



 **Post**
UNIVERSITY[®]
AMERICAN SENTINEL
COLLEGE OF NURSING
& HEALTH SCIENCES

2021 Student Handbook



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WELCOME FROM OUR VP OF STUDENT ENGAGEMENT

Welcome to American Sentinel College of Nursing & Health Sciences at Post University®!

Congratulations on taking the first step toward your degree. We are honored that you have given us the opportunity to support you on this journey, and we promise to fulfill our mission of providing you with an unrivaled student experience.

We hope you feel excited to be a part of an outstanding community of learners and healthcare professionals. We hope you are looking forward to using your new knowledge to enhance your civic and profession lives. We hope you know that we are committed to ensuring that you never feel alone here, even though you are in an online environment. Finally, we hope that you are dedicated to your own success. We certainly are.

Your drive allows us to transform healthcare through education. We are proud of our graduates and the impact they are making, and we know that it will just be a matter of time before we are welcoming you to our alumni association. This student handbook will help you get there.

Our Student Handbook is comprised of policies, resources, and information that will serve you from now until your graduation. Of course, we encourage you to reach out to your Student Success Advisor if you have any unanswered questions.

Many things distinguish American Sentinel from other colleges: our level of care, our innovation, our empowering curriculum, and, most importantly, our students. We are thrilled to have you here, and we wish you tremendous success throughout this challenging but incredibly worthwhile pursuit.

Thank you for joining us!



Devon Putnam
Vice President, Student Engagement
American Sentinel College

INTRODUCTION

COLLEGE STATEMENTS

Mission Statement

American Sentinel College's mission is to provide high quality, innovative degree and certificate programs that enable students to enhance their professional and civic lives.

Vision Statement

The College has also adopted specific statements explaining its vision for how it wishes to be recognized, identifying four goals:

- Providing accessible, quality, advanced education for the motivated learner/professional who seeks success in their chosen fields and communities
- Innovative use of technology that creates new standards in outcomes and achievement of academic excellence
- Understanding of and meeting the changing needs of our students, communities and other constituents
- Creating excellence in student and constituent service

Statement of Values

Continued Improvements in Quality Outcomes

- We place value creation for the learner at the center of all that we do
- We embrace the changes necessary to continually improve standards and processes so that they inspire “best in class” educational content and learning assessments.

Community of Scholars

- We keep our students, faculty, staff, communities and other constituents engaged in a free exchange of ideas by creating an environment of trust and mutual respect.
- We identify the educational needs of our students and work diligently to meet or exceed them.

Connected and Inclusive

- We act with integrity, behave ethically and transparently.
- We value and embrace diversity.
- We maintain a workplace that is characterized by safety, openness, creativity, challenge and innovation.

Student Manifesto

American Sentinel has also established general goals for its operational groups that support the institutional mission in its “Student Manifesto,” which pledges to:

- Offer high-quality educational programs
- Provide a response to student requests within 24 hours
- Create a variety of innovative courses and programs that equip students with the latest and most desired knowledge in the marketplace
- Employ the most innovative educational technologies
- Provide world-class student services and support
- Operate in a fiscally responsible manner to ensure students receive the best value in tuition
- Provide students annual reports on our progress toward meeting our goals.

CONDUCT- FOCUSED POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

The Code of Student Conduct serves as a guide of acceptable behavior and due process procedures. The administration of American Sentinel College has the authority to modify or change the Code of Student Conduct at any time. Students are responsible for obtaining all published materials and updates from the student website. Nursing students are expected to function within the framework of the American Nurses Association *Code of Ethics for Nurses*.

The primary concern of the college is its students. American Sentinel attempts to provide an environment that is conducive to academic endeavor and social and individual growth. Enrollment at American Sentinel is considered implicit acceptance of the rules, regulations and guidelines governing student behavior. American Sentinel reaffirms each student's privilege of exercising certain rights, including the right to appropriate due process in any disciplinary matter.

Students at American Sentinel College are expected to exhibit positive academic citizenship and are required to:

- Read and follow all policies, procedures and program information guidelines published in hard copy or available electronically on the College Website
- Pursue learning with honesty and integrity
- Recognize and respect the rights of others
- Maintain confidentiality with information shared by other students in courses
- Assume personal responsibility as adults for their behavior without supervision
- Progress in their programs by meeting course deadlines and following outlined procedures

- Demonstrate mutual respect when interacting with administration, faculty, staff and other students
- Meet their financial obligations in a timely manner

Students who do not practice good academic citizenship may be subject to disciplinary action including suspension, dismissal and/or a hold on academic records. All students are responsible to review the academic code of conduct policy and behave in keeping with the stated principles.

Penalties for Misconduct

One or more of the following misconduct penalties may be imposed by American Sentinel upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to the student's leaving the college, grades will be assigned in accordance with college's grade policy and the Academic Calendar.

Admonition: This consists of a verbal or written warning. Verbal admonitions will not become a part of the student's confidential record in the Registrar's Office.

Loss of Privileges or Imposition of Certain Tasks: Under some circumstances of misconduct, the college may deem it appropriate to take away certain privileges. Penalties such as withholding of official transcript or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; suspending library and internet technology may be imposed. The student may also be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not required of other students in a specific course; complying with behavioral contract; paying of special fees, fines or service charges.

Probation: Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of college regulations may result in more serious consequences, including suspension or expulsion. The two types of probation related to the Student Code of Conduct are:

- **Conduct Probation** - a sanction which will be removed from the student's confidential record at the end of the period of probation.
- **Disciplinary Probation** - a sanction which may or may not remain a permanent part of the student's permanent record.

Suspension: Continued and/or flagrant violations of the probation terms or serious offense cases warranting such action may result in suspension from American Sentinel for a specified period. The student is blocked from re-enrollment until he/she applies for readmission to the college and is cleared by appropriate officials. Suspension becomes a part of the student's permanent record in the registrar's office.

Withdrawal: Withdrawal is administrative removal of a student from a class or from the college and may be imposed in instances of unmet financial obligations to the College; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such a time specific conditions have been met.

Expulsion: Expulsion is permanent severance from American Sentinel College.

Revocation of Degrees: The revocation of degrees may occur for discovered misconduct of prior students. Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

Policy Regarding Internet Usage

All Internet data that is composed, transmitted, or received via the American Sentinel computer communications systems is considered part of the official records of the college and, as such, is subject to disclosure to law enforcement or other third parties, such as state regulators and accrediting agencies. Consequently, students should always ensure that the information contained in their email messages and other transmissions is accurate, appropriate, ethical and lawful.

Students will be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing or threatening messages or images.

- Stealing, using or disclosing someone else's code or password without authorization.
- Giving your code or password to someone else to use as if they were you.
- Violating copyright law.
- Sending or posting messages or material that could damage the college's image or reputation, including the use of the college name, titles and positions in any publication that may be perceived as offensive.
- Sending or posting messages that defame or libel other individuals.
- Sending or posting chain letters, solicitations or advertisements not related to education purposes or activities.
- Jeopardizing the security of the college's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other inappropriate or illegal activities.

Policy Regarding Social Media

Follow American Sentinel values: Guidelines for functioning in an electronic world are the same as the guidelines that dictate the values, ethics and confidentiality policies by which students are expected to live every day.

- Post meaningful, respectful comments and do not post remarks that are off-topic or offensive.
- When disagreeing with others' opinions, remain appropriate and polite.

Clarify an opinion: Unless authorized to speak on behalf of American Sentinel College, students should make clear that all views expressed are their own.

Act responsibly and ethically: When participating in online communities, students are advised not to misrepresent themselves.

Policy Regarding Academic Integrity and Plagiarism

The faculty and staff of American Sentinel College uphold an ethical and professional obligation to provide all students with the opportunity to develop and pursue their educational goals. However, our college is governed by institutionally established regulations of student and faculty behavior that protect such individual freedoms of educational pursuit, provided students and faculty demonstrate honesty, integrity and respect for the preservation, communication and pursuit of knowledge. Any action not consistent with such principles is unacceptable and subject to corrective actions that may include dismissal from the college.

Academic dishonesty includes but is not limited to the following:

- **Cheating** including:
 - Acquiring information for specifically assigned projects from another student, working with one or more persons on an exam that is to be taken as an individual or observing work from another individual's exam
 - Providing information to another student for an exam that is meant to be taken individually or copying and giving out the exam or content prior to the exam time
- **Plagiarism** including:
 - Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
 - Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
 - Copying textual content as well as presenting another's ideas or images without citing the source.
- **Falsifying information** including:

- Intentional falsification or invention of any information or citation in an academic activity.
- The written or oral presentation of results of research or practice experience hours that have not been performed
- Conspiring to commit an act of academic dishonesty
- Furnishing false information to any college office or official, faculty or staff member acting in an official capacity, or giving false testimony or other falsified evidence at any campus disciplinary hearing
- Forgery, alteration, or misuse of any college document, record, or instrument of identification
- Theft, unauthorized access to or other abuse of computer systems or computer time relating to college endeavors Conspiring, planning, or attempting to achieve any of the above acts

Procedure and Penalty for Acts of Academic Dishonesty

The procedure and penalty for acts of dishonesty are as followed:

- The Dean is notified of an alleged student or faculty act of academic dishonesty
- An investigation by the Dean is initiated and evidence is collected by the departments of the college and sent to the Dean.
- The Dean reviews the evidence.
- If review of the investigation by the Dean determines that the student or faculty committed an act of dishonesty, the student or the faculty is subject to sanctions up to and including termination from the college.
- The student or faculty can appeal the Dean's decision by email within 14 calendar days of receiving the decision. The student or faculty should forward a copy of his/her appeal of the Dean's decision and any additional information that the student or faculty believes to be pertinent to the Dean for review.

- The Dean will provide a response to the student’s or faculty’s appeal within 14 days of receiving the appeal. If the student or faculty does not agree with the decision from the Dean, he/she may request a formal appeal. The request for an appeal must be made in writing to the CAO within 60 days after the students or faculty was notified of the decision. The CAO will convene a student **Grade Appeals Committee**, which consists of:
 - Two staff members, one of which will be the Vice President of Student Engagement or his/her designee and the other a staff member not involved in the issue
 - Three faculty members, two of which must teach in the student’s academic program
- The CAO may ask for additional information from the Dean, faculty member or student to bring before the Grade Appeals Committee and should communicate the final committee decision to the student or faculty by email, including rationale, as soon as possible but within 30 days of receipt of the appeal. The decision by Grade Appeals Committee and the CAO is final.
- A student’s or faculty’s failure to follow the steps outlined above will disqualify any appeal.
- Documentation of the decision and findings are included in the student’s or faculty’s permanent file.

Procedure for Acts of Plagiarism:

Levels of Plagiarism

The following levels of plagiarism violation are as follows:

- **Level 1:** Presents a paper, assignment, or problem set written by someone else as the student’s own work due to ignorance or inexperience.
- **Level 2:** Presents a paper, assignment, or problem set written by someone else as the student’s own work intentionally and willfully.
- **Level 3:** Repeats a Level 2 violation.
- **Level 4:** Multiple repeats of a Level 2 violation.

Penalties for Plagiarism

The following penalties for plagiarism violation are as follows:

- **Level 1:** Student receives an academic warning that goes in the student's file and is allowed to resubmit the assignment. Instructor may assign a grade for the assignment that includes a penalty of a percentage of the grade (10% - 50%) or no grade penalty may be given.
- **Level 2:** Student receives an F (0%) grade for the assignment. Student may not resubmit the assignment.
- **Level 3:** Student receives an F (59%) for the course and the student may retake the course.
- **Level 4:** The student is suspended or expelled from program and College.

Handling Plagiarism

Although American Sentinel College recognizes that students may be unfamiliar with proper posting and citation requirements in the online environment, the expectation is that the faculty members help students learn how to properly cite information, so students avoid violations. Faculty and students are held accountable to our strict no-tolerance policy regarding plagiarism in the academic environment.

The faculty member will select the consequence of a plagiarism issue in Level 1 and 2 violations. Level 3 and 4 violations will be handled by the Dean of the respective program. The treatment of an instance of plagiarism should reflect an evaluation of the nature of the problem.

Official Obligations Between Student and College

Misconduct relating to official obligations between the student and the college or its officials includes but is not limited to the following:

- Issuance of a check without sufficient funds
- Failure to fulfill financial obligation(s) to the college
- Failure to fulfill other legal obligation(s) to the college
- Failure to comply with reasonable directions of, or failure to heed an official summons of, college officials, faculty or staff members acting in the performance of their duties
- Failure to comply with the sanction(s) imposed under the Code of Student Conduct and Discipline or sanctions otherwise imposed by the college
- Conspiring, planning, or attempting to achieve any of the above acts

STUDENT RIGHTS

Every American Sentinel College student has:

- The right to appeal academic matters, such as school policies, regulations, and processes that affect their academic progress.
- The right to receive academic information in writing at the beginning of a course of instruction and to request further clarification of the following information from the professor/instructor delivering the course:
 - The course schedule, outline, and objectives.
 - The type of teaching/ learning methods to be employed in the course.
 - The methods of assessment of achievement and evaluation procedures.
 - Expectations of academic conduct from the course professor.
- The right to make, without fear of reprisal, a responsible complaint of unfairness, harassment, or discrimination, and the right to petition the appropriate authority for changes in college policies and procedures.
- The right to appeal academic grades.
- The right to be honestly and fully informed about the reason for institutional policies and procedures and to make representation for change in policies and procedures.
- The right to be graded on academic performance and to be protected by well-defined procedures against prejudiced or capricious evaluation by professors.
- The right to the privacy of his or her records and to examination of such records.
- This includes the right to be notified in the event of adverse information being placed in their official student file.
- The right, in accordance with the Freedom of Information and Privacy Act, to protection from release of information concerning any of his or her student files to anyone without the student's prior written consent.

STUDENT RESPONSIBILITIES

American Sentinel College believes academic integrity is the foundation of the academic community. Every member of the American Sentinel College community is responsible for promoting and maintaining honesty within the institution.

Students shall submit written or other work that is the product of their own efforts and was not accomplished dishonestly. Academic dishonesty includes the following:

- Copying from another student's paper.
- Using material not authorized by the course instructor to complete an assignment or examination (for example, referring to the book on a non-open-book exam).
- Collaborating with another student during an examination without permission.
- Plagiarism.
- Collusion by obtaining or giving another student unauthorized assistance in course work.
- Falsification of any examination, paper, record, assignment or report.
- Knowingly using, buying, selling, stealing or soliciting contents of an examination, paper, record, assignment or report.
- Representing oneself as another student for the purpose of taking an examination or allowing oneself to be represented by another for the same reason.
- Cheating of any kind.
- Furnishing false or misleading information to school officials or on official records.
- Forging, altering or misusing the school name, the name of any school employee, documents, records, or identification.
- Using any technology to infringe upon the rights of others.

- Using technology (or verbally threatening to do so) to take any action that endangers or impairs the safety, health, life or freedom of any person affiliated with American Sentinel College.
- Students not conducting themselves in a professional and courteous manner in the classroom environment.
- Students who violate any policy of American Sentinel College. Violators may also be in breach of student responsibilities and subject to action up to and including dismissal from the college.

STUDENT FERPA RIGHTS

All student education records are protected by the Family Education Rights and Privacy Act of 1974 (FERPA). Education records are all records directly related to the student. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education record(s) within 45 days of the day the registrar receives a written request for access identifying the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. Students may obtain copies of their education records for a nominal fee.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or in violation of their privacy rights. A written request for amendment that fully describes the specific reason(s) for the requested change must be given to the registrar. Following review, the student will be informed of any amendments or denials of amendment to his or her education records, including a detailed explanation for the decision rendered. Students have a right to a hearing regarding the request for amendment by making a written request to the Grievance and Appeals Committee and presenting evidence relevant to the disputed issues. All decisions made by the Grievance and Appeals Committee are final. Copies of all requests and written documentation regarding the contents of a student's education record will be retained as part of that student's permanent record.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S Department of Education concerning alleged failures of the college to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901
 Phone: 202.260.3887
 Fax: 202.260.9001

Disclosure Without Consent

In specific circumstances, FERPA authorizes disclosure of personally identifiable information from educational records without the prior written consent of the student. One such circumstance is disclosure to school officials with legitimate educational interests. A school official is a person employed by a school in an administrative, supervisory, academic, research or support staff position, or a member of the board of trustees. A school official has legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Other instances where student information may be disclosed without the permission of the student include, but are not limited to:

- Disclosure made to authorized representatives of the U.S. Department of Education, the Office of the Inspector General, accreditation and licensure agencies, and state and local education authorities.
- Disclosure in connection with financial aid for which the student has applied.
- Disclosure made to the student's parent(s) if the student is a dependent (as defined by the U.S. Internal Revenue Service).
- Disclosure made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.

Record of Disclosures

The registrar maintains a record of each request for access and each disclosure of personally identifiable information from the education records of each student. This record will be maintained with the education records of each student and will include the parties who have requested or received information and the legitimate interests the parties had in requesting or obtaining the information.

- The college is not required to keep record of disclosures made to:
- The student.
- Any school official with a legitimate educational interest.
- Any party with written consent from the student.
- Any party receiving records as directed by law enforcement subpoena whereby the court has ordered that the existence of the subpoena not be disclosed.

Procedure for Release of Documents

Student must submit a written request to the registrar for access identifying the record(s) the student wishes to inspect. The registrar provides access within 45 days of receiving the written request. The school makes arrangements for access and notifies the student of the time and place where the records may be inspected. Students may obtain copies of their education records for a nominal fee.

In order for students to request the amendment of the student's education records that the student believes is inaccurate, misleading or in violation of their privacy rights; a written request for amendment that fully describes the specific reason(s) for the requested change within their education record(s) must be given to the registrar. Following review, the student will be informed of any amendments or denials of amendment to his or her education records, including a detailed explanation for the decision rendered. Students have a right to a hearing regarding the request for amendment by making a written request to the Grievance and Appeals Committee and presenting evidence relevant to the disputed issues. All decisions made by the Grievance and Appeals Committee are final. Copies of all requests and written documentation regarding the contents of a student's education record will be retained as part of that student's permanent record.

Students can request in writing disclosure of personally identifiable information contained in the student's education records. The request is submitted to the registrar and a FERPA hold is placed on the students account. No information will be released without consent, except to the extent that FERPA authorizes disclosure without consent

COLLEGE TITLE IX

American Sentinel College prohibits, and will not tolerate, discriminatory practices, sexual misconduct or the harassment/assault of any member of the college community, and pledges to seek out and minimize all forms of misconduct in its activities and programs. American Sentinel College supports federal and state laws which prohibit discrimination against any person because of race, ethnicity, culture, language, color, creed, religion, age, national origin, gender, sex, disability, sexual orientation, gender identity, veteran status, social economic class, marital status, genetic information or status with regard to public assistance.

College faculty, staff, students and contractors are responsible for assuring that the college maintains an environment for work and study free from sexual misconduct. Sexual misconduct violates the dignity of individuals and will not be tolerated. The college seeks to eliminate sexual misconduct through education and by encouraging faculty, staff, students, and contractors to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

ACADEMIC POLICIES AND PROCEDURES

REGISTRATION

Schedule of Course Offerings

Academic administrative personnel, with approval from the deans, are responsible for developing schedules of course offerings each term and working with faculty leadership to ensure classes are available to all necessary parties. Not all courses may be offered every term. Last-minute changes to schedules are avoided whenever possible but may be necessary to accommodate staffing and class size. The dean or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

How to Register for a Course:

1. You can start the registration process on the Student Site:
<http://my.americansentinel.edu/>
2. Login and click on “Register Today”
3. Click on the term for which you need to register.
 - a. Financial Aid students: First click on the Semester for which you need to register. Each semester incorporates 3 terms *and you will need to register for all terms in the semester. Ask your student success advisor about which “track” you belong to.*
4. Find the course you would like to take listed in the table and click on that course.

2018 Oct (8 week courses)	
Business	BUSI510 BUSI520 BUSI599 FIN500
Information Systems & Technology	GIS215 GIS230 GIS315 GIS360 GIS499 GIS500 GIS550 IS515 IS530 IS550 IS555 IS595 MIS415
General Education	ENG110 GA200 HIS225 HUM201 PHI215
Healthcare	BIO501 BSN405 BSN410 BSN415 BSN421PE BSN422 BSN432PE BSN436 BSN437PE BSN440 BSN499 BUSI700PE HCA515 HCA520 HCA560 N501PE N505PE N512 N515PE N521 N522PE N525 N525PE N526 N527PE N531PE N534PE N540PE N543PE N544PE N555PE N570PE N700PE N702PE N705PE N710PE N712PE N714PE N715PE N720PE N725PE N735PE N740PE N742PE N751PE N752PE N753PE N754PE N755PE N756PE N758PE N760PE N761PE N765PE N770PE PW501

5. Review the course information and click “I’m done, finish to payment” OR “select additional courses” if you need to register for more than one course.
6. You will be prompted to update your contact information. If needed, do so when you register or on the student site.

7. If you are not using Financial Aid you will then be prompted to select your payment method.
 - a. “With a credit card” – select this option if you plan to pay out of pocket. By selecting this option, you will be rerouted to a payment page where you can pay for your course. Click here for more information on this payment option.
 - b. “By sending in a check” – select this option if you plan to send a check to the school. Check the contacts page in this document for the address of American Sentinel College. Click here for more information on this payment option.
 - c. “Use American Sentinel Financing” – select this option if you would like to set up a payment plan through the college. *If you choose this option, you should register for more than one course.* You will need to contact asc-registration@post.edu to set up the payment plan. Click here for more information on this payment option.
 - d. “Via Employer Reimbursement” – select this option if you plan to use employer reimbursement to pay for your course. Students using this option should contact asc-registration@post.edu about sending in a promissory note. Click here for more information on this payment option.
 - e. “Provide a Military TA reimbursement form” – select this option if you are a military student using TA benefits.

You should always double check and make sure that your registration request was processed by navigating to the courses page on the Student Site.

Concurrent Course Registration

Concurrent course registration occurs when a student registers for more than one course in an 8-week term and also registers for one or more courses in a subsequent month. At no time may a student be registered for more than four courses concurrently in a 16-week period. Concurrent course registration cannot violate progression or prerequisite requirements. Concurrent course registration is subject to course availability. In unique cases and with prior approval of the program area Dean, a student may register for more than four courses in a 16-week period.

Late Registration

Students who fail to register during the scheduled registration period may register for a course from the day after registration closes until the first Friday after the term has started.

To register late for a course, students must visit:

http://my.americansentinel.edu/Academics/Calendar_Registration.aspx.

Students registering late must still post to the course discussion forum to be counted in attendance during week one, as defined in the attendance and participation policy.

Late registration does not change the refund policy, which states that the college processes refunds for courses dropped after week one and before the last day of week five. The refund policy begins with the first day of the course, not the day a student registers. Late registration does not extend the length of the course nor the course end date.

Dropping Courses

Students who wish to drop a course must notify their student success advisor. American Sentinel will process a refund for course and/or period dropped according to the guidelines found in the procedure section of this policy:

https://www.americansentinel.edu/policies/SA3_03-Tuition-Refund-Policy.pdf

Financial aid students will undergo a return to title 4 calculation to determine if and how much money they owe to the college. Please see our policy on return to title 4 calculations for more information.

Term-based Programs

Prior to the start of course through week 1 Add/Drop: Students may add or drop a course during the first week of the term or semester for no additional fee. Courses dropped in the first week will not appear on the students' transcript.

Weeks 2-6 drops: Students may drop a course between week two and the last day of week 6 for no additional fee. Courses dropped during this period will appear on the student's transcript with the letter W. W grades are not included in the student's GPA calculation.

After week 6: Students may not drop a course after week 6 of the course.

SIMPath Programs

Prior to the start of the 16-week period through week 1 drop: Students may add or drop a course during the first week of the 16-week period for no additional fee. Non-financial aid students who drop a period in the first week may also add a future period at the same time without paying the late registration fee.

Weeks 2-12 drops: Students may drop a 16-week period between week two and the last day of week 12 for no additional fee. If students complete one or more courses during weeks 2-12, they will be awarded the letter grade for the completed courses; however, they will not be eligible for a refund for any dropped course(s) in that semester. Courses dropped during weeks 2-12 will appear on the student's transcripts with the letter W. W grades are not in the student's GPA calculation.

After week 12: Students may not drop a course after week 12 of the 16-week period.

Students may request up to two drops from 16-week periods during their program. After two drop requests, students needing additional drops may choose to withdraw and reenroll in the program.

Withdrawal from the College

Student-Initiated Withdrawals

Students who wish to withdraw from the college must notify their student success advisor and must clearly state the reason for withdrawal. The process should be initiated by phone or email and the official withdrawal date is defined as the date the student provides notification.

Administrative-Initiated Withdrawals

The dean or designee may initiate a withdrawal without the student's official notification. Re-admission is necessary for any student who wants to resume degree candidacy. The following are conditions will result in administrative withdrawal from the college:

- Fails to return from a period of non-enrollment (see continuous enrollment policy below)
- Disciplinary suspension or expulsion.
- Returning for another undergraduate degree after completing an associate or baccalaureate degree.
- Failure to maintain satisfactory academic progress.
- Failure to maintain passing grades.

- Failure to pay tuition and fees.
- Failure to comply with college's academic policies.
- Failure to disclose a felony.
- Engages in improper or unlawful conduct.
- Brings discredit to the college.
- Engages in behavior that interferes with the educational process or human or civil rights of another student or American Sentinel employees.
- Fails to comply with the college's rules and regulations as published.
- Fails to comply with program completion time limit (see program completion below).

If readmitted, students must follow the catalog in effect at the time of their reenrollment. Doctor of Nursing Practice (DNP) students must be reevaluated for reenrollment by the Dean or their designee. In cases when the college no longer teaches required courses, the appropriate dean may designate a reasonable substitute.

Continuous Enrollment

Continuous enrollment is defined as being enrolled in classes at American Sentinel without a break of eight or more consecutive months. Doctor of Nursing Practice (DNP) students, while working on the project, may be required to alter the standard progression of courses due to the students' inability to meet deliverables, i.e. proposal or final defense. Capstone Continuation Fees (CCF) will be assessed monthly when a DNP student is not enrolled in a course and nonpayment of fees will result in discontinuation of project support. Payment of fees does not negate the continuous enrollment policy.

Program Completion

DNP students who have not successfully completed all the requirements for graduation 42 months after enrollment in the college will be administratively withdrawn from the program. These students will be required to reapply and repeat any courses that are more than 42 months old, before they can earn a DNP from American Sentinel College.

Financial Aid Students

Upon withdrawal, the College must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV funds formula. Please refer to the return to title 4 calculation policy for more information.

Enrollment Status

A student's enrollment status will influence the amount of federal student aid a student will receive. To be eligible for federal student loans, students must enroll at least half time in consecutive semesters. Undergraduate students need a minimum of six credits per semester and graduate students at least three credit hours per semester in order to be considered half time.

Return to Title IV

Federal regulations require Title IV federal financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal aid was awarded. If the recipient of Title IV funds withdraws from the school after beginning attendance, the amount of Title IV grant or loan funds earned by the student must be determined. If the amount disbursed is greater than the amount the student earned, unearned funds must be returned.

Federal law requires schools to calculate how much federal aid a student has earned if that student:

- Completely withdraws
- Stops attending before completing the semester
- Does not complete all modules. Modules are courses which are less than an entire semester in length for which the student was scheduled to attend at the point of withdrawal.

COURSE POLICES

Attendance and Participation

The academic week begins on **Monday at 6:00 a.m. Mountain Time** and ends on the following **Monday at 5:59 a.m. Mountain Time**. Term-based students must post at least one time in week one to be considered as an active student in the course. Students in SIMPath programs must actively participate in the weekly sessions with the faculty coach to be considered active. Failure to post in week one of the course or week one

session of the 16-week period classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course/16-week period. Students who add a course or 16-week period on the last day of the week 1 may extend the participation requirement for all programs through the following **Tuesday at 5:59 a.m. Mountain Time**.

Attendance

American Sentinel takes attendance at the start of each term/semester/16-week period during the second week. To be counted in attendance for census purposes, a term-based student must post to the online classroom at least once in the first week, and a SIMPath student must meet the week one participation requirement. For students receiving financial aid, failure to post in or participate in week one will result in being automatically dropped from the course.

Participation

Meaningful participation in the classroom deliverables is expected and graded for each course and competency. Failure to participate in the online discussions or weekly sessions will impact the grade for the course/16-week period. Active-duty military should discuss any participation limitations with the instructor.

Class Participation

In an online course, class participation is determined by the frequency and quality of posts you make online. Responding to questions posted by your instructor and responding to replies to these questions by your fellow students constitutes your class participation. These interactions provide you the opportunity to learn from your instructor and exchange ideas with your peers.

It is essential for your learning, as well as your success in this course, that you participate on a weekly basis. Failure to participate in a given week will result in a zero grade for the discussion forum.

Late Assignments

Assignments are due at the end of the course week (**Monday, 05:59 a.m., MT**). Assignments are defined as major papers/projects and final projects, not weekly discussion questions. **If students notify faculty at least 24 hours in advance that an assignment** will be submitted late, all assignments, including the final

project/assignments, submitted after the due date will automatically lose 5% from the grade for the assignment.

If students **fail to notify faculty at least 24 hours in advance that an assignment will be late all assignments**, including the final project/assignment, submitted after the due date will have 10% deducted from the grade for the assignment.

If students **fail to notify faculty at least 24 hours in advance that an assignment will be late** and submit the assignment more than seven days after the due date and without written approval to submit the assignment on a date determined by the faculty, a zero will be entered in the Moodle gradebook.

If students **fail to submit their late assignment more than seven days after the initial due date** or by the pre-approved date determined by faculty (in writing), a zero will be entered in the Moodle gradebook.

All exceptions to the late assignment policy grade deduction need to be approved by the program area Dean prior to granting exceptions.

*This policy does not apply in the SIMPath programs.

Course Access

Student course access is generally granted the Friday prior to the course start date for all students registered prior to 5pm MT that day. Students registering after 5pm MT on the Friday prior to the course start date will be granted course access within one business day.

Beginning January 2017, all courses will be archived one year after the course close date. Students will not have access to the archived courses, or the work completed within the archived courses. It is essential that students save all course work to at least one backup location prior to the course archive date.

Upon withdrawal from the College access to the online classroom site will cease. This includes courses, submitted work, discussion posts, messages, and all other items accessed at learn.americansentinel.edu.

Upon graduation from the College, access to the online classroom and all resources will cease.

Course Extensions

Term-based courses should be completed in eight weeks. But due to professional demands, family responsibilities, or health issues, sometimes students need a little extra time to complete a course. Course extensions may only be used for missing assignments for which you have made prior arrangements with your instructor to submit late work. The late assignment policy still applies when using a course extension (see above under Course Activities). As a courtesy, please notify your instructor after you request and pay for a course extension online.

Please note: In order to receive a course extension, you must do this on or before the last day of the course, you must have completed 50% of the coursework, and you must pay the \$150 non-refundable extension fee. Extensions end exactly two weeks after the course end date.

The automated course extension process request may be completed by following a prescribed procedure and paying a small course extension fee. As a courtesy, students should notify their instructor after they request and pay for a course extension online.

To request a course extension:

- Visit the "My Grades" link in the Student Center (Click "My Grades" in the toolbar in Moodle).
- Find the course for which you need an extension and select the link that states "I need more time to finish my course."
- Follow the steps listed for a course extension.
- The course extension fee is \$150.
- You will not be able to request a course extension unless you have completed at least 50% of your course work.
- You will have 2 weeks after the end date of the course to finish your assignments.

Discussion must occur during the week assigned and may not be made up during an extension.

Students will receive a grade of "I" during the 14-day extension period. An incomplete grade of "I" signifies that not all required course work was completed during the term/semester.

Failure to complete all requirements for the course within the 14-day grace period will result in a final grade that incorporates grades of 0 for all incomplete assignments. Students in nursing programs should refer to the progression policy (AA1.12 Grading), as students may be required to re-enroll in the course and pay the appropriate tuition.

*There are no course extensions granted for PW501 Practicum Workroom or SIMPath competencies.

Grading

Course grades are based on evaluations of students' mastery of course outcomes. The grading policy for each course is published in the course syllabus. A student is responsible for all work assigned during the course and must discuss any issues with completing the required course work with the professor.

Course Grading Policy

Non-Nursing Undergraduate courses: Undergraduate students will receive credit for courses in which they earn a grade of D or higher. However, if a student's GPA falls below 2.0, he or she will be placed on academic probation.

RN to BSN Progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all nursing courses. Students who earn a grade of less than C+ in any nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student's GPA falls below 2.0 he or she will be placed on academic probation.

RN to BSN/MSN Progression: The standard of performance required for undergraduate nursing programs is C+ (77%) or higher in all undergraduate nursing courses. Students who earn a grade of less than C+ in any undergraduate nursing course must repeat the course and earn at least a C+ in order to complete the program of study. If a student's GPA in the undergraduate program falls below 2.0 he or she will be placed on academic probation. The standard of performance required for graduate nursing programs is B (83%) or higher in all graduate nursing courses. Students who earn a grade of less than B in any graduate nursing course must repeat the course and

earn at least a B in order to complete the program of study. If a student's GPA in the graduate program falls below 3.0 he or she will be placed on academic probation.

Non- Nursing Graduate courses: Graduate students will receive credit for courses in which they earn a grade of B- or higher. Credit will not be granted for grades of C+ or below. Students who receive a B- may proceed, but must maintain an overall GPA of 3.0. Students who earn a grade of C+ or lower in a graduate course must repeat the course and earn at least a B- in order to complete the program of study.

MSN, NP, and DNP Progression: The standard of performance required for graduate nursing programs is B (83%) or higher in all nursing courses. Students who earn a grade of less than B in any nursing course must repeat the course and earn at least a B in order to complete the program of study. If a student's GPA falls below 3.0 he or she will be placed on academic probation.

Grading Policy		
Grade		Grade Point Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	60-66	1
F	0-59	0

Grade Point Average

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the number of credit hours for which grades were awarded. The grade points are calculated by multiplying the grade quality points for the grade earned for each course by the number of credit hours associated with course.

A student's academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credit hours earned to date. Both GPA and CGPA include classes that are required for graduation in the student's current program of study (including electives) and exclude developmental courses and any other courses considered to be ineligible by licensing, state or provincial authorities. The CGPA shows whether a student is meeting the standards of academic progress, is eligible for graduation and is eligible for academic honors. American Sentinel grades on a 4.0 (unweighted) GPA scale.

To graduate, undergraduate students must achieve a minimum cumulative GPA of 2.0, and graduate and doctoral degree students must achieve a minimum cumulative GPA of 3.0.

Grade Report

Students have access to their grades at any time during their program. Throughout each course, they will be able to keep track of their progress and check assignment due dates, examination dates and grades in the online classroom.

Failing Grade

An undergraduate student who receives a failing grade of F in a required course must repeat the course and receive a passing grade at American Sentinel College. A course for which an F is awarded is included in the semester or term GPA and cumulative GPA. When the student repeats the course and earns a passing grade, the F will no longer be calculated in the cumulative GPA. The number of F retakes is limited by program as described in the academic forgiveness section below.

Student Grade Appeals

Students who believe that there has been arbitrary or capricious grading by their instructor can appeal their grade as outlined below. However, a student disagreement with the assigned grade does not necessarily constitute a basis for review.

Grade Appeal Process

Students that have a disagreement with how an assignment or examination is graded should first contact the appropriate faculty member. If the instructor discovers a potential error in grading, the student must return the entire assignment or examination. If warranted, the grade for that assignment or examination may be changed by the

instructor. If so, the instructor notifies the Registrar to change the grade in the student's record. If a grade change is not warranted, the instructor provides clarification to the student, explaining why a change was not made. If the student does not agree with the instructor's change or explanation, the student may appeal this decision as part of an appeal of the final course grade as described below. At any point in the process, all coursework submitted for the class may be reviewed.

Students may appeal final grades if they adhere to the following process:

- The student must first appeal by email to the faculty member within 30 calendar days after receiving notification of the final grade. The student must clearly state the specifics of his/her appeal. The faculty member will respond to the student by email within seven calendar days. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer.
- If the student does not agree with the faculty member's decision, the student may appeal to the program chair by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Program Chair will provide a response to the student's appeal within 14 days of receiving the appeal.
- If the student does not agree with the Program Chair's decision, the student may appeal to the Associate Dean by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Associate Dean will provide a response to the student's appeal within 14 days of receiving the appeal.
- If the student does not agree with the Associate Dean's decision, the student may appeal to the Dean's office by email within 14 calendar days of receiving the faculty member's response or, if no response was received, within 14 days of when the student originally sent the appeal to the faculty. Student Success Advisors will send the grade appeal form and the appropriate grade appeal material on their student's behalf to the reviewer. The Dean's office will provide a response to the student's appeal within 14 days of receiving the appeal.

- If the student does not agree with the decision from the Dean's office, he/she may request a formal appeal. The request for an appeal must be made in writing to the Chief Academic Officer (CAO) within 14 days of when the student originally sent the appeal to the Dean. The CAO will convene a student Grade Appeals Committee, which consists of:
 - Two staff members, one of which will be the Director of Student Success or his/her designee and the other a staff member not involved in the issue, and
 - Three faculty members, two of which must teach in the student's academic program.

- The Chief Academic Officer may ask for additional information from the Dean, faculty member or student to bring before the Grade Appeals Committee and should communicate the final committee decision to the student by email, including rationale, as soon as possible but within 30 days of receipt of the appeal. The decision by Grade Appeals Committee and the CAO is final.

*A student's failure to follow the steps outlined above will disqualify any appeal.

Academic Forgiveness

American Sentinel College offers the opportunity for students who either need to or choose to repeat a course to do so. When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the grades earned. Each attempt will be used in evaluating the course completion ratio. All attempts will appear on the student's official transcript. Students are responsible to pay applicable tuition and fees associated with any repeated classes.

The following describes the academic forgiveness policy by degree:

- **Doctoral Programs:** One grade retake is allowed that is not factored into the student's GPA.
- **Master's Programs:** Two grade retakes are allowed that are not factored into the student's GPA.
- **Undergraduate Programs:** Three grade retakes are allowed that are not factored into the student's GPA.

Incomplete Grades

A temporary grade of I, indicating an incomplete, signifies that not all required course work was completed during the term/semester. An incomplete grade is a temporary grade that is assigned only when the student has completed at least 50% of the course. If a student has completed at least 50% of the course, he or she may be granted an additional 14 calendar days to complete a course (beyond the official published last day of the course). If the student completes the course, he or she earns a final grade for the course.

Credits associated with courses in which a temporary I grade is received count toward total semester credits attempted and minimum cumulative credits completed at American Sentinel. A temporary I grade does not impact the calculation of cumulative GPA. Credits associated with courses in which a temporary I grade is received will count toward the maximum timeframe for completion (see the Satisfactory Academic Progress policy).

Audit Grades

Students are not allowed to audit courses at American Sentinel College.

Pass/Fail Grades

American Sentinel College does not utilize pass/fail grades in courses for academic credit.

Proctored Examinations

Exams at American Sentinel College are designed specifically for the distance education setting. Some exams must be proctored (taken in the presence of another person who verifies the student's identity).

Proctored exams must be requested by students prior to the last day of the course. Students are strongly encouraged to request their exam early to ensure that they can take and return the exam within the allotted timeframe. Proctored exams must be completed within one week of the end of the course. Students who fail to request the exam before the course end date will not be allowed to take the final exam.

Students are allowed to access their textbook during proctored exams, however, notes and other study materials may not be used. Students are not permitted to access the

Internet during the exams. All proctored exams have set time limits, which will be explained by the proctor before the exam begins.

Proctor Requirements

Proctors must be people of good character with sound credentials. Students are responsible for selecting a person of good character with sound credentials to function as their proctor. Students must select a proctor from one of the following groups:

- **Librarians:** American Sentinel College prefers that librarians proctor exams. Libraries make excellent settings for taking exams and librarians are generally experienced in serving as proctors. Librarians may charge a small proctoring fee.
- **Testing centers:** Testing centers for taking proctored exams are members of The National College Testing Association (NCTA). NCTA is an organization of testing professionals in post-secondary institutions and testing companies. NCTA has more than 700 members in the United States.
- **The Consortium of College Testing Centers (CCTC)** is a free referral service provided by the National College Testing Association (NCTA) to facilitate distance learning. The purpose of the CCTC is to make test administration services available to students at locations close to where they live or work (<http://www.nctatesting.org/cctc/>).
- **Supervisors or human resource representatives:** Students may ask a supervisor or a human resource representative at their place of employment to serve as a proctor as long as the individual is not their immediate supervisor or responsible for managing their day-to-day activities. In this case, students may have to schedule exams during work hours. Students should discuss this with their supervisor and schedule accordingly.
- **Other:** Students may ask a minister, rabbi, law enforcement officer, teacher, principal or other

Unacceptable Proctors

Family members, friends, current American Sentinel College students, the student's immediate supervisor, or anyone with a personal connection to the student are not allowed to serve as proctors.

Regardless of the proctor chosen, students are responsible for paying all costs related to proctoring exams as set by the proctoring individual or organization.

Process of Proctor Approval

Proctors must be pre-approved by American Sentinel College before they will be authorized to administer exams. Students must submit the proctor's credentials for review and approval before requesting their exams. The proctors will receive an agreement form from American Sentinel College that must be signed and returned prior to proctoring any exam. If an exam is received from a proctor who has not previously been approved, the exam will be returned ungraded.

Once approved, students may continue to use the same proctor throughout their time at American Sentinel College. New proctors must be approved in the following situations:

- The student's relationship with proctor changes.
- New credential information arises.
- The student relocates.
- The student chooses a new proctor.

American Sentinel College routinely verifies proctor information. If a student is found to have falsified proctor information, the student will be expelled under the AA6.03 Student Code of Conduct Policy.

Graded Final Exam Policy

Graded final exams will not be returned to students. The proctor should make a copy of the student's answers for the paper exam before returning it to American Sentinel College. The proctor should keep this copy for two months, after which time the proctor must destroy this copy. The student must not keep a copy of the test questions or answers; only the proctor should have a copy. The test questions received from American Sentinel College should be destroyed by the proctor.

SATISFACTORY ACADEMIC PROGRESS

American Sentinel College's utilizes Satisfactory Academic Progress (SAP) as cumulative measurements of a student's academic performance and includes all terms and semesters of the student's enrollment at the college.

American Sentinel College evaluates a student's SAP at the completion of each 16-week semester in which the student is enrolled in either standard courses, a SIMPath term, or a competency-based term depending on the student's program. SAP is measured by both qualitative and quantitative standards

Course withdrawal (W) grades received after the drop/add period affect the quantitative completion rate standard, but do not affect the student's qualitative GPA calculation. Withdrawals during the drop/add period do not affect either standard.

- Failing (F) grades are considered attempted credits that were not earned and affect both the qualitative and quantitative calculations.
- Students may repeat a course in accordance with American Sentinel's academic forgiveness policy. Credits from both course attempts will be counted as credits attempted but only the higher grade will be used in the qualitative GPA calculation.

American Sentinel measures SAP at the end of each applicable measurement period. Students are placed into one of the following statuses based on their performance:

Good Standing

All students begin their program in this category. Students meeting both the qualitative and quantitative standard for SAP will remain in this category.

There are no penalties or additional requirements for students in good standing.

First Warning Status

Students who fail to meet one or both standards (qualitative and/or quantitative) will have their status changed and receive a formal warning notice via email

Second Warning Status

If the student has already received a first warning status and then after a subsequent review of the student's SAP the school determines that one or both standards are still not being met, the student will be moved to this category. The following steps will take place:

- Students will receive a formal second warning notice letter via email.
- Students will be required to develop an action plan for academic improvement, approved by their student success advisor and/or their program coach, and demonstrate sustained academic progress during this period.
- The second warning status will remain in effect until the next SAP review period.
- If the student is receiving federal Title IV financial aid, the student will lose eligibility and no longer be able to receive aid for this period. Students will be given the opportunity to appeal the financial aid denial. The following steps will then take place:
 - The process, requirements, and deadlines for appeals will be presented to the student via email.
 - The student must submit a written appeal before the deadline to the Financial Aid Office.
 - The appeal must include documentation of the circumstance that led to their not meeting SAP standards as well as a description as to how they will be able to meet SAP moving forward.
 - The Financial Aid Appeals Committee will review the appeal and notify the student via email of their decision after the Appeals Committee meets and makes its determination.
 - All decisions of the Financial Aid Appeals Committee are final.
 - If the appeal is approved, the student will regain their financial aid eligibility for one additional 16-week semester.
 - If the student does not appeal or the appeal is denied, no additional aid will be disbursed for the student until such time that they reach back above SAP standards.
 - If the student is back above SAP standards after the subsequent review period, the student is placed back into good standing.

Note: It is the student's responsibility to know the standards set forth herein, and failure to receive notification does not nullify the academic status.

Faculty-Student Communication

The Moodle learning management system and email are the official mediums for students and faculty to communicate. Students are strongly advised to check both the course homepage and their email daily for any notifications related to the course. There is also the capability for synchronous chat to allow the student and faculty to communicate directly. An appointment can be made for chat sessions. Contact your instructor using the information provided in the 'Meet your Instructor' resource in the course header. Instructors will return email correspondence within 24 hours during the week. Assignments will be returned with feedback within 96 hours after the due date.

STUDENT RESOURCES

ESSENTIAL WEBSITES

American Sentinel College has three main websites for prospective and continuing students. These websites are used in coordination with each other to provide students with the resource necessary to be successful in their degree. The three websites are:

Student Site: The student site found at <http://my.americansentinel.edu/> is our administrative website where the following functions can be performed:

- Course registrations
- Transcript requests
- Student account balance/invoice requests
- Update Contact Information

Public Website: The public website is located at <https://www.americansentinel.edu/>. This website serves as an information center for prospective students but also provides information on the following:

- Program tuition and fees
- Course planning
- Accreditation information
- Academic Catalog
- Important Policies:
<https://www.americansentinel.edu/student-experience/university-policies/>

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

American Sentinel College is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA).

Applicants, prospective students or current students with disabilities have the following rights and responsibilities:

- Have the right to equal access to all programs.

- Disability records will be maintained separately from academic records; disability records will be used solely to determine appropriate services.
- Have the responsibility to give advance notification of accommodations needed prior to the beginning of enrollment.
- Have the responsibility to submit both documentation of their disability and a request for services.
- Have the responsibility to initiate the request for services or accommodations; requests should be addressed to the College President; students must communicate to the College President or designated members of the College staff the nature of their disability and any necessary and reasonable accommodations to allow them full participation in programs.
- Students must meet the requirements of the academic program of study with or without reasonable accommodation.

Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the college's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined to begin his/her education. Any interruption in education may affect the student's eligibility for Financial Aid.

All students seeking accommodation under Section 504 of the Rehabilitation Act or the ADA must submit documentation of physical or mental disability from qualified medical or testing personnel. Expenses incurred in obtaining such documentation are the responsibility of the student. The following documentation should be forwarded to the College President upon admission or at any time concurrent with a request for accommodations:

For Physical Disabilities

- A statement of the physical impairment from a licensed health care professional who is qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.

- Recommendation as to reasonable accommodations for the classroom.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram, type of hearing loss (conductive, sensor, or neural) and the degree of the hearing loss. (for resident programs such as our DNP Educational Leadership)

For Mental Disabilities

- A statement or report from a licensed psychologist or psychiatrist that includes the bulleted items detailed below.
- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis. Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects.
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the classroom and clinical setting (for the online classroom).

For Learning Disabilities

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history, and psychosocial history.
- A record of comprehensive testing that is current (within past 2 years and after age of 18).
- A description of functional limitations in a major life activity.

- Recommendations as to reasonable accommodations for the classroom and clinical setting.

ADA Related Complaints

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the College President within ten calendar days. A hearing will be scheduled within seven calendar days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. Students also have the right to file an ADA or Section 504 complaint with the State Office of Civil Rights (OCR).

Procedure to Request Accommodations

- After receipt of the student request for services or accommodations, the President will inform the designated disability coordinator.
- The disability coordinator will then work with the student to identify the required accommodation materials.
- After receipt of all required materials, the disability coordinator, will identify the reasonable accommodations and establish an appropriate start date to begin his/her accommodations. If the student is currently in a course, the accommodations will start the next term.

The CAO is to ensure that faculty members adhere to the authorized disability accommodations.

ACADEMIC RESOURCES

Virtual Library

American Sentinel College provides library and information resources and services seven days a week for students and faculty. Resources meet or exceed the standards required by regulatory and accrediting bodies, including state professional licensing boards. The library gateway page is the central access point for all library resources and services. Resources are organized by program and alphabetically with both licensed commercial resources and appropriate open source sites. Reference assistance is by

email using short videos, live chat, research guides and other library instructional tools. Information about how to use the library is included in the student orientation.

The Writing Center

The Writing Center was built by American Sentinel for American Sentinel students. The information found here has been tailored to help students with the writing and research required in their programs. The resources provided here are intended to be used as a tool to improve writing; however, the Writing Center is not a comprehensive resource. Any information not provided here will require further investigation on the student's behalf.

Program-specific Student Centers

American Sentinel offers program specific student centers that act as central hubs for important tutorials and resources related to students in each program. Pages/tutorials in the student center include:

- Archived webinars on topics such as PowerPoint, time management, turnitin.com, etc.
- Student lounges where students can connect with each other.
- Practice Experience/CastleBranch tutorials and videos
- Course road maps

Program-specific Orientations

After initial enrollment at the college student are placed in a program specific orientation found on the Moodle platform. Each orientation goes over course and website navigation, important course related policies, tutorials and resources, and other information to help the student become acquainted with the program before starting their first course.

e-Portfolio

The ePortfolio is a summary of your learning activities for the course and program. Selected materials from each course are used to compile the final ePortfolio. These assignments demonstrate mastery of specific program learning outcomes and must be uploaded in both the assignment section of this course and your ePortfolio. Minimally, a project that depicts your achievement of the course outcomes should be included.

This course project is uploaded to the ePortfolio as a summary of your learning activities for the course. Additional documents may be requested by your Nursing Program or added for your own documentation of meeting program outcomes.

Practice Experiences

The accreditors for the Nursing Programs at American Sentinel, the Commission on Collegiate Nursing Education (CCNE) and the Accrediting Commission for Education in Nursing (ACEN), require that RN to BSN, RN to BSN/MSN, MSN and DNP programs include “practice experiences” in the curricula to enable students to achieve the required educational competencies. These “practice experiences” have specific objectives, expected outcomes and competencies. Students who complete these experiences are evaluated by the faculty of record for the College.

These practice experience requirements include but are not limited to the following:

- Interviews with members of management
- Simulation experiences (provided by the college)
- Additional research on a specific topic
- Shadowing experiences
- Viewing nursing presentations
- Nursing conferences

Courses with the postscript “PE” will include these practice experience requirements. Each course will have its own set of PE requirements that must be completed in order to pass the course. The experiences are graded on a pass/fail basis. Specific course PE requirements can be found in the individual program Quick Start Guides found on the [Required PE Documents](#) page in Moodle.

There are three main steps to completing your practice experience hours in a course.

1. Complete the “Request for Practice Experience” form in week one of the course. This form is a tentative plan for the activities you will accomplish throughout the eight weeks of the term. Students will use the Quick Start Guides to set up those hours.
2. Complete the hours throughout the eight weeks of the term.

3. Complete the “PE Record and Journal” form in week eight of the term. This is a record of the hours that we completed during the term. It includes 2-3 paragraphs describing one experience you had with the practice experience hours.

CastleBranch

All Master of Nursing and Doctor of Nursing students will be required to complete a CastleBranch account upon enrollment with the college. This account should be starting as soon as a student is enrolled and continually maintained throughout the degree.

CastleBranch provides a secure document tracking and repository service that collects, tracks and monitors your required documentation for the practice experiences you do during your nursing program at American Sentinel. This is a “one-stop” site for you to upload all of your required documents for practice experiences. CastleBranch monitors your posting of the required documents and contacts you (and American Sentinel) automatically if you need to update a document.

Getting Started

To get started do the following:

- Navigate to <http://americansentinel.CastleBranch.com/>
- Click on “Place Order”
- Click on the correct degree program
- Find the correct state of residence
- Click on “This is my first time placing an order with CastleBranch”
- Fill out the personal information required to complete the background check.

Uploading the Requirements

To upload documents for your requirements, do the following:

- Login to your CastleBranch account at <https://mycb.CastleBranch.com/>.
- Click on the “+” icon next to the requirement that needs to be uploaded.
- Upload the document needed for the requirement and submit.
- CastleBranch customer service will review all upload in 2-3 business days.

All requirements should be marked “complete” in order for the account to be considered compliant.

Downloading the CastleBranch Summary Report

All MSN and DNP students will need to download their CastleBranch summary report for week one of each course involving practice experience hours.

Here are the steps to downloading the CastleBranch summary report:

- Login to your CastleBranch account at <https://mycb.CastleBranch.com/>.
- Click on “Document Center”
- Click on “My Documents”
- Find the file title “Results_90...”
- Download this file and save it to your computer for upload to the classroom.

Preceptors

Master of Nursing and Doctor of Nursing students will require the use of a preceptor in some of their courses. Preceptor requirements include:

- Must have a minimum of a degree the same or higher than the student’s degree program.
- If the student is in the DNP program, the preceptor must have a doctoral degree.
- Must be currently licensed to practice as a registered nurse in the state where the preceptor practices nursing.
- May not be someone in a direct reporting relationship with the student at his/her place of employment or someone who is related to the student.
- May not hold student status in the same degree program or in the same graduate certificate program.

NOTE: If a student is unable to find a preceptor that meets these requirements you may petition for an alternate preceptor. You must submit the CV or resume of your proposed alternate preceptor along with the “Exception to Preceptor Requirements” form to asc-practicum@post.edu. Alternate Preceptors may be approved by the

Associate Dean or Dean of Nursing Programs. If this form is approved, you will need to submit it with your preceptor documentation in each practice experience course.

Obtaining Preceptor Approval

Preceptors must be approved by the practicum coordinator before starting a course that requires precepted practice experience hours. Students may obtain preceptor approval by following the steps below:

- Students will fill out the first page of the “Preceptor Request form” and click submit.
- Student preceptor will receive an email with a link to fill out the second page of the form. This will include a section to upload his/her nursing license and resume/CV.
- Once both sections are submitted by student and preceptor, the practicum coordinator will review the form for approval.
- Once approved, the student will receive an email with an attached PDF stating preceptor that he/she should save for future use in all precepted courses.
- If students are using the same preceptor for their entire degree, they will only need to receive approval once.

GRADUATION

Academic Eligibility Requirements

Candidates for graduation must successfully complete all curriculum requirements and hold a cumulative grade point average of at least 2.00 for undergraduate degrees and 3.0 for graduate degrees. Additionally, a minimum portion of the program requirements must have been met through course work successfully completed at American Sentinel College.

- **Bachelor’s-level candidates** for graduation must have achieved a minimum of 25 percent of their required credits at American Sentinel (not through articulation or transfer credit). If an undergraduate student transfers 80 percent of the credits

required for a certain degree to American Sentinel, he/she must still earn 25 percent of the degree's required credits at American Sentinel College

- **Master's-level candidates** for graduation must achieve a minimum of 50 percent of their required credits at American Sentinel.
- **Doctoral-level candidates** for graduation must achieve a minimum of 86 percent of their required credits at American Sentinel. In addition, DNP students must submit a completed e-portfolio and final defense evaluation proving successful completion of a capstone project.

All tuition and fees must be paid in full and upon degree conferral changes cannot be made to the student's record including GPA, specializations, or names on record.

Graduation Dates

A student's graduation date falls on the last day of the month in which he/she successfully completes his/her course work not the date of the commencement ceremony. This date will appear on the transcript, degree, diploma or certificate, as well as in all external reports and verifications of graduation.

All students receiving federal financial aid are given an expected graduation date at the time of enrollment. The registrar adjusts the expected graduation dates based on changes in a student's progress through the program. Adjusting expected graduation dates is an ongoing process.

Latin Honors

The Latin honors program recognizes academic excellence achieved throughout the duration of a student's entire undergraduate career. Eligibility for the three categories of Latin Honors (summa cum laude, magna cum laude, and cum laude) is based on the cumulative grade point average for all course work at American Sentinel College. Undergraduate students are recognized at commencement and on their diploma, with the following honors levels:

Summa Cum Laude	3.9 and up
Magna Cum Laude	3.75-3.89
Cum Laude	3.5-3.74

Job Placement Disclaimer

The purpose of the degree programs offered is to extend the nature and range of careers available to its students. The college cannot offer guarantees of job placement, advancement, or continued employment.

Posthumous Degrees or Diplomas

A posthumous degree or diploma may be awarded at the discretion of the CAO and the president.

Commencement

Commencement programs contain a disclaimer that the students listed are candidates for graduation. Honors categories also include a disclaimer that honors categories are determined by the cumulative grade point average as of the second-to-last term and will be re-calculated based on the final term's grades. Commencement speakers are not compensated except under unusual circumstances when the Board of Trust determines.

Students enrolled in a bachelor's or master's degree program may participate in the commencement ceremony if they are within nine credit hours of completing their degree requirements. Students enrolled in a doctoral degree program may participate in the commencement ceremony if they have successfully scheduled their final defense of their project and are within nine credit hours of completing their degree requirements by the end of April of the same year as commencement.

STUDENT GRIVANCES AND CONCERNS

Students who believe they have been treated unfairly by American Sentinel College either through the action of individuals or the application of existing policy will have their grievance or concern addressed by the appropriate procedure. The college will provide follow up with updates to student grievances or concerns, which may include final resolution, within three business days of the date the grievance was submitted. Students who are unclear about the appropriate procedures and the steps to take may consult their Student Success Advisor.

With the exception of the five policies listed below, grievances and concerns will be reported and tracked using an online form. The Director, Student Success and

Retention will pull a summary report once a month and send to the President, VP, People and Culture and the Compliance Specialist.

Special Cases-Several categories of grievances have their own specific policy and procedure with associated timelines. The following types of grievances will adhere to the established procedures outlined in the associated policy documents:

- Grade Appeal
- Satisfactory Academic Progress
- Student Code of Conduct Appeal
- Sexual Harassment

All other grievances and concerns will follow the procedure as identified below:

- Students may submit grievances or concerns at any time; however, we strongly suggest that students submit their grievance or concern in a timely manner (i.e. a reasonable timeframe would be within 10 days of an issue occurring).
- The student should first attempt to resolve the issue with a faculty or staff member.
- If the student wishes to provide feedback, they can initiate a grievance or concern one of two ways:
 - Submit their grievance or concern directly through the feedback form housed on the Student Site (my.americansentinel.edu).
 - Relay their grievance or concern to their Student Success Advisor who can then submit their grievance or concern through the feedback form housed on the Student Site.
- Completion of the online form requires the student to select a category in which to give feedback. The category chosen dictates who is designated to address and resolve the issue or complaint:
 - Academic regarding assessments, faculty performance, technical issues (as related to course content), program content, program effectiveness, or library services: Associate Dean
 - Admissions: Director, Admissions Services

- Financial Aid: Director, Financial Aid and Compliance
- Student Accounts: Director, Student Accounts
- Online Classroom and Academic Technology: Manager, Academic
- Technologies
- Registrar's Office: Registrar
- Student Services: Vice President, Student Engagement
- Other: Vice President, Engagement will reroute to the correct individual
- The President, VP, People and Culture and the Director, Compliance Specialist will be copied on every grievance and concern to assess if it more appropriately fits the procedures outlined in HR01.11 Due Process and to ensure tracking for Title IX and performance management.
- The student is given the definition of an official grievance and decides if they would like to file a grievance or concern.
- The student either provides their contact information for follow-up or submits the grievance or concern anonymously.
 - If the student provides their contact information for follow-up, the designated person detailed above is responsible for investigating the issue, contacting the student and attempting to resolve the issue within three business days of receiving the submission.
 - The designated person uses the same online form to submit details about the outreach and resolution including: date, method of contact, action taken and outcome.
 - If the student submits a grievance or concern anonymously, the designated person detailed above is responsible for investigating the issue and taking any steps deemed necessary to resolve the issue.
 - The designated person uses the same online form to submit details about steps taken including: date, method of contact, action taken and outcome.

- If a grievance or concern has not been resolved to the student's satisfaction, the student may initiate a complaint within five (5) business days per Policy CM2.02 Complaint Policy.
- The Director, Student Success and Retention will pull a summary report once a month and send to the President, the VP, People and Culture and Compliance Specialist for record keeping.

COMPLAINT POLICY

Students are encouraged to attempt to resolve all grievances and concerns at the lowest possible level. The majority of all student grievances and concerns, therefore, will be resolved per Policy CM2.01 Student Grievance and Concern. If a student has an unresolved complaint concerning American Sentinel College programs, they should contact the president. If a student is not satisfied with the complaint that was settled at the institutional level, students may contact state accreditation boards, and other accreditation or regulatory bodies. Students agree to resolve disputes and claims against American Sentinel College using arbitration.

A student can initiate a complaint by contacting the president either by phone, mail, or email at the following address:

Mary Adams, President
American Sentinel College
800 Country Club Rd.,
P.O. Box 2540,
Waterbury, CT 06723-2540
madams@post.edu

Upon receipt of the student complaint, the President, or designate, will review the complaint and associated records to determine if Policy CM2.01 was adequately executed and if there was an appropriate resolution. Within 30 business days, the President will take appropriate action and will respond to the student. The decision of the President is final.

If the student has exhausted all options to resolve a complaint within the college, the student may file a written complaint with the accrediting body, applicable state agency or other regulator.

Students can access their state information on the American Sentinel website for State Agencies Consumer Complaint Information. The following states have additional information for students that reside in these states:

- Students residing in the state of Wisconsin: If a complaint is not settled at the institutional level, the student may contact the Wisconsin Educational Approval Board, PO Box 8696 Madison, WI 53708-8696, Telephone: 608-266-1996.
- Students residing in the state of Maryland: The institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission. Complaints should be directed to Maryland Attorney General Consumer Protection Division 200 St. Paul St., Baltimore, MD 21202, 410-258-8662/888-743-0823 (toll free).

CONTACTS BY DEPARTMENT

American Sentinel College offices will be closed New Year's Day, Martin Luther King, Jr. Day, Memorial Day (fourth Monday in May), Juneteenth, the Fourth of July, Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November) and the Friday immediately following, Christmas Eve (December 24) and Christmas day (December 25).

Main Office

Phone: 1.800.729.2427

Local: 303.991.1575

Email: asc-info@post.edu

Fax: 1.866.505.2450

Address: 800 Country Club Rd., P.O. Box 2540, Waterbury, CT 06723-2540

Admissions

Phone: 1.866.922.5690

Local: 303.223.0026

Email: asc-admissions@post.edu

Student Services

Phone: 1.866.877.0249

Local: 303.557.9830

Email: asc-services@post.edu

Registrar

Phone: 1.800.767.2427

Local: 303.557.2780

Email: asc-registraroffice@post.edu

Financial Aid

Phone: 1.866.922.5698

Local: 303.557.2792

Email: asc-financialaid@post.edu

Student Accounts

Phone: 1.800.829.2427

Local: 303.557.2788

Email: asc-studentaccounts@post.edu

Partner Engagement

Email: asc-partners@post.edu

Moodle Technical Support

Technical support is available during normal office hours. Outside of normal office hours, email requests for support receive a response in 24-36 hours. If you are having technical issues, please submit a support ticket.

[Helpdesk Site](#)

Phone: 1.610.927.4417