must travel to clinical sites that can be further than 50 miles away from ACI.**
- The clinical experience is part of the student's program, the student cannot graduate without completing 100% of the clinical requirements.
- Students are bound by the rules and regulations that govern the clinical site.
- The contracted clinical agency agreements are not negotiable in their requirements.
- Students are responsible for their transportation to and from each clinical site.

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 ASN/BSN/PN programs will include anywhere between 3 and 8 End of Course Exams.

The exams will be scheduled at the end of each course, the date and time 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 attempt for both opportunities of the end-of-course exam will result in a zero-score and affect the final grade of the class. If a student fails both, the initial and the retake, they must repeat the course or be dismissed from the program, as decided on a case-by-case basis.

Exit Exam Policy

- Upon completion of all courses and clinical requirements, students will have two opportunities to pass the NCLEX Readiness course defined in their program curriculum (NUR290 or PRN934).
- These courses include mandatory participation at assigned review sessions and two Exit Exams of the ACI's choice.
- If the student does not pass both exams within the allowed attempts, the student will fail the NCLEX Readiness course and will be scheduled to repeat the class.
- 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 ACI. Students will have four opportunities to pass two exit exams.
- Diagnostic exams are assessment only, not pass/fail, and a second attempt is not allowed.
- 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 and Failing Grade

Students may be allowed to make-up missed or delayed class assignments or tests at the faculty's discretion. Make-up assignments must be pre-approved by the faculty and must be appropriately documented and recorded.

A student needing to make-up work past the last day of a course must see the Director of Nursing or instructor to request an Incomplete (I) grade before 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. The period of completion of the Incomplete grade (I) is five weeks after the end of the term in which the Incomplete grade was received.

A letter grade of (I) for incomplete will be assigned during this time frame. If the Incomplete is not resolved during the allowed time frame, a non-passing grade will be computed as a part of the student's CGPA, and the course must be retaken to complete the program. All attempts will be computed in the CGPA. Students will be financially responsible for the retake of the failed course.

Course Retake

A student will be financially responsible for retaking a course regardless of the reason for retake (failure or withdrawal). The student will be charged tuition and fees for each retake.

A student may voluntarily withdraw outside of the Add-Drop Period, earning a grade of W, at any point prior to the midterm exam. Once the midterm exam has been administered in the course, completion of the course is obligatory regardless of its outcome. Only one voluntary withdrawal is allowed per Course within the student's program. If a course applies to your current degree or certificate program of study is repeated, each attempt is included in the completion ratio (rate of progress) 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 (LOA) from their program of study. This leave must be made in writing and must be approved by the Office of the Registrar. The LOA will only be granted with proper documentation and at the sole discretion of the college. 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. Before requesting a Leave of Absence, students are asked to make an appointment with the Director of Nursing for advisement. By law, a Leave of Absence may not exceed 180 days within a 12-month period. Multiple leaves of absence can be granted not exceeding 180 days. If the student does not return to class immediately following a leave of absence, by the date indicated on the request, 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.
4. A student on leave of absence will not incur additional charges by the school during this period, though monthly payments must continue during the LOA if any.
5. ACI has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors.

Probation

Probation is intended to assist the student in achieving acceptable disciplinary, academic or attendance thresholds. Any student with a disciplinary or academic issue may be placed on probation until they attain satisfactory improvement. The student will receive an academic advising by the instructor, via verbal or written form, of specific areas of improvement. If the instructor's warnings are not heeded or acted on, the student will not be allowed to remain in or attend class until meeting with the Director of Nursing who will follow the following procedures:

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

Written Warning: A written warning will be issued to the student with specific instructions on corrective actions, including a detailed timeframe. If the issue persists

and corrective actions are not met by the designated timeframe, the situation will be escalated to probation status.

Probation: Students will be placed on probation with specific instructions on corrective actions, including an exact 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 as a progressive escalation; however, steps may be skipped depending on the severity of the case. Students who fail a core course will be placed on academic probation. During the probation period, the student may be required to complete 45 hours of strategies/content remediation review before retaking the course. Students who fail a second core course will receive an advisement session in which the Practical Nursing Program will be discussed as an option.

Academic Dishonesty

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

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

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

Plagiarism: The use and appropriation of another writer's work without proper citation of the source material and the representation of such work as one's own. Students are expected to cite their sources for all academic work submitted in completion of their respective programs.

Depending on the severity of the infraction, penalties for Academic Dishonesty range from an "F" in the course to being dismissed from ACI. 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 ACI.

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.

Rules of Conduct

The student must adhere to conduct that will not interfere with the learning process. It is strictly prohibited to be on campus or clinical site while under the influence of drugs or alcohol. Unlawful possession of drugs or narcotics of any kind is grounds for immediate dismissal. Smoking, eating, drinking (i.e., soda or coffee) or chewing gum is not allowed in classrooms, laboratories, or Clinical Sites other than in designated areas. Firearms are not allowed on Campus. Students will be responsible for all school property damaged or destroyed with or without intent. Intentional defacing or destruction of school property by any student will result in immediate dismissal.

Students are required to keep their academic and laboratory areas clean and orderly and return all equipment and supplies to their proper storage area before they leave the classroom or laboratory for the day.

Drugs and Alcohol on Campus

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

Photo ID

ID cards must be worn on Campus with photo-side facing forward. Students participating in Clinical Experience activities are required to wear their ID unless otherwise requested by the site supervisor.

Use of Cell Phones

Cell phone use is not permitted during class time, 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 for the exam.

Internet Use

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

Students may not install or remove software from the computers in the classrooms or library unless authorized by an faculty 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 ACI.

Dress Code

Students are required to wear the college uniform and student identification while attending class, on campus or at a clinical site, unless otherwise requested by the site. The approved uniform of Antigua College International is a blue scrub shirt with the ACI logo affixed, blue scrub pants, and closed-toe shoes. Students are expected to be neat and clean while attending classes and at clinical sites.

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

- A solid-colored matching t-shirt or cotton/turtleneck/jersey may be worn under the uniform top
- Matching shoes and plain socks (shoes must have noiseless rubber heels)
- No open-toes or open-back shoes
- Plain 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
- 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
- Any tattoos must be covered and not visible during course, lab, and clinical hours
- Chewing gum is strictly prohibited in all clinical facilities and classroom

Adherence to the dress code is mandatory. 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

Dismissal

Antigua College International reserves the right to dismiss or terminate a student for breach of the college's rules and or regulations or 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 clinical sites must be professional at all times. The following list includes some, but not limited to, 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 or faculty member
- Violent behavior or threats of violence
- Behavior disruptive to teaching or learning
- Behavior deemed harassing and/or discriminatory of any nature
- Violation of the Acceptable Internet Use Policy
- Failure to maintain acceptable Standards of Academic Progress (SAP)
- Failure to comply with all the college's policies and procedures

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

Dismissal from the College

Students may be dismissed from the college for violating the policies, participating in unsafe, dishonest, unethical behavior, and 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

Satisfactory Academic Progress (SAP) indicates the successful completion of coursework towards an academic degree or diploma. In compliance with current federal regulations, the ACI Office for Student Financial Affairs (SFA) and the Registrar Office 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 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 an 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 examples are circumstances 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

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

Clinical Experience

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. ACI 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 complete all clinical requirements in the program. Students must make themselves available to accommodate the site's conditions 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 sites are not assigned at the student's discretion, but 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.

Clinical Assignment

Clinical Experience 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. Clinical sessions may be scheduled weekdays or weekends, day or evening. Students will be notified in advance 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 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 ACI in advance. If the 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 a 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 F. Failure to complete the clinical hours for a course within the given period will result in a failing grade 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 consistently demonstrate a professional image and demeanor, and practice good personal hygiene.

Students will wear the ACI uniform unless the site requests otherwise. Students must adhere to site protocols and complete any assignments given by the instructor or site supervisor. The student should never reveal any confidential information regarding patients, clients, or their families, guarding their privacy in every way possible and adhering to 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.

Graduation Requirements

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

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

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

- Successfully pass all courses with a minimum cumulative grade point average of 2.0 (C).
- Successfully pass all courses with a GPA of 2.0 (C), with an overall grade of 75.0%.
- Complete all required course assignments and skills tests with satisfactory evaluations.
- Complete all required clinical hours and obtain satisfactory evaluations.
- Successfully pass the two corresponding Exit Exams of the college's choosing.
- Financial account must be current.
- Complete exit interview with the Director of Nursing, Financial Aid Office and all paperwork required by the Office of the Registrar.

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

Post-Graduation Regulatory Exams

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. 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 Office and Office of the Registrar 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.

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

Program Breakdown by Courses

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 261	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

Credential Awarded

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

	Base Tuition	Tuition and Fees 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)

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

Program Breakdown by Courses

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

Credential Awarded

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

	Base Tuition	Tuition and Fees 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)

Associate in Science Degree Programs

Nursing, ASN

Program Description:

Antigua College International ASN 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.

Program Breakdown by Courses

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 261	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
ASN TOTALS:		81

¹ Courses awarded to Foreign Medical Doctor

³ Courses awarded to licensed LPN

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

Credential Awarded

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

	Base Tuition	Tuition and Fees Registration Fee	Technology Fee	Total
Nursing, ASN	\$32,805	\$100	\$100	\$33,005

The 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)

Diploma Programs

Practical Nursing, Diploma

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.

	Base Tuition	Tuition and Fees Registration Fee	Technology Fee	Total
Nursing, PN	\$15,500	\$100	\$100	\$15,700

The Practical Nurse Diploma Program consists of

- 1355 classroom hours (765 lecture, 180 lab, and 410 clinical)
- 68 weeks of academic instruction (approximately 17 months)

Program Breakdown by Courses

Course #	Course Name	Hours
HSC 100	Introduction to Health Care Environment	30
PRN 022	Anatomy and Physiology and Medical Terminology	90
PRN 001	Fundamentals of Practical Nursing I (HIV/AIDS)	105
PRN 002	Fundamentals of Practical Nursing II	105
PRN 023	Growth & Development and Nutrition	50
PRN 035	Pharmacology	100
PRN 100	Maternity and Newborn Nursing	95
PRN 110	Pediatric Nursing	95
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 390	Psychiatric Nursing	90
PRN 400	Practical Nursing Communications	50
PRN 933	Transition to Graduate	65
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
CHM	Chemistry
CMP	Computer Sciences
COM	Oral Communications
DEV	Human Growth & Development
ENG	English
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 lectures, 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.

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 course focuses on assessing and fulfilling the patient's biological, psychological, cultural, and spiritual needs. The student learns the importance of building a respectful and trusting relationship with the client as nursing care is delivered. The course introduces concepts of the pathophysiology of the body's major systems and their disease processes, emphasizing health promotion and illness prevention. In applying the nursing process, critical thinking is reinforced in delivering nursing care to clients in different health care settings. The course is structured to provide clinical application and evaluation in medical-surgical nursing skills.

NUR 231 Medical Surgical Nursing II

Credits: 4

Hours: 45 Lecture, 45 Clinical

Prerequisites: ANP110, ANP120, BSC200, CHM120, HSC240, MAT110, NUR120,
NUR140, NUR160, NUR181, NUR191, NUR221

As a continuation of Medical Surgical I, this course focuses on the nursing care of clients with uncomplicated medical or surgical alterations in health. The mechanisms in the pathophysiology of illnesses and disorders and their prescribed nursing care considerations are emphasized. The assessment and nurse management of the chronically ill client is also presented in this course. The course is structured to provide clinical application and evaluation in medical-surgical nursing skills.

NUR 261 Medical Surgical Nursing III

Credits: 4

Hours: 45 Lecture, 45 Clinical

Prerequisites: ANP110, ANP120, BSC200, CHM120, HSC240, MAT110, NUR120,
NUR140, NUR160, NUR181, NUR191, NUR221, NUR231

Medical Surgical Nursing III provides learning experiences in caring for clients of all ages and healthcare settings. The course focuses on specific body systems: cardiac, respiratory, musculoskeletal, endocrine, renal, and neurological systems. In applying the nursing process, critical thinking is reinforced in delivering nursing care to clients in stages of the continuum of health. The student will master the ability to assess problems, identify solutions, develop care plans, and evaluate client outcomes. The course is structured to provide clinical application and evaluation in medical-surgical nursing skills.

NUR 241 Maternal and Newborn Nursing

Credits: 5

Hours: 45 Lecture, 30 Lab, 45
Clinical

Prerequisites: ANP110, ANP120, BSC200, CHM20, HSC240, MAT110, NUR120,
NUR140, NUR160, NUR181, NUR191

This course prepares the professional nurse to become a provider to childbearing families in diverse settings. The course covers concepts of the antenatal, intrapartum, postpartum, and neonatal periods. The clients' psychosocial, physiological, and cultural needs through the continuum of care are also presented. In applying the nursing process, critical thinking is reinforced in nursing care to neonates and their families within different settings. The course is structured to provide clinical application and evaluation in maternal and newborn nursing-related skills.

NUR 246 Pediatric Nursing

Credits: 4

Hours: 30 Lecture, 30 Lab, 45
Clinical

Prerequisites: ANP110, ANP120, BSC200, CHM20, HSC240, MAT110, NUR120,
NUR140, NUR160, NUR181, NUR191

This course prepares the professional nurse to become the provider of care to children and their families. The course includes the stages in human growth, psychological development, nutritional, social, and cultural needs from birth to adolescence. Critical thinking in applying the nursing process is reinforced in delivering nursing care to culturally diverse children and families in different environments. Emphasis is made on the nurse's role as a healthcare provider, teacher, manager, and communicator. The course is structured to provide clinical application and evaluation in pediatric-related nursing skills.

Licensed Practical Nursing

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.

PRN 022 Anatomy & Physiology and Medical Terminology

Hours: 60 Lecture, 30 Lab

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 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 023 Growth & Development and Nutrition

Hours: 40 Lecture, 10 Lab

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: 70 Lecture, 30 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, 30 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, 30 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: 50 Lecture, 10 Lab, 45 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: 50 Lecture, 10 Lab, 45 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: 50 Lecture, 10 Lab, 45 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: 50 Lecture, 10 Lab, 45 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 390 Psychiatric Nursing

Hours: 45 Lecture, 45 Clinical

This course prepares the practical nurse to become a provider of mental health care. The course covers the basic concepts in mental health and therapeutic interventions in acute and chronic disorders across the lifespan. In applying the nursing process, critical thinking is reinforced in delivering mental health nursing care in community-based and mental health settings. The course is structured to provide clinical application and evaluation in mental health-related nursing skills.

PRN 400 Practical Nursing Communication

Hours: 50 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: Hours: 30 Lecture, 35 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

ACY 2021 - 2022

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

August '21						
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29	30	31				

September '21						
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October '21						
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31						

November '21						
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December '21						
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January '22						
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February '22						
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27	28					

March '22						
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April '22						
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May '22						
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June '22						
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25	26	27	28	29	30	

TERM START DATE

END OF ADD/DROP PERIOD

TERM END DATE

OBSERVED HOLIDAYS & BREAKS (NO CLASS / COLLEGE CLOSED)

July 5, 2021	Independence Day	December 20 - 31,	Winter Break
September 6,	Labor Day	January 17, 2022	Martin L. King Day
November 25, 2021	Thanksgiving Day	February 21, 2022	President's Day
November 26, 2021	Thanksgiving Day	May 30, 2022	Memorial Day

Estimated Start and End Dates

Associate in Science in Nursing	
Start	End
June 21, 2021	September 4, 2023
July 26, 2021	October 9, 2023
September 6, 2021	November 20, 2023
October 11, 2021	December 25, 2023
November 15, 2021	January 29, 2024
January 10, 2022	March 25, 2024
February 14, 2022	April 29, 2024
March 21, 2022	June 3, 2024
May 9, 2022	July 22, 2024
June 13, 2022	August 26, 2024

Bachelor of Science in Nursing	
Start	End
June 21, 2021	October 28, 2024
July 26, 2021	December 2, 2024
September 6, 2021	January 13, 2025
October 11, 2021	February 17, 2025
November 15, 2021	March 24, 2025
January 10, 2022	May 19, 2025
February 14, 2022	June 23, 2025
March 21, 2022	July 28, 2025
May 9, 2022	September 15, 2025
June 13, 2022	October 20, 2025

RN to BSN	
Start	End
June 21, 2021	October 24, 2022
July 26, 2021	November 28, 2022
September 6, 2021	January 9, 2023
October 11, 2021	February 13, 2023
November 15, 2021	March 20, 2023
January 10, 2022	May 15, 2023
February 14, 2022	June 19, 2023
March 21, 2022	July 24, 2023
May 9, 2022	September 11, 2023
June 13, 2022	October 16, 2023

Practical Nursing Program	
Start	End
May 12, 2021	August 24, 2022
June 17, 2021	September 29, 2022
July 21, 2021	November 2, 2022
August 24, 2021	December 6, 2022
October 1, 2021	January 13, 2023
November 9, 2021	February 21, 2023
January 3, 2022	April 17, 2023
February 17, 2022	June 1, 2023
March 23, 2022	July 5, 2023
April 11, 2022	July 24, 2023

Drop-Add Deadlines

Drop-Add Deadlines Matrix Based on Start			
Start	Deadline	Start	Deadline
June 21, 2021	June 26, 2021	January 10, 2022	January 15, 2022
July 26, 2021	July 31, 2021	February 14, 2022	February 19, 2022
September 6, 2021	September 11, 2021	March 21, 2022	March 26, 2022
October 11, 2021	October 16, 2021	May 9, 2022	May 14, 2022
November 15, 2021	November 20, 2021	June 13, 2022	June 18, 2022

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	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	Part-time faculty	Nursing, Sciences
Ana Duenas	Doctor of Medicine, University of Cienfuegos, Cuba. MS, Nursing/FNP, University Ana G. Mendez, Florida BS, Nursing, Florida International University, Florida	Director of Nursing	Nursing, Sciences
Barroso, Hector	Doctor of Medicine, Higher Institute of Medical Sciences, Camaguey, Cuba BS, Nursing, Antigua College International, Miami, Florida	Full-Time Faculty & Clinical Instructor	Practical Nursing
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	Adjunct faculty	Nursing, Sciences
Monroy, Carmen	MS, Informatics, Grantham University, Lenexa, Kansas BS, Nursing, University of Alabama, Tuscaloosa, Alabama AS, Nursing, Miami Dade College, Miami, Florida	Adjunct Faculty	Information Technology
Napoles, Yunexis	Doctor of Medicine, Higher Institute of Medical Sciences, Camaguey, Cuba BS, Nursing, Antigua College International, Miami, Florida	Adjunct faculty	Nursing, Sciences

Staff

Name	Department	Role	FT / PT
Diony Antigua MD, MSN/Ed, ARNP, RN	Administration	Chief Executive Officer	FT
Jose Antigua MD, MSN/Ed, ARNP, RN	Administration	President	FT
Justin Garcia, BA, CPA	Administration	Chief Financial Officer	FT
Taima Gonzalez, BA, MBA, MSA-PA	Administration	Chief Operation Officer / Financial Aid Corporate Director	FT
Carmen Monroy, MSN-NI, BSN, RN	Admissions	VP of Enrollments & Compliance	FT
Ana Duenas MD, MSN/FNP, BSN	Nursing Education	Director of Nursing	FT
Dionny J. Antigua, BSN, RN	Nursing Education	Assistant Nursing Director	FT
Barbara Diaz	Student Accounts	Student Account Director	FT
Julian Perez, MLS	Learning Resource Center	Learning Resource Center.	PT
Ernesto Limonta, BS	Administration	Networking & Technology	PT
Yulissa Alvarez, MSN-FNP, BSN, RN	Nursing Education	Office of the Registrar	FT
Roxana Betancourt, BSN RN	Clinical Coordination	Clinical Coordinator	FT
Katherine Sosa	Student Services	Career Services	FT
Jeanine Benigno	Administration	Administrative Assistant	FT