Your Future, Our Focus

Program Catalog

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A message from the President:

It has been our pleasure serving our community in enhancing our students with their careers since July 2007. Our objective has been to facilitate the success of every student and enhance not only their potential but also enrich the community by motivating our student body to truly appreciate the importance of the medical and public service fields. Our diploma and degree programs aim to provide quality education in growing fields in order to build strong professionals that Florida’s citizens can count on.

Our campus is easily accessible to all of South Florida by use of the 874 and the Florida Turnpike. The academy is only one mile west of the Florida Turnpike exiting on 120th Street. Our campus consists of close to 14,000 square feet of classrooms equipped with the latest technology, simulation rooms, training labs, computer/testing labs, a library, a student lounge, a faculty lounge, and administrative and faculty offices.

Our educators are all dedicated professionals, who are eager to share their knowledge, and expertise and collectively aspire to cultivate respect for their specific field of training.

On behalf of the Board of Directors, Board of Advisors, Administration, Faculty, and Staff of American Medical Academy, I thank you for your interest in our institution and look forward to becoming part of our family and alumnus.

Sincerely,

Angie Gutierrez
President

NOTE: I CERTIFY THIS CATALOG TO BE TRUE AND CORRECT IN CONTENT AND POLICY AS OF THE DATE OF PUBLICATION.

CATALOGS ARE PUBLISHED YEARLY.
FOR THE MOST UP-TO-DATE INFORMATION, INCLUDING REVISIONS AND/OR MODIFICATIONS TO THE CATALOG, PLEASE VISIT THE SCHOOL’S WEBSITE, WWW.AMA.EDU
INTRODUCTION

Welcome and thank you for choosing American Medical Academy to help you in your effort to pursue a challenging and valuable career within the medical field. Our educators are all dedicated medical professionals, who are eager to share their knowledge, expertise and collectively aspire to cultivate a respect for medical field. It is our objective to facilitate the success of every student, so that he/she may graduate confident in his or her acquired skill and education. American Medical Academy aims to enhance not only your potential, but also enrich the community by motivating our student body to truly appreciate the importance of the medical field. Our diploma and degree programs aim to provide quality education in a growing field in order to build strong medical personnel that Florida’s citizens can count on.

MISSION STATEMENT

American Medical Academy is staffed by dedicated professionals who take great pride in providing the highest quality education to the public within the medical and public service fields of study. It is our mission to endow our students with the skills and expertise necessary to provide the best quality service. We strive to instill a spirit and passion for their selected field of study, so that they may complete the diploma and degree programs with a great sense of confidence in their skill and use that knowledge to improve the overall quality of their community.

INSTITUTIONAL OBJECTIVES

- We strive to encourage and facilitate all students to acquire the knowledge and skills necessary to succeed as a provider in the field of Emergency Medical Services, Nursing and Public Administration.
- Ensure that the curriculum maintains consistent with state and national guidelines and continually assess its’ efficiency by evaluating the students’ performance.
- Introduce and instill the personal conduct and approach to patient care that is expected from employers in their prospective fields.
- To assist the graduate in recognizing his/her need for continuing education and be equipped to fulfill that need for our alumni.

ORIGIN OF AMERICAN MEDICAL ACADEMY

American Medical Academy (also known as AMA) was licensed by the Florida Department of Education in June 2007 as a post-secondary adult education center. Dr. Eduardo Gutierrez, a prominent businessman and medical professional, first became interested in the field of education through his personal contact with individuals who were unsatisfied with their current occupation and revealed an interest in the medical profession but were unsure as to what their options were. He consulted Angie Gutierrez, Ricardo E. Arredondo, and Roque Barat; they collectively recognized that there was indeed a need in the community that was not being met. The discussion spawned a desire to research the current availability of medical training, their locations for accessibility, and overall student satisfaction. Simple interactions with current students led the
founders to believe that they were in a position where they could make a difference. Their primary
focus was to build an institution that truly appreciates the value of the medical field by engaging
students and entrusting only dedicated, enthusiastic and established medical professionals with the
defining responsibility of educating the students that will eventually be entrusted to serve their
community.

OFFICE BUSINESS HOURS

The AMA office hours are from 9 a.m.-6 p.m., Monday through Friday. If there is no answer,
please leave a message on our voice mail system. The AMA office is not open on weekends. In
case of a problem after office hours; i.e. during a clinical, please contact your instructor or program
coordinator. Your call will be returned as soon as possible.

APPOINTMENTS

Should you require a meeting with the academy’s director after business hours, please contact the
front desk for an appointment.

LEGAL CONTROL

The Florida Corporation shall be named: American Medical Academy, Inc. d/b/a American
Medical Academy (AMA). Angie Gutierrez, President, Eduardo Gutierrez, Chief Executive
Officer, Ricardo Arredondo, Vice President, Roque Barat, Chief Operating Officer, and Antonio
Hernandez, EMS Administrator. AMA is located at 12215 S.W. 112 Street • Miami, Florida 33186-4830 • Telephone: (305) 271-6555

INSTITUTIONAL LICENSURE, ACCREDITATION INFORMATION
& MEMBERSHIPS

State Licensing Information
American Medical Academy License #: 3420 is Licensed by Means of Accreditation through the
Florida Department of Education, Commission for Independent Education. Additional information
regarding this institution may be obtained by contacting the Commission at 325 West Gaines St.,
Ste. 1414 • Tallahassee, FL 32399-0400 • Toll-free telephone number (888) 224-6684.

Institutional Accreditation Information
American Medical Academy Accreditation ID#: I-046 is accredited by the Accrediting Bureau
of Health Education Schools (ABHES). Additional information regarding this institution may be
obtained by contacting ABHES at 7777 Leesburg Pike, Suite 314 N. • Falls Church, Virginia
22043 • Telephone number: (703) 917.9503.
American Medical Academy is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350 www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445 FAX 214-703-8992
www.coaemsp.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
American Medical Academy Accredited Program #: 600551 Our Paramedic Program is Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited.

Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)
Committee on Accreditation of Educational Programs for the Emergency Medical Professions (CoAEMSP) approved. Additional information regarding this institution may be obtained by contacting:
8301 Lakeview Pkwy, Suite # 111-31
Rowlett, TX 75088
Telephone number: (214) 703-8445

Approved by the Department of Education (DOE) for Title IV (Financial Aid)
OPEID #: 04192100
Telephone number: (800) 433-7327

Approved by the Florida Department of Veterans for Benefit of Education and Training
State of Florida Department of Veterans Affairs
Bureau of State Approving Agency for Veterans Training
P.O. Box 31003
St. Petersburg, Florida 33731
Telephone number: (727) 319-4102
State Approving Agencies

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO) Emergency Medical Technician (EMT) ID#: 129
4052 Bald Cypress Way, Bin A 22
Tallahassee, FL 32399-1722
Telephone number: (850) 245-4440

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO) Paramedic (PMD) ID#: 129
4052 Bald Cypress Way, Bin A 22
Tallahassee, FL 32399-1722
Telephone number: (850) 245-4440

Florida Department of Health, Bureau of Emergency Medical Oversight (BEMO) Associates of Science in Emergency Medical Services (AS in EMS) ID#: 129
4052 Bald Cypress Way, Bin A 22
Tallahassee, FL 32399-1722
Telephone number: (850) 245-4440

Florida Board of Nursing (FBN) Bachelor of Science Degree in Nursing
License #: 70767 - Control #: 529 - Florida Department of Health
Division of Medical Quality Assurance • Bureau of HCPR
4052 Bald Cypress Way, Bin C02
Tallahassee, FL 32399-3252
Telephone number: (850) 245-4125

Training Center Information

American Heart Association (AHA)
1100 East Campbell Road, Suite 100
Richardson, TX 75081
Telephone number: (888) 277-5463

National Association of Emergency Medical Technicians (NAEMT)
132-A East Northside Drive
Clinton, MS 39056
Telephone number: (601) 924-7744
American Medical Academy Memberships:

National Association of Emergency Medical Services Educators (NAEMSE)
National Association of Emergency Medical Technicians (NAEMT)
Florida Association of Emergency Medical Services Educators (FAEMSE)
Library and Information Resources Network (LIRN)
Association of Private Colleges & Schools of South Florida (APCS)
American Heart Association (AHA)
Florida Association of Postsecondary School & Colleges (FAPSC)

CAMPUS INFORMATION AND INSTITUTIONAL POLICIES

COPYRIGHT LAW STATEMENT

The reproduction right is perhaps the most important right granted by the Copyright Act. Under this right, no one other than the copyright owner may make any reproductions or copies of the work. Examples of unauthorized acts, which are prohibited under this right, include photocopying a book, copying a computer software program, using a cartoon character on a t-shirt, and incorporating a portion of another's song into a new song.

It is not necessary that the entire original work be copied for an infringement of the reproduction right to occur. All that is necessary is that the copying be "substantial and material."

Students, faculty and staff will be held accountable for failure to comply with federal copyright laws. For current law, consequences and penalties, please access the following website: http://www.copyright.gov/title17/92chap5.html

American Medical Academy complies with the U.S. Copyright Laws.

COMPLIANCE WITH CIVIL RIGHTS ACTS

No one shall be denied educational training services by American Medical Academy or in any way be discriminated against because of their age, race, creed, color, sex, national origin, political or religious beliefs, opinions, affiliations, sexual orientation, HIV/AIDS status, marital or veteran status, pregnancy or pregnancy-related conditions, disabilities or perceived disabilities, or any other protected status under applicable federal, state or local law.
FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

The school retains student records permanently in hard copy or digital storage. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, these records are available to the student or former students to inspect, at their request. An appointment must be made for the student to review their records under the direct supervision of a school official. Information about the student will be provided to only potential employers and other academic institutions, following a written request from the student. A form will be provided for this purpose. Other parties may request student files through a court subpoena.

FACILITY DESCRIPTION

American Medical Academy is centrally and easily accessible to all South Florida by use of the 874 and the Florida Turnpike. The academy is only one mile west of the Florida Turnpike exiting on 120th Street. Our initial building facility is a 3,600 square foot independent building and is equipped with 3 lecture rooms, a library/computer lab, student lounge, 3 administrative offices and a reception area. The Institution has acquired space east of the existing building with 7,200 sq. ft. with 6 administrative offices, a nursing lab with high, mid, low fidelity patient simulators and required for nursing lab equipment. An additional 9,000 sq. ft. of space west of the initial building has been obtain providing 4 lecture rooms, a library/computer lab, 3 simulation rooms, and a large open space lab to facilitate mass casualty simulation, student lounge, 3 administrative offices, and a conference room. Each classroom (lecture and lab) is equipped with their own computer, television, and other necessary audio/visual equipment.

GENERAL ADMISSION POLICY

Individuals interested in registering should contact student services to obtain an application. The office is open Monday through Friday from 9:00a.m until 6:00p.m; however, appointments can be scheduled after business hours as needed.

The following are prerequisites, which are required for admission into to all programs offered at AMA:

- Completed Registration Form
- All students must sign an enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Student must be at least 18 years of age upon graduation from our program. Those students starting class under 18 years of age must submit proof of parent/guardian consent.
- High School Diploma or GED. If the validity of High School Diploma is questioned, the school will request transcripts and original Diploma as well as verify the institution with the Florida Department of Education at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) Students self-
certification is not sufficient documentation and there is no appeal process if the school is unable to validate high school diploma.

- Must be an American citizen or U.S. resident.
- All students meeting entrance requirements will be admitted to the academy. However, as classes do have a maximum occupancy, students will be admitted to the program based on the submission date of the completed application. After class occupancy has reached its’ limit any additional applicants will be placed on a waiting list.
- Each program has specific admission requirements please refer to program admission requirement provided within program descriptions.
- Possess a Valid Florida Driver’s License or a Valid Florida ID.

**AMA assures that all applicants are treated equally without regard to race, color, disability, religion, sex, sexual orientation, marital status, age or national origin. AMA is an equal opportunity educational facility.**

**SPECIAL NOTE**

Information in this catalog is accurate as of time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

**PROGRAM SPECIFIC ADMISSION REQUIREMENTS**

Certain programs may require additional admission requirements before an applicant is considered for acceptance into a program. Additional requirements may include, but are not limited to, entrance exams, externship requirements, drug screening, background investigations, previous professional licensure requirements and prerequisite course work.

**PROFESSIONAL LICENSURE**

Applicants applying for programs, which require a professional license, as part of the admission or progression requirements must have an unencumbered professional license to practice within the discipline required. The license must remain active and valid throughout enrollment. Please see the program specific section of the catalog or student handbook for further information.

**HIPAA REQUIREMENTS**

All students, staff and faculty participating in externship experiences in a healthcare setting must comply with The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation of externship affiliate agency HIPAA policies may result in course failure and program dismissal.
ORIENTATION

All applicants accepted into any program must complete a required Institution and program specific orientation. The Admissions Department will notify the student of the orientation date, time and location. Students missing the orientation must meet with the appropriate Program Director for a make-up orientation date. Failure to complete orientation may result in dismissal from the program and Institution.

RE-ENROLLMENT

Any student wishing to be considered for re-enrollment into any institutional program must meet with an Institution Admissions Representative. The student may be required to meet new admission and additional requirements prior to acceptance. A student re-enrolling in a program must meet with the Financial Aid Department to discuss funding eligibility.

Students that have failed to achieve the minimum passing score for Core Qualifying Examinations, or pre-requisites on the second attempt may retest after completing remedial courses in the areas of deficiencies. The student must provide verifiable documentation showing completion of the remedial course/s to the Program Director. The Director and faculty will review all re-entry requests individually. If approved, the student may retest one additional time.

Students that have failed the same core course twice or any three-core courses and have been dismissed from a program may be considered for re-entry into the same program by submitting a written appeal to the Program Director. The Director and faculty will review the circumstances that contributed to the lack of success during previous enrollment and what changes and/or support is in place which may allow improved performance and readiness to complete studies successfully. Each appeal will be considered individually, and the student has the burden of demonstrating the changes they have made to set the foundation for a successful re-entry and progression throughout enrollment should the consideration be granted. Re-entry stipulations may include the requirement to successfully pass competency assessments, additional course work and Core Qualifying Examinations.

CURRICULUM

Program curricula shall be continuously evaluated based on outcomes, needs of the community and requirements of licensure and certification agencies as appropriate. The faculty is responsible for revising courses and curriculum based on outcomes and requirements. The faculty and Institution reserve the right to modify the degree plan, curriculum and/or courses at any time during enrollment.

COURSE SYLLABUS

Faculties are required to revise and publish a syllabus for each course by the first day of class. The syllabus may be revised throughout the course in order to assist the students in meeting established
Student Learning Outcomes. In the event a revision to the originally published syllabus is necessary, the faculty shall seek guidance from the Program Director prior to publication of the revised syllabus. In the event of a change, communication will be sent to all students and faculty associated with the course.

**CREDIT HOUR DEFINITION**

Each semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).

**CLOCK TO CREDIT HOUR CONVERSION FORMULA**

One semester credit hour is defined as:

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<tr>
<td>Classroom / Lecture</td>
<td>15 hours</td>
</tr>
<tr>
<td>Laboratory</td>
<td>30 hours</td>
</tr>
<tr>
<td>Externship / Clinical/Simulation</td>
<td>45 hours</td>
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**CLOCK HOUR OF INSTRUCTION**

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period. Student and faculty will take appropriate breaks throughout instruction.

For CareerSource and Vocational Rehab purposes, programs are also expressed in clock hours. A “class hour” is equivalent to 50 minutes.

**COMMUNICATION**

Important changes and updates will be promptly communicated to students, faculty and staff. The primary mode of communication to students is by email and posts on the Institution student portal. Communication regarding sensitive and confidential information will be communicated in person to the individual. When necessary, documents will be delivered in person or by US Registered Mail. The primary language for all modes of communication is English. It is the students’ responsibility to monitor and check their Institution email account on a regular basis. Failure to be knowledgeable of changes or important updates as a result of not monitoring email communication is not an excuse for noncompliance.

**STUDENT HANDBOOK**

Each School issues a Student Handbook during orientation. Students, faculty and staff are accountable for the information contained within the Student Handbook. A lack of knowledge of information, policies and procedures outlined within the Student Handbook does not release the student from progressive discipline, up to and including dismissal from the program and
Institution. Published information, policies and procedures located within the current student handbook supersede the Institution Catalog and shall be considered the final ruling. Revisions may be made to the Student Handbook throughout enrollment. The student is responsible for knowledge of changes and adhering to the revised and/or new policies and procedures published in the Student Handbook.

**FACULTY EVALUATION**

Students will have the opportunity to evaluate faculty for each course taken. Results are used to continuously improve performance and outcomes.

**ATTENDANCE POLICY**

Students are responsible for the material covered in all scheduled classes. These include lectures, reading assignments, practical sessions, testing sessions, clinical, and field internships. Subject material cannot always be written as notes during classes; therefore, it is very important to attend each session. Students will be responsible for all the content contained in the required textbooks and workbooks even if they are not covered in class. Student are expected to attend all scheduled classes, labs, and externships. Students who are excessively absent may be withdrawn from their course or program of enrollment. Students are to notify faculty of their absentee in email prior to the start of class. Program specific attendance policy & procedures may be found in student handbooks.

**MILITARY LEAVE**

If Mandatory deployment occurs, the student will be placed on Military Leave status upon submitting copies of orders to student services; this will be handled on a case-by-case basis. The student must return to American Medical Academy within 180 days from point of discharge in order to be eligible for reinstatement. After 180 days, the student forfeits their current student status. As a result, he/she will be required to re-submit all enrollment documentation with no consideration of completed hours from previous course. In addition, student may be subject to registration and application fees. The standard refund policy applies to all students who fail to return to AMA within the 180-day grace period. While the student is on a Military Leave, the school will notify the Veterans Affairs of such leave.

**LEAVE OF ABSENCE**

A leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.
● A LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring a school to perform a Return calculation. If a LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

● In order for a LOA to qualify as an approved LOA:
  o The students must submit to the school a formal written request for any leave of absence and the reason for this request. This must be signed and dated.
  o There must be a reasonable expectation that the student will return from the LOA.
  o The school must approve the student’s request for a LOA in accordance with the school’s policy;
  o The institution will not assess the student any additional institutional charges, the student’s need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid. Retake courses will incur a cost.
  o The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
  o Except in a clock-hour or non-term credit-hour program, a student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA and
  o If the student is a Title IV loan recipient, the school will explain to the student, prior to granting the LOA, the effects that the student’s failure to return from a LOA may have on the student’s loan repayment terms, including the expiration of the student’s grace period.
  o A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student’s return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

APPROVED FOR VETERANS TRAINING

American Medical Academy is approved for veterans training

GROUND FOR DISCIPLINARY ACTION & DISMISSAL

Any conduct that reflects negatively on AMA will result in the immediate dismissal from the program. Any violation of the medical ethics for patient confidentiality will result in a meeting with the medical director, educational director, and the board of directors. The meeting will determine the proper course of discipline or dismissal.

The following constitute grounds for dismissal:

- Dishonesty
- Cheating in any form
- Vulgarity during class, clinical, field internship, or towards AMA staff
- Disruptive behavior in class, clinical or field internships
• Harassment, horseplay, fighting or aggressive behavior toward instructors, staff or fellow students.
• Inappropriate “attire” worn for clinical or wearing AMA name tag other than during class, clinical internships
• Any breach of patient confidentiality; giving out patient information, copying trip reports or hospital records
• Falsification of any information provided by the student on the admission application, records, or evaluations.
• Violations of absence/tardiness policies.
• Failure to meet minimum scholastic, clinical internship requirements as outlined in policies.
• Unexcused absence(s) from class or clinical.
• Reporting late or leaving a class, lab, or clinical internship early without permission of instructors, preceptors, or course coordinator.
• Theft of AMA, Hospital, EMS, Fire Department, or Ambulance property.
• Unprofessional conduct or derogatory language of any kind toward agencies will not be tolerated.
• Behavior indicating drug or alcohol abuse will lead to the student’s immediate dismissal from the practical nursing program; the student will be expelled.
• No weapons are permitted in class, hospital clinical
• A student’s enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and the enrollment agreement.
• Inability to satisfactorily complete a theory course or clinical rotations.
• At any time during any payment period if the school evaluates the student and is not going to meet SAP, the school can decide to dismiss the student.

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating.

Negligence or willful violation of established hospital policy will also constitute grounds for dismissal.

Prior to actual dismissal, the Director or designee will inform the student of the unacceptable behavior and/or unsatisfactory performance in writing. A written advisement and guidance report will be completed and placed in the student's file.

**REINSTATEMENT**

A dismissed student is entitled the opportunity for reinstatement into the program. Upon request, a personal interview will be conducted with the Course Coordinator and/or Director. The meeting will evaluate the grounds for dismissal and any relevant extenuating circumstances. If the student is allowed to return to the program, a probationary period, not to exceed 3 weeks, will be enforced. However, if another infraction occurs while student is on probation he/she will be expelled with no opportunity for re-admittance.
GRADING POLICY & PROCEDURES

All students are required to maintain a minimum GPA as specified per program. This information can be found within the specific program student handbook.

MISSED EXAMS – ABSENCES

When a student has an excused absence on the day of an exam, the student will be permitted to take the exam the next following class day. The student is responsible for any lecture material presented during the time he/she is taking the make-up exam. If the student has an unexcused absence, he/she will receive a zero for that exam; including midterm and final; above grading policy will then apply. Any student who arrives over 30 minutes late to class on exam day and is determined as unexcused will not be allowed to score higher than 80 for that particular exam.

EMT & PARAMEDIC GRADING SYSTEM

The EMT & Paramedic Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:
A = 90 - 100% Numerical Average
   3.75 - 4.0 Quality Points
B = 80 - 89% Numerical Average
   3.25 - 3.68 Quality Points
C = 70 - 79% Numerical Average
   1.1 - 2.75 Quality Points

BACHELOR DEGREE, ASSOCIATE DEGREE, AND GENERAL EDUCATION COURSES GRADING SYSTEM

The Degree Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

   The system will be as follows:
   A = 90 - 100% Numerical Average
      3.75 - 4.0 Quality Points
   B = 80 - 89% Numerical Average
      3.25 - 3.68 Quality Points
   C = 70 - 79% Numerical Average
      1.1 - 2.75 Quality Points
Quality point weight for each course is determined by dividing the actual number of theory hours by 15. Thus 15 hours of theory is equal to the weight of one (1) quality point. Faculty members will be responsible for computing each student's final "numerical" theory grade the last day of class each semester. The faculty member will then convert the numerical theory grade to quality points utilizing the quality point scale. Quality point weight for the actual number of quality points then multiplies each course earned (final grade) to obtain the total number of quality points for a specific course. The total number of quality points for each course is then added together. The instructor will then divide the total number of quality points by quality point weight in order to determine the student's individual G.P.A. for the entire semester.

EXAM & COURSE SCHEDULES

Exam and course schedules vary, depending on program and class time slot chosen by the student during registration. Please refer to course syllabus and policy and procedures for your specific program.

STUDENT SERVICES

STUDENT RECORDS

All current student files will be kept on the school premises in the Student Services Coordinator’s office in a locked file cabinet. A duplicate copy of the file is available to the student, upon written request for a fee of $5.00. Please note that only the student will be able to retrieve his/her own file.

COMPLAINT PROCEDURE

American Medical Academy and its’ staff believes it is important to address the issues raised by complaints because they allow us to rectify any faults or shortcomings that exist within AMA. Any individual can raise a complaint about any aspect of AMA services and have their complaint dealt with in a speedy, fair, thorough and confidential manner. Wherever possible a solution will be found that is satisfactory to all connected with the complaint. Many issues can be resolved at the point at which they arise with the staff member concerned. Your concerns will be taken seriously, and most can be resolved quickly at this point. However, if the student remains unsatisfied with the response or is unable to discuss the issue directly with the individual concerned, he/she may collect and complete a complaint form. Complaint forms can be found on the AMA website under current students.

COUNSELING & GRIEVANCES

The AMA Director and/or Program Director/Administrator shall counsel any student who violates course policies. A counseling form, which includes the problem, corrective actions and student’s comments, will be completed and signed by the director and student. A copy will be given to the student and the original will be placed in the student’s personal file.
STUDENT RIGHTS

Students may challenge their records for the purpose of correcting or deleting any of the contents on the grounds that the records are inaccurate. The challenges must be made in writing with the reason for the requested change stated fully.

Note: Under no circumstances is the school bound by law to change any factual information, nor will the school alter or remove any factual information.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by AMA have the right to appeal that decision. Students must initiate the appeal process by submitting the Appeal/Grievance form on the AMA website and/or LMS student resources, within 5 days of termination. The Appeal/Grievance committee designee will review and respond to the appeal, in writing, within 30 days of receipt of the request.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

Students with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a resolution is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy below has been developed by AMA to offer a systematic and equitable process to resolve student complaints regarding academic and nonacademic matters.

CLASSROOM MATTERS

Students with complaints or grievances related to classroom matters must first discuss their concerns with the instructor and, if necessary, their Program Director. If the matter is not resolved, students may file their complaint and/or grievance by submitting the Appeal/Grievance form online within five (5) days of the incident.

OTHER ACADEMIC MATTERS

Students with complaints or grievances concerning classroom policies regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. If the matter is not resolved, students should bring their complaint to the attention of the Program Director within five (5) days of the incident. The Program Director will meet with all parties involved to resolve the matter within thirty (30) days of written notification.

NON-ACADEMIC MATTERS
Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department director and/or notify their Program Director within five (5) days of the incident.

**DISCIPLINARY ACTION**

Following any disciplinary action for either misconduct or poor academic progress, the student has the right to appeal or file a grievance. Students may refer unsolved grievances to Florida Department of Education, Commission for Independent Education 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

**FILING A GRIEVANCE WITH THE STATE OF FLORIDA**

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor, Program Director, Administrator, and/or C.O.O. If resolution cannot be made with the instructor, Program Director, Administrator, and/or C.O.O., or if the complaint is about a general school policy over which the parties have no jurisdiction. If the complaint cannot be resolved at AMA through its grievance procedures, students may contact the Commission for Independent Education (CIE) 325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-0400. (888) 224-6684

**ARBITRATION**

Any disputes or claims (including any claims against AMA, any affiliate of the Institute or any Institute affiliate's officers, directors, trustees, employees, or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall fully govern possible. The parties agree that any dispute subject to arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and services charges for arbitration proceedings conducted by the American Arbitration Association shall be limited to no more than $125.00 for claims under $10,000 and $375.00 for claims between $10,000, but less than $75,000, or for claims not seeking monetary compensation. The arbitrator can ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of

Following any disciplinary action for either misconduct or poor academic progress, the student has the right to appeal or file a grievance. Students may refer unsolved grievances to Florida
ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

American Medical Academy is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms adjacent to classrooms are fitted with handicapped equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, we affirm our commitment to insure equal educational opportunities to students with disabilities. We will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, Mr. Joshua Reeves at:

American Medical Academy
12215 SW 112th Street
Miami, FL 33186-4830
Direct: (305) 271-8874 - Fax: (305) 271-8897

Disability Documentation Requirements Students with disabilities who are requesting accommodations at the school must contact Mr. Joshua Reeves at AMA and provide appropriate documentation.

DEADLINE FOR SUBMISSION OF DOCUMENTATION

It is the student's responsibility to contact Mr. Joshua Reeves at AMA and request accommodations. Documentation must be provided at least 60 days before the anticipated class start date to allow adequate time for accommodations to be arranged. Mr. Joshua Reeves will notify both the student and the Program Director in writing as to their eligibility for accommodations.

AUXILIARY AIDS/ACADEMIC ADJUSTMENTS

AMA must be notified of any student and the student that needs an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are
necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

GRIEVANCE PROCEDURE/CONFLICT RESOLUTION

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Chief Operating Officer within ten (10) days. A hearing will be scheduled within seven (7) business 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.

NON-DISCRIMINATION STATEMENT

American Medical Academy does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to AMA or treatment in its programs, activities, advertising, training, placement, or employment. Antonio J. Hernandez, AS, PMD, Campus EMS Administrator is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination based on sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to Antonio J. Hernandez, AS, PMD, Campus EMS Administrator. The Campus EMS Administrator must act equitably and promptly to resolve complaints and should provide a response within seven (7) working days.

HEALTH AND SAFETY POLICY

American Medical Academy (AMA) complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

WEAPONS POLICY

Guns, knives, or any instrument considered as a possible weapon are not permitted on the premises of American Medical Academy. Violation of this policy constitutes grounds for termination.

ADVERSE WEATHER AND EMERGENCY CLOSING POLICY

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close American Medical Academy (AMA) is made AFTER the workday has begun, employees will receive official notification from the school Director and students will be informed appropriately.
OBSERVANCE OF HOLIDAYS

The academy will not be open to students or faculty in observance of the following holidays:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas & New Year’s Break

EMERGENCY EVACUATION PLAN POLICY

In case of FIRE or any other DISASTER, please listen to the School Director or School Personnel in charge for instructions.

All instructors oversee their class. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY in an organized and orderly manner.

- DO NOT take time to gather books or other belongings. The instructor of each class is the EVACUATION COORDINATOR and shall maintain their class clam.
- The EVACUATION COORDINATOR for the main office is the School Official in charge.
- DO NOT TRY TO EXTINGUISH the FIRE.
- The EVACUATION COORDINATOR or other School Official will handle contacting the appropriate fire and rescue departments.
- In case of a SECURITY PROBLEM, listen to the School Director or other school official for security instructions. In all instances, you must remain calm. The Security Person will coordinate with the Police Department the proper actions necessary to assure Student and School Personnel Safety.

American Medical Academy (AMA) has this Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.

SMOKING, AND BEVERAGE POLICY

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) or the chewing of gum are not allowed in the classrooms or laboratories.

ANTI-HAZING POLICY

The imposition or exercise of any conduct for initiation into any organization that willfully or recklessly endangers the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, which may include termination from American Medical Academy.
STUDENT ACTIVITIES

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon students’ preferences. Please contact the Instructor/Assistant School Director/School Director to discuss any planned activity.

DRUG AND ALCOHOL POLICY

While on campus premises, no student or employee of American Medical Academy will use or be under the influence of alcohol or other drugs/medications except those prescribed by a physician. In addition, illegal drugs and medications shall not be possessed, used, sold, or distributed. Violation of this policy constitutes grounds for termination. Violators will be prosecuted.

DRUG ABUSE PREVENTION PROGRAM

American Medical Academy has in operation a drug abuse prevention program that is accessible to any administrator, employee or student. American Medical Academy is a “Drug & Alcohol-Free Campus”.

CAMPUS SECURITY SYSTEM

American Medical Academy (AMA) has a security system implemented with surveillance cameras, security guard Company that is accessible to any administrator, employee or student. All criminal activities occurring on campus must be reported to the office of the CEO. The institution’s annual crime/security report will provide a paper copy or via email of the annual crime/security report.

American Medical Academy strives to maintain a safe and secure atmosphere for the campus community. The Academy fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions and nationalities are made welcome. The safety, security and rights of students and employees are of critical importance.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act), American Medical Academy publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. Students attending a physical campus may receive a copy of the most recent annual security report during regular business hours from the Student Services Office.
In addition to the annual security report, American Medical Academy maintains a log of all crimes committed and reported on its local campus. The crime log is available for public inspection during regular business hours at the C.E.O.’s office. American Medical Academy will provide timely warning to the campus community concerning the occurrence of any crime includable in the Annual Security Report that is reported to campus security or local police and that is a threat to students or employees.

**CRIME REPORTS/ STATISTICS**

All criminal activities occurring on campus must be reported to the office of the campus Chief Executive Officer.

The institution will provide a paper copy of the annual crime/security report.

American Medical Academy reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Note: To search for registered sex offenders, please visit:  
[http://offender.fdle.state.fl.us/offender/homepage.do](http://offender.fdle.state.fl.us/offender/homepage.do)

**STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license American Medical Academy (AMA) and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.
2. The cost of attending the institution, including: Tuition and fees, books and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities, which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.
7. The standards, which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.
9. Availability information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

STUDENT RESPONSIBILITIES

Education costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that you sign.
4. Promptly provide any information requested by the school.
5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in their student status.
6. Notifying the school if they need to withdraw from the school or wish a leave of absence.
7. Notify the institution of any scholarships, grants, or other financial resource made available to them from outside sources while they are receiving financial aid
8. Provide correct information. Note: Misreporting information on a financial aid form is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
9. Maintain satisfactory progress

EMPLOYMENT AND PLACEMENT

American Medical Academy employs every effort to inform the student body of any local recruitment and employment opportunities. All available recruitment notices will be posted in the student lounge bulletin board. American Medical Academy, upon completion of the program, will assist the student to the best of its ability with, the often-arduous task, of gaining employment. The academy, however, cannot guarantee employment.

TUTORING SERVICES

Faculty members are available for tutoring half hour after school. Students are encouraged to contact the instructor if they need this service.

PARKING

Public transportation is available to all students. Students may contact the office for bus schedules and routes. Parking facilities are available at the school location for student use.
HOUSING

American Medical Academy (AMA) does not offer housing to its students.

LOST AND FOUND SERVICES

American Medical Academy (AMA) assumes no responsibilities for articles lost by student. Students may check the office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed properly.

PERSONAL PROPERTY SERVICES

American Medical Academy (AMA) cannot be responsible for the student’s books, materials or any personal belongings. Students are thus responsible for keeping their belonging with them while at school.

LIBRARY/INFORMATION RESOURCE AREA

A Library/Information Resource area with available hard references, as well as online subscription databases of journals and research information is always available for the student.

ADVISING SERVICES

Upon request, advising services for academic or personal purposes are available. Please contact the Institution’s Student Services Department to schedule a meeting with the appropriate advisor.

CAREER SERVICES

The Institution’s Career Services Department meets all incoming students at orientation and provides career orientation, employment guidance, job search training, and job referrals matching employer needs to the student’s program of study profile. Monthly employability skills workshops are offered to students and graduates on topics such as: Resume Writing, Interviewing Skills, Business Etiquette, Follow Up, etc., to better prepare the students to become hired. Job fairs are provided quarterly for students and graduates to provide additional employment opportunities. Job openings from potential employers are posted on the informational boards as well as in the Career Services Resource Center. Our Career Services Resource Center includes several computers and printer to assist the students / alumni in searching for work, updating their resumes or just to work one on one with a Career Services Representative.

The Career Service Department is available by appointment or walk in basis providing one to one assistance. The Institution does not guarantee employment upon graduation. The Institution maintains compliance with federal, local and general placement requirements.
American Medical Academy (AMA) is a participant in the Student Financial Assistance Program supported by the US Department of Education. These programs are designed to help applicants who have limited financial resources, provide funds in the form of grants for students who would not otherwise be able to continue their education.

American Medical Academy (AMA) believes education should be a family responsibility whenever possible. Therefore, parents and students are expected to make a reasonable contribution to the cost of the student’s education. The amount of such contribution and the financial aid awarded is determined through an analysis of need.

Awards of student assistance described here are conditioned on the availability of funds and on the financial need of the applicant.

American Medical Academy (AMA) currently participates in the Federal Pell Grant Programs and Direct Loans. A student may apply by completing the free application for Federal Student Aid, which is available at the school’s financial aid office or at www.fafsa.ed.gov. The student will receive a Student Aid Report (SAR) approximately 4 weeks after mailing the application or in approximately 3 days if electronically filed. The SAR should be brought into the school office so a financial aid officer can determine how much aid the student is eligible for, based on the information from the SAR and program the student is enrolled in. If the student wishes, the application can be sent electronically and Electronic Student Aid Report (ESAR) will be received at the school in approximately 3 days.

ELIGIBILITY REQUIREMENTS

To qualify for Federal Student Aid the following requirements must be met:

The student must either be a high school graduate or have a GED equivalency. Attestation of high school graduation is accepted from applicants whose origins are from nations with no diplomatic agreements with the United States, and therefore, cannot provide copies of high school diplomas must take and pass the approved USDOE test.

- Be enrolled as a regular student in an eligible program.
- Be a US citizen or eligible non-citizen.
- Have a social security number.
- Make satisfactory academic progress.
- Sign an educational purpose certification statement on refunds and default.
- Male students, if required, are registered with the selective service.

NOTE: More information concerning eligibility and financial aid may be obtained from the Student Guide published by the Department of Education available at the financial aid office or at www.ifap.ed.gov.
POLICIES AND PROCEDURES FOR VERIFICATION

American Medical Academy (AMA) had developed the following policies and procedures with respect to verification of information provided by applicants of Title IV funds.

1. Students who are selected for verification by the US Department of Education are the only ones required to submit supporting documentation.

2. No Title IV funds will be disbursed until the verification process is completed and any Discrepancy found is resolved.

3. All students who are selected for verification will be notified and instructed what documents are needed to complete the process by the Financial Aid Department. Also, the student will be informed of the deadlines to comply with verification and the consequences of failing to do so. American Medical Academy (AMA) will assist the student in correcting any information that was inaccurately reported.

ADDITIONAL FINANCIAL AID INFORMATION

1. The refund policy of American Medical Academy (AMA) is stated in the school enrollment agreement and in the school catalog.

2. Financial Aid Disbursements will be made by, crediting the student’s ledger. These disbursements will normally be made at the beginning of the program if all financial aid paperwork has been completed as required and again at the beginning of the next payment period, providing the student is making SAP.

3. Retention data of students enrolled in programs offered by the school is available from the School Director.

4. Average starting salaries and the percentage of students employed in specific fields of training are available from the School Director.

5. Any further information desired by an applicant may be obtained from either the Financial Aid Office or the School Director.

6. Students must notify the Financial Aid Office if any of the following conditions occur: Change of name and address, change of financial status, change of program hours or school termination.

7. A student who drops from the program may re-enroll with the written approval of the School Director after remaining out of school for 180 days to be eligible for financial aid. If the student is considered to be making satisfactory academic progress, the student will become eligible for Title IV aid in accordance with AMA published policy. If the student fails to maintain satisfactory academic progress during this period, the student will be academically terminated and will not be allowed to re-enroll in the same program.

8. Students who have withdrawals, incomplete grades or a leave of absence during a semester are eligible to receive Title IV funds provided the student maintains satisfactory progress and the time needed to make up and complete the program is within the maximum time frame specified in this catalog.
REFUND POLICY FOR FEDERAL FUNDS

The law specifies how your school must determine the amount of Title IV program aid that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants.

When you withdraw during your payment period (AMA can define these for you and tell you which one applies) the amount of Title IV program aid that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more aid than you earned, the school and/or you must return the excess funds.

The amount of Title IV aid that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, which some schools ask for when you enroll, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you
withdraw, you will not earn any Direct Loan Funds that you would have received had you remained enrolled past the 30th day.

Title IV recipients reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If the school is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds refunds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school. Date of determination will be the date when the student notifies the school in writing of their intent to terminate enrollment or on the 14th day of missed class of consecutives absences for unofficially withdrawn students.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEIAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

STUDENTS RESPONSIBILITIES WITH FINANCIAL AID DEPARTMENT

Protecting, maintaining, and renewing his/her financial aid is a very important responsibility for the student. The student Financial Aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying and or reapplying for Financial Aid.
● Providing complete and accurate information on the FAFSA and financial aid forms. Misreporting of information for federal aid is a violation of the law and is considered criminal offense.

● Responding to all requests for additional documentation in a timely manner.

● Providing updated information when changes occur such as a withdrawal from Institution, a change in name, marital status or expected date of graduation.

● Being in good Academic Standing with the Institution as well as maintaining Satisfactory Academic Progress (SAP).

● Reading all documents the Financial Aid Officer sends to the student.

● Entrance & Exit Counseling.

REAPPLYING

Financial aid is not automatically renewed. To be considered for financial aid assistance from one year to the next, all students must reapply. It is quite possible that financial aid awards may change from one year to the next since the amount and type of aid are based upon the family’s financial status each year.

PRIVATE FINANCING PROGRAMS

Private financing programs are available to help students meet the costs of education by providing long-term financing options. Students should exhaust all federal Title IV assistance available, including the Federal Direct Stafford Loan and the Federal Direct Graduate PLUS Loan, before considering a private student loan program. The repayment terms of federal programs may be more favorable than the terms of private loan programs. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Repayment begins six months after student graduates; enrollment drops below half-time status or withdraws from the Institution. Students’ borrowers of federal loans must also satisfy exit loan counseling requirements.
CLASS ATTENDANCE

Students receiving VA benefits need to meet the attendance required, please refer to VA Program Specific SAP Overview. Failure to do so will result in the loss of benefit. Veterans will also be informed of how many hours in addition to the Lecture/Labs they need to complete for ride along and clinical on a weekly basis. They will be initially certified for the Lecture/Labs hours their class schedule calls for and as soon as they start doing internships, the student will notify the VA SCO for their schedule to be adjusted in the VAONCE. These attendances will be monitored on a monthly basis.

VETERAN’S ATTENDANCE POLICY

For every three (3) early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1 absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each term, quarter or semester depending on program.

A VA student, whose CGPA falls below 80% at the end of any term or semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 80% at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

Students certified to receive VA benefits must maintain a satisfactory academic progress. These are found under the specific program grading policy in this catalog. Students who fall below
minimum passing grade requirement will be placed on probation. Failure to raise their grade to the graduation standard after one term on probation will have their veteran benefits interrupted. VA education benefits may be interrupted if any of the following should occur:

- The veteran fails to submit all previous college transcripts for evaluation.
- The veteran fails to convert an “I” (Incomplete) grade to a letter grade within enrollment of specified program from receipt of the “I” grade.
- The veteran fails to attend class for the term for which VA benefits are received.
- The veteran fails to achieve the minimum passing grade after one terms of probation.

GRADE/PROGRESS REPORTS

Each student who has VA benefits will be provided a grade/progress report at the end of every evaluation period (monthly). A copy of each report will be placed in the student’s permanent file maintained by the school. The school periodically furnishes each student with a working progress report that shows current status of grades and earned clock hours and or semester hours and grades for all courses in which the student is currently enrolled.

LAST DATE OF ATTENDANCE

AMA determines the last date of attendance for any VA benefits participant via Classroom/Lab attendance sheets, Clinical rosters, and Field internship evaluations. Which are all turned in by instructors on a weekly basis and documented within our student information system (S.M.A.R.T.). The last day of attendance is the last physical day the student was in school.

STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

PROBATORIAL PERIOD

When the grade average or attendance of a student is unsatisfactory for a calendar month, the student will be placed on probation. If during the next month, the student's grade average is still unsatisfactory, the SCO will update the VA ONCE with the students’ unsatisfactory progress.
NOTIFICATION

It is the responsibility of each student to track his/her own progress and academic standing. However, the SCO will make every effort to notify students of probationary/suspension standing in a timely manner at the end of each term.

Reinstatement of VA Benefits
A student may regain eligibility for Veteran's Educational Benefits assistance after he/she has brought their coursework up to minimum standards.

Former students who re-enroll after an absence and do not meet minimum standards will be placed on Veteran's Educational Benefits probation and receive aid due to them during the probationary term.

The VA SCO at the institution will notify the Veterans Administration of unsatisfactory progress if any of these requirements are not met.

VA PROGRAM SPECIFIC SAP OVERVIEW

The student’s academic average is reviewed to determine qualitative progress. The minimum required is:

- EMT Program 80%
- Paramedic program 80%
- Associate in EMS 75%
- Bachelor in Public Administration 75%
- Bachelor in Nursing (RN to BSN) 75%
- Bachelor of Science in Nursing (BSN) 75%

General Education Courses - 80% Core Nursing Courses

VETERAN’S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

VA PENDING PAYMENT COMPLIANCE

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

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

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

● Produce the VA Certificate of Eligibility (COE) by the first day of class;
● Provide a written request to be certified;
● Provide additional information needed to properly certify the enrollment as described in other institutional policies
● DD214
● VA19-2805 for Vocational Rehabilitation Students

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is measured at the end of each payment period/semester throughout the specific program of enrollment.

All students regardless of their financial responsibilities are expected to meet standards of Satisfactory Academic Progress (SAP) while enrolled in a diploma or degree program. The Satisfactory Academic Progress policy measures three factors:

QUALITATIVE MEASURE (CUMMULATIVE GPA)

Students must maintain a cumulative grade average as shown in table 1.1 for degree programs and as shown in table 1.2 for diploma programs under the “Cumulative GPA” column.

QUANTITATIVE MEASURE (COMPLETION PERCENTAGE)

Students in diploma programs must complete at least 80% of the clock hours scheduled for each term to remain compliant with the SAP Policy. Students in degree programs must complete at least 67% of the credits attempted each semester to remain compliant with the SAP Policy. Credit hour progression will be based on a cumulative semester total of attempted credit hours to earned credit hours. For example, a student enrolls for 12 credit hours the student is required to successfully complete a minimum of 8 credit hours (12 x 67% = 8) for the semester.
MAXIMUM TIMEFRAME (MTF)

The maximum timeframe for receiving financial aid and to successfully complete the program is equal to 150% of the degree programs credit hours. The maximum time frame for diploma programs is equal to 125% of the clock hour program’s total weeks. For example, when pursuing a program that requires 100 credits for graduation, the maximum allowable timeframe is 150 credits attempted. For clock hour program with 38 weeks, the MTF is 125% of 38 weeks = 48 weeks. Upon reaching or exceeding the allowable maximum time frame, the student will be dismissed. Awarded transfer credits will count towards the Maximum Timeframe.

Table 1.1

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Program Name</th>
<th>Cumulative GPA</th>
<th>Rate of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates of Science in EMS</td>
<td>70%</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Nursing-</td>
<td>75%</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>General Education Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Nursing</td>
<td>80%</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>Bachelor in Public Administration</td>
<td>70%</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>Bachelor in Nursing (RN to BSN)</td>
<td>70%</td>
<td>67%</td>
<td></td>
</tr>
</tbody>
</table>

Table 1.2

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Program Name</th>
<th>Cumulative GPA</th>
<th>Rate of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>75%</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>Paramedic</td>
<td>80%</td>
<td>80%</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete grades are not given, and students must repeat any classes in which they earn less than the specified average set by the program standards. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

WARNING

If a student fails to meet the quantitative or qualitative progress required by the program for any payment period, or both, he or she will be contacted by the financial aid office and placed on warning. Student will be required to sign a warning acknowledgement for the next payment period. The student will continue to receive financial aid while on warning status. If the student
does not meet SAP during the second payment period, the student will lose eligibility for financial aid. The student will then have the option to appeal.

Students who wish to appeal the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal in writing to the school within 5 calendar days of determination. If the school grants the student’s appeal, the student will be placed on Probation Status until the next evaluation point and during which the probationary status the student’s eligibility for Title IV funding will be reinstated. Failure to meet SAP during the probationary status by the next payment period will result in the loss of financial aid for the remainder of the program.

Students will receive attendance or academic counseling, from the Financial Aid Director, as appropriate, when they are placed on probation.

**APPEAL PROCESS**

The student may submit a written appeal of his/her status within five (5) calendar days of their receipt of losing their financial aid notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Academics Committee will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute’s receipt of the appeal. The decision of the School Academics Committee is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Academics Committee’s letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student’s academic status will be reviewed.

**ACADEMIC PROGRAMS AND ACADEMIC YEAR**

The paramedic clock-hour program must have an academic year with a minimum length of 30 weeks and 900 clock hours, for students to be eligible to receive federal financial aid. The following American Medical Academy clock hour program is equal to or exceeds these minimums.
**Paramedic Program** – Academic year = 900 hours, - 1,122 total clock hours*

**RN to BSN Degree Program** – Academic year = 24 semester credits, – 120 total semester credit hours*

**Public Administration Degree Program** – Academic year = 24 semester credits, – 120 total semester credit hours*

**Bachelor of Science in Nursing** - Academic Year = 24 semester credits, - 120 total semester credit hours*

**GRACE PERIOD**

Students will have five (5) business days from their last date of class to complete and submit all pending paperwork, Clinical or Field internships, and Theory hours. If the student does not complete the program within the grace period, the student will incur charges considered to be over contracted hours.

**MAXIMUM TIME FRAME**

Maximum time frame is calculated off the student’s original program start date. If a student fails to complete the course in its entirety within the maximum time frame, the student will not be able to graduate and will fail the course. Any charges (over contract hours) after the last day of class regardless of if the student is a cash paying student or financial aid recipient, will be the student’s responsibility and will incur an over contract hour fees.

- The EMT program, 16 weeks in length, must be completed within 20 calendar weeks, 385 hours total hours for program completion.
- The EMT program, 20 weeks in length, must be completed within 25 calendar weeks, 385 total hours for program completion.
- The Paramedic program, 38 weeks in length, must be completed within 48 calendar weeks, 1403 total hours for program completion.
- The Paramedic program, 56 weeks in length, must be completed in 70 calendar weeks, 1403 total hours for program completion.
- The Bachelor of Science in Nursing (RN to BSN), 80 weeks in length, 120 credits. MTF equals to 150% of the degree program credit hours.
- The Bachelor of Science in Public Administration, 80 weeks in length, 120 credits. MTF equals to 150% of the degree program credit hours.
- The Bachelor of Science in Nursing (BSN), 144 weeks in length, 120 credits. MTF equals to 150% of the degree program credit hours.

Students exceeding the maximum time frame will be administratively withdrawn, and not eligible to receive additional financial aid.

Time spent on an approved leave of absence is not counted against the maximum time frame.
TRANSFER AND READMITTED STUDENTS

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

Students who have been terminated or withdrew from school may be readmitted (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $150 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school’s Re-enrollment Policy and will be evaluated by the Program Director for placement in the curriculum and Materials needs. Re-enrolling students may be required to purchase the current school Materials. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student’s progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Example: Student withdrawals from the program with unsatisfactory academic progress are ineligibles for financial aid. This student may be readmitted to the program of study but will remain with ineligibility for financial aid until SAP is acquired.

REINSTATMENT OF FINANCIAL AID

A student’s Title IV aid eligibility will be reinstated if the student prevails upon appeal or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

TRANSFER OF CREDIT POLICY & PROCEDURES

American Medical Academy only accepts credit hours transferred from accredited institutions recognized by the U.S. Department of Education. Our programs are designed with a single terminal objective-preparation for entry-level employment in the field of training. A student who desires to further his education after completing training at AMA is advised that acceptance of transfer credit is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's
credit acceptance policies. It is the student's responsibility to confirm whether or not another school of the student's choice will accept credits. AMA accepts transfer credit in accordance with the polices, rules, and practices of the U.S. Department of Education, Florida Department of Education Commission of Independent Education, Accrediting Bureau of Health Education Schools (ABHES), and its mission as an Allied Healthcare institution. The AMA course equivalency for each transfer course is determined by the faculty of the respective department and is based on criteria such as course content, course outcomes, system-wide agreements and the level at which the course is taught. The Registrar’s Office processes transfer credit based on these faculty decisions.

TRANSFER OF CREDIT CONSIDERATION

Applicants requesting transfer credit consideration from previous courses taken outside of American Medical Academy must complete a Transfer of Credit Form prior to acceptance and pay a transfer of credit fee. Transfer credits will not be considered after the first day of class. Official college transcripts must be received by the end of the first term or transfer credit may not be awarded. Foreign transcripts must be translated and evaluated by a NACES or AICE approved credentialing evaluation agency. The Florida Teacher Program with ESOL may also use an approved member of the Bureau of Education Certification. Official documents must be sent directly from the agency to Management Resources College. For further information on transfer of credits, please see the Transfer of Credit Policy in the catalog.

EMT PROGRAM & PARAMEDIC PROGRAM

Transfer students will be admitted into the Emergency Medical Technician or Paramedic program if they can produce a certified transcript from a school that is licensed or approved by the state licensing authority. Acceptable transfer courses must be comparable to the AMA course outline in content and intensity. Any and all documentation pertaining to the transfer will be included in the student’s permanent file. The final acceptance of any student transferring into the program will be at the discretion of the Course Coordinator and the Program Director.

MAXIMUM ALLOWABLE TRANSFER OF CREDITS

Except in exceptional circumstances as determined by American Medical Academy, the maximum amount of credit, which can be granted in total toward the requirements of American Medical Academy Associate Degree of Science in Emergency Medical Services, is three-fourth (45 Credits) of the total unit requirements for the degree. For all Bachelor's Degree programs AMA must teach a minimum of 30 credits.

ASSOCIATE & BACHELOR DEGREE PROGRAM

An official school transcript is required for any credits to be transferred from your previous institution. The Program Director will evaluate and validate any credits allowed to be transferred. A Two hundred fifty-dollar ($250.00) fee will be assessed to any and all credits transferred.
BACHELOR OF SCIENCE IN NURSING

Students desiring to enter American Medical Academy Nursing Program by transfer will be required to follow the established admission protocol and observe all deadlines for admission procedures.

**Academic Year 1**

Students will only be accepted for transfer from accredited institutions or foreign healthcare providers with translated and evaluated transcripts by an approved NACES or AICE Credentialing Evaluation Agency. The program must be comparable in content, hours of theory, and laboratory experience to the curriculum of the AMA’s Nursing Program. The institution, from which the student is attempting to transfer credits, must be fully accredited by an agency recognized by the United States Department of Education.

After a review of the student’s transcripts and catalog, the decision to accept the student’s credits will be the responsibility of the American Medical Academy’s Nursing Program Director or Associate Program Director.

All academic year 1 courses are eligible for transfer (29 Credits). The transferring student must present an official transcript with grades of “C” or equivalent in order to receive a full transfer of course credits into the American Medical Academy’s Nursing Program.

In addition, students with credit courses 10 years or older will be required to demonstrate competence in these courses, which will be evidenced by College Level Examination Program (CLEP).

Students, who have obtained a degree, will not be required to demonstrate competence through CLEP.

**Academic Years 2 & 3**

Students will only be accepted for transfer from a State Board of Nursing License program accredited by an agency recognized by the United States Department of Education or foreign healthcare providers with translated and evaluated transcripts by an approved NACES or AICE Credentialing Evaluation Agency. The program must be comparable in content, hours of theory and clinical experience to the curriculum of the AMA’s Nursing Program.

After review of the student’s transcripts and catalog, the decision to accept the student’s credits will be the responsibility of AMA’s Nursing Program Director or designee.

Students will only be allowed a total of 13 credits to be transferred for core nursing courses at the professional nursing level. In order to receive full transfer of course credits into American Medical Academy’s Nursing Program, the transferring student must present one of the following:

- An official nursing school transcript with grades of “B” or equivalent and a "pass" grade in clinical performance.
In addition, the student must demonstrate competence in Theory and clinical skills, which will be evidenced by:

- Minimum of 80% theory grade on the comprehensive written exam of set course for transfer.
- Satisfactory (pass grade) on the demonstration of clinical skills. The student from a random sample provided by American Medical Academy’s Nursing Program faculty will select five skills. The student must achieve a "pass" grade on each of the five skills.

In the event a student fails to pass the written examination, he/she will not be permitted to complete the clinical demonstration of skill competencies and will no longer be eligible to transfer set courses into the Nursing Program.

FOREIGN EDUCATED APPLICANTS & DEGREE VERIFICATION

Applicants claiming degrees from outside of the United States must have their transcripts translated and evaluated by an approved NACES or AICE credentialing evaluation agency. The Florida Teacher Program with ESOL may also use an approved member of the Bureau of Education Certification.

COLLEGE CREDITS TRANSFERABILITY

The Emergency Medical Technician and Paramedic courses are diploma only programs. The Associate of Science in Emergency Medical Services, Bachelor of Science in Nursing, RN to BSN and Bachelor in Public Administration offers Semester Credits. College credit and/or transfers are not guaranteed. The transferability of credit is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether the other institution of his/her choice will accept the credits.

CREDIT FOR PREVIOUS TRAINING AND EDUCATION

Transfer of credits from previous training at American Medical Academy may be granted for applicable courses.

Requests for credits earned previously at AMA must be made to the Admissions Department before enrolling in a new program. No request will be honored after the start of the first class. Credits are given for courses, not modules.

TRANSFER OF CREDITS FROM AN ACCREDITED INSTITUTION WITHIN THE UNITED STATES
To request transfer of credits from an accredited institution within the United States, applicants must comply with the following:

1. Submit a completed Transfer of Credits Request Form
2. Pay the Transfer of Credit Evaluation fee
3. Request an official, sealed and certified copy of their Institution transcript mailed directly to:

   American Medical Academy
   ATTN: Admission Department
   12233 SW 112 Street
   Miami, FL 33186

EXPERIENTIAL LEARNING CREDIT PROGRAM

Students wishing to receive course credit for his/her past work experience may apply for Experiential Credit in lieu of one or more American Medical Academy courses. Experiential Credit requires the student to document in detail his/her work experience relative to each course learning outcome and objective. Documentation must provide sufficient evidence of achievement of the learning outcomes and objectives for credit to be awarded. A lead faculty member for the course evaluates the student’s portfolio.

The student’s documentation is referred to as a portfolio. Portfolios include documentation that the student has mastered the required learning outcomes and objectives as identified on the Course Syllabus.

The school with academic responsibility for the course maintains a file of Course Syllabi. This document can be requested on the Experiential Credit Application form.

1. Experiential Credit Application form can be picked up at the Registrar’s Office or emailed to the student upon request. Completed and signed applications should be submitted to the Registrar’s Office.
2. Upon approval of an application for Experiential Credit, the Registrar’s Office will post a bill for processing the student’s portfolio to the student’s account. The student must then pay the $75 processing fee in full at the Business Office (305.271.6555) prior to the student’s portfolio being accepted for evaluation.
3. Upon payment, the school with academic responsibility for the course(s) will contact the student to set up an appointment to discuss the contents and requirements for the student’s portfolio and, if requested, provide the Course Syllabi for the course(s).
4. A second fee of $75 per credit hour is assessed only if the portfolio evaluation results in the award of college credit. However, if college credit is awarded, the student must then pay the associated credit hour fee before the awarded credit is posted to the student’s transcript. For example, if a student is awarded three credit hours of non-traditional course credit via portfolio review, the processing fee is $75, and the credit hour fee is $225 ($75 times 3 credit hours) for a total of $300.
LATE ADMISSION

Students may be eligible for entrance into new group training classes for a period of one week following the start of class at the discretion of the Campus Program Director.

PAYMENT OPTIONS & METHODS OF PAYMENT

American Medical Academy acceptable payment options are as follows:

- REGISTRATION FEE AT TIME OF SIGNING ENROLLMENT AGREEMENT WITH BALANCE DUE FOR EACH TERM TO BE PAID ONE-WEEK PRIOR TO EACH TERM START DATE.
- FULL PAYMENT AT TIME OF SIGNING ENROLLMENT AGREEMENT.
- REGISTRATION FEE AT TIME OF SIGNING ENROLLMENT AGREEMENT AND BALANCE TO BE FINANCED (SUBJECT TO APPROVAL) OR PAYMENT PLANS.
- FEDERAL FINANCIAL STUDENT AID.
- STUDENTS ARE RESPONSIBLE FOR ANY BALANCE NOT COVERED BY FINANCIAL AID, VA BENEFITS OR ANY OTHER GRANT.

REPLACEMENT COST

Any student that has lost or misplaced any student supplies may purchase a replacement for a fee.

LATE REGISTRATION

A late registration fee of $50.00 will apply to students registering less than 7 days prior to class commencement.

DROP/ADD PERIOD

Students may drop/add courses, without financial penalty, during the first week of the term period.
REFUND AND CANCELLATION POLICIES & PROCEDURES

STUDENT REFUND AND CANCELLATION POLICY

American Medical Academy has designed the following cancellation and refund policy according to fair consumer practices. Refunds will be made according to American Medical Academy cancellation and refund policy for those students who cancel and/or are terminated for any reason.

All refunds will be made according to American Medical Academy refund distribution policy, which follows.

TUITION REFUND

Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

The refund policy is applicable to all students who terminate enrollment. Students who officially terminate their enrollment within the first week of the term will receive a 100% refund of tuition. Supplies, books or equipment can only be returned prior to the first day of class and if unused.

Students who terminate their enrollment after the first week from the commencement of each term will be charged 100% of the tuition and fees for that term. Full refund will apply for prepaid tuition on any term the student did not attend after cancellation/termination. Refunds will be made within 30 days of the date of determination that the student withdrew. In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. The date of determination will be the date when the student notifies the school in writing of their intent to terminate enrollment or on the 14th day of missed class of consecutive absences.

The school will be responsible for returning refunds to the appropriate Financing Program Accounts before a refund check is issued to the student. Refunds will be made within 30 days of termination of students’ enrollment or receipt of the Cancellation Notice.

VETERANS REFUND POLICY

Same as Tuition Refund Policy explained above.

For students who have officially withdrawn or have been terminated from their enrollment after the first week of the term, the institutional refund policy will apply. The VA will notify the school and the student indicating the tuition and fee debt amount to be collected. However, VA
will not collect the tuition and fee debt from the student. Rather, VA will collect this amount from the school. In turn, this will require you to pay any outstanding balance for tuition and fee to the school.

INSTITUTION CANCELLATION POLICY

In the event of insufficient enrollment, American Medical Academy reserves the right to cancel classes up to three days prior to the scheduled start date. Students registered for a cancelled class will receive a full refund.

TRANSCRIPTS

A written transcript request, signed by the student, must be submitted a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included in the request. The student will be charged a $5.00 fee per transcript. No transcript will be released until all financial obligations to AMA have been met.

EXPLANATION ON TRANSCRIPTS

Transcripts are issued at the written request of the student. Official transcripts bear the seal of the institution and the President’s signature. The American Medical Academy does issue official transcripts to students. These will be stamped “Issued to Student” in red ink and are to be accepted at the discretion of the person receiving them. All credits are in semester credit hours. The diploma program will be issued a different transcript for clock hour programs.

EXPLANATION OF GRADES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>Withdrawal (Failing)</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>FR</td>
<td></td>
<td>Failure (in pass/fail course)</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Credit and quality points earned</td>
</tr>
</tbody>
</table>

COMPUTATION OF GRADE POINT AVERAGE

GPA is computed by dividing the total number of grade points by the total number of hours attempted. Grades WF, FR, W, R, and I are disregarded in the computation of averages.
EXPLANATION OF THE NUMBERING SYSTEM

The course numbering system uses a five- or six-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

The prefix is assigned by an abbreviation and will indicate what the course is.

The four-digit number refers to three things:
1. The first number refers to the year
2. The second number refers to the trimester in which the course is likely to be taken
3. The third set of numbers refers to the class number assigned.

E.g.: NUR103C
   NUR: refers to a subject classification: Nursing
   1: indicates that it is to be completed in the first year
   2: indicates that it is to be completed in the first trimester
   03: is the assigned course number
   C: Clinical
PROGRAM DESCRIPTIONS

DIPLOMA PROGRAMS

EMERGENCY MEDICAL TECHNICIAN (EMT)

Total Program Credits: 13 Semester Credits
Total Program Length: 16 Weeks
Document Issued: Diploma
Method of Delivery: Residential

PROGRAM DESCRIPTION:

Prepare students to be the initial responder to the scene of an accident or illness. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with normal childbirth; use the statewide EMS communication system; initiate basic care for medical and traumatic emergencies.

Further training in emergency medical services is necessary to meet all the requirements before a student will be issued an EMT Diploma. Upon successful completion of course, students will be eligible to take the Florida State Licensing and National Registry Examination for Licensure at the EMT Level.

PROGRAM FEES & TUITION:

Program Cost: Tuition $2,100 Registration Fee (Non-Refundable) $150.00. Books & Materials $570.00 Total program cost $2,820.00

PROGRAM ADMISSION REQUIREMENTS:

This is a diploma program. In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following: GED or high school diploma, a valid CPR card, a satisfactory drug test and background check (prior to starting externships), a completed “Physical Form” or its equivalent signed by family physician (dated no later than six months from date of application), an updated immunization record.

- A completed registration form
- A signed enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- A satisfactory drug test result and background check
- A copy of a valid CPR certification/card
- A copy of high school diploma, GED, or equivalent
- A copy of verification of the complete series of Hepatitis vaccinations
- A copy of a current PPD, if positive (Chest X-Rays must be taken)
o A copy or proof of MMR immunization.
o A copy of the Seasonal Flu Vaccine
o A completed “Physical Form” or its equivalent signed by a family physician (dated within 6 months of the application date)
o Satisfactory drug test and background check (prior to starting externships)
o Personal medical insurance coverage is optional but recommended. If you choose to enroll in the course without insurance, you must sign a medical insurance waiver prior to class commencement.
o Must be an American citizen or U.S. resident.
o Possess a valid Florida driver’s license or a valid Florida ID.

PROGRAM COURSE STRUCTURE:

EMT-100 Emergency Medical Technician • Lecture/Lab (148.5hrs.) /Lab (67.5 hrs.) 11 Credits
The following EMT lectures and laboratory sessions are presented: Preparatory (includes 4 hours Florida AIDS/HIV Education and CPR), Airway, Patient Assessment, Respiratory Problems, Pharmacology, Cardiology Emergencies, Medical Emergencies, Pediatrics, Trauma Emergencies, and Ambulance Operations.

EMT-101 Emergency Medical Technician • Hospital Clinical (20 hrs.) 0 Credit
Students complete supervised hospital clinical in the Emergency Department. This course is designed to orientate the student with the roles of Emergency Medical Technicians in the ED setting. The ED rotation allows the student to perform skills learned in the classroom on actual patients.

EMT-102 Emergency Medical Technician • Ambulance/Rescue (72 hrs.) 2 Credit
Students complete supervised internships assigned at local fire department rescue squads, ambulances, and fire apparatus. This course is designed to orientate the student with the roles of Emergency Medical Technicians in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

PROGRAM OBJECTIVES:

Upon successful completion of this EMT course, the student shall be able to:
o Recognize the nature of a patient’s illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
o Administer the appropriate emergency treatment necessary to stabilize the patient’s condition.
o Evaluate the patient’s response to the administered treatment to ensure that the status of the patient does not worsen.
o Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
o Transfer the patient safely to the appropriate medical facility and give an accurate account of the patient’s ailment and current status to the health professional that is taking over the patient’s care.
o Obtain a relevant history of the patient’s illness or injury, perform a pertinent physical examination, and reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
o Manage both trauma and medical patients properly in a pre-hospital setting.
o Give accurate verbal and written reports, communicate via emergency radio, know the criteria for safe emergency vehicle driving, properly maintain emergency vehicle and equipment properly control the emergency scene and perform basic extrication.
o Provide basic life support as necessary.
o Demonstrates the ability to comprehend, apply, analyze, and evaluate information relevant to their role as entry-level EMT.
o Demonstrates technical proficiency in all skills necessary to fulfill the role of entry-level EMT.
o Demonstrates personal behavior consistent with professional and employer expectations for the entry-level EMT.

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

● Required Clinical rotation hours: 20hrs
● Required Field internship hours: 72hrs
● Pass each module exam with a minimum of 75%.
● Pass the final exams with a minimum of 75%.
● Maintain an overall average of 75%.
● Bloodborne Pathogens & AIDS Completion.
● Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
● Program tuition balance of zero ($0.00).
● Successful completion of final practical
● Completion of all NSC Psychomotor skill sign-off sheets.
● Review and have knowledge of the online Florida Statutes & Florida Administrative Codes.
● Be in good standing with the institution.

Calendar
Proposed • Class Schedules
Emergency Medical Technician
PARAMEDIC

Total Program Hours Length 1122 HOURS
Total Program Length 38 WEEKS
Document Issued: Diploma
Method of Delivery: Residential

PROGRAM DESCRIPTION

The advanced-level curriculum is intended to prepare students to function on an Ambulance, Fire Rescue Department, and Aero Medical Service in a pre-hospital setting, or Hospital Emergency Room. Paramedics perform all skills at the BLS leveling, in addition to invasive advanced skills such as IV’s, medicine administration, interpretation of heart rhythms-EKG and advanced airway management. Further training in emergency medical services is necessary to meet all of the

<table>
<thead>
<tr>
<th>Class #</th>
<th>Days &amp; Time</th>
<th>Expected Start Date</th>
<th>Expected End Date</th>
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<tr>
<td>E274</td>
<td>Tuesdays 9:00 am – 6:00pm Thursdays 1:30pm – 6:00pm</td>
<td>January 16, 2024</td>
<td>May 7, 2024</td>
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<tr>
<td>E275</td>
<td>Tuesdays, Wednesdays and Thursdays 6:00pm - 10:30pm</td>
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<td>May 7, 2024</td>
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<tr>
<td>E276</td>
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<td>February 2, 2024</td>
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<tr>
<td>E277</td>
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<td>March 4, 2024</td>
<td>June 26, 2024</td>
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<tr>
<td>E278</td>
<td>Mondays, Tuesdays and Wednesdays 6:00pm-10:30pm</td>
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<td>E279</td>
<td>Mondays Only 9:00am- 6:00pm</td>
<td>April 15, 2024</td>
<td>October 14, 2024</td>
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<tr>
<td>E280</td>
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<td>May 21, 2024</td>
<td>September 12, 2024</td>
</tr>
<tr>
<td>E281</td>
<td>Tuesdays, Wednesdays and Thursdays 6:00pm - 10:30pm</td>
<td>May 21, 2024</td>
<td>September 12, 2024</td>
</tr>
<tr>
<td>E282</td>
<td>Fridays Only 9:00am–6:00pm</td>
<td>August 9, 2024</td>
<td>January 10, 2025</td>
</tr>
<tr>
<td>E283</td>
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<td>November 20, 2024</td>
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<tr>
<td>E284</td>
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<td>August 12, 2024</td>
<td>November 20, 2024</td>
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<tr>
<td>E285</td>
<td>Tuesdays 9:00am-6:00pm Thursdays 9:00am-1:30pm</td>
<td>September 24, 2024</td>
<td>January 22, 2025</td>
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<tr>
<td>E286</td>
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<td>September 24, 2024</td>
<td>January 22, 2025</td>
</tr>
<tr>
<td>E287</td>
<td>Wednesdays Only 9:00am-6:00pm</td>
<td>October 16, 2024</td>
<td>March 19, 2025</td>
</tr>
</tbody>
</table>

* Dates subject to change
requirements before a student will be issued an EMT-Paramedic Diploma. Upon successful completion of course, students will be eligible to take the Florida State Licensing Examination for Licensure at the Paramedic Level.

PROGRAM FEES & TUITION

Program Cost: Tuition $15,708.00 Registration Fee (Non-Refundable) $150.00. Books & Materials $ 1,245.00 Total program cost $17,103.00

PROGRAM ADMISSION REQUIREMENTS

In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following:

- A completed registration form
- A signed enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- A satisfactory drug test result and background check
- A copy of a valid CPR certification/card
- A copy of high school diploma, GED, or equivalent
- A copy of verification of the complete series of Hepatitis vaccinations
- A copy of a current PPD, if positive (Chest X-Rays must be taken)
- A copy or proof of MMR immunization.
- A copy of Seasonal Flu Vaccine
- A completed “Physical Form” or its equivalent signed by family physician (dated within 6 months of application date)
- Satisfactory drug test and background check (prior to starting externships)
- Personal medical insurance coverage is optional but recommended. If you choose to enroll in the course without insurance, you must sign a medical insurance waiver prior to class commencement.
- Must be an American citizen or U.S. resident.
- Possess a valid Florida driver’s license or a valid Florida ID.
- EMT students that have recently graduated may register for the Paramedic course, however, are required to have the EMT State of Florida certification by midterm.

PROGRAM COURSE STRUCTURE

PM-100 Paramedic ♦ Lecture/Lab I: 200 Clock Hours*
This course includes: Introduction and Medical Terminology (includes 4 hours of Florida AIDS/HIV Education), Anatomy & Physiology, Patient Assessment, Fluids & Shock, Pharmacology, Respiratory and Airway, Cardiology (includes Advanced Cardiac Life Support certification),

PM-101 Paramedic ♦ Lecture/Lab II: 322 Clock Hours*
This course includes: Trauma (includes Pre-Hospital Trauma Life Support), Medical Emergencies, Obstetrics & Gynecology, Behavioral Emergencies, Pediatrics (includes Pediatric Advanced Life Support certification), Emergency Scene Operation and Structural Review.

**PM-102 Paramedic ⧫ Hospital Clinical: 200 Clock Hours**

Students complete supervised hospital clinical in the Emergency Department, Operating Room, Labor and Birth, Medical Examiners, Trauma Center, Intensive Care, Pediatrics, and the Psychiatric Ward. This course is designed to allow the student to practice skills learned in the classroom on actual patients.

**PM-103 Paramedic ⧫ Ambulance/Rescue Field Experience: 400 Clock Hours**

Students complete a supervised field experience and are assigned to a local fire department rescue squads, ambulances and fire apparatus. This course is designed to orientate the student with the roles of the Paramedic in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

*Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. Semester credits are defined as 15 hours of theory equal 1 semester credit, 30 hours of lab equal 1 semester credit, and 45 clock hours of clinical externship equal 1 semester credit.*

**PROGRAM OBJECTIVES**

Upon successful completion of this paramedic course, the student shall be able to:

- Recognize the nature of a patient’s illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
- Give the appropriate emergency treatment necessary to stabilize the patient’s condition.
- Evaluate the patient’s response to treatment and determine whether further interventions are needed.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate account of patient’s ailment and status to the health professional that is taking over the patient care.
- Obtain a relevant history of the patient’s illness or injury, perform a pertinent physical examination, reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.
- Manage both trauma and medical patients properly in the pre-hospital setting.
- Give accurate verbal and written reports, communicate via emergency radio, know the standard operating procedures for emergency vehicle and medical equipment, and the ability to properly control the emergency scene and perform basic extrication.
- Provide advance life support as necessary.
- Must demonstrate the ability to comprehend, apply, analyze and evaluate information relevant to their role as entry level EMT-Paramedic.
- Must demonstrate technical proficiency in all skills necessary to fulfill the role of entry level EMT-Paramedic.
● Must demonstrate personal behavior that is consistent with the expectations of professional employers within their prospective field of certification.

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- Must maintain a current Florida state EMT license
- Required Clinical rotation hours: 200hrs
- Required Field internship hours: 400hrs
- Required Lecture/Lab hours: 522hrs
- Pass each module exam with minimum of an 80%.
- Pass the midterm and final exam with a minimum of an 80%.
- Maintain an overall average of an 80%.
- Bloodborne Pathogens & AIDS Completion.
- Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
- Program tuition balance of zero ($0.00).
- Successful completion of final practical
- Completion of all NSC Psychomotor skill sign-off sheets.
- Review and have knowledge of the online Florida Statues & Florida Administrative Codes

Calendar

Proposed • Class Schedules

<table>
<thead>
<tr>
<th>Paramedic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class #</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>PM13</td>
</tr>
<tr>
<td>P96</td>
</tr>
<tr>
<td>P97</td>
</tr>
</tbody>
</table>
ASSOCIATE DEGREE PROGRAMS

ASSOCIATE DEGREE OF SCIENCE IN EMERGENCY MEDICAL SERVICES

Total Credits: 60 SEMESTER CREDITS
Total Program Length 52 WEEKS
Document Issued: Degree
Method of Delivery: Blended

PROGRAM DESCRIPTION

This program is designed for the student who seeks to increase knowledge related to the Paramedic field. The EMT and Paramedic programs are part of the EMS Degree curriculum. The program contains the general education needed for students to receive their Associate Degree in Science credential in Emergency Medical Services, in conjunction with EMT & Paramedic programming.
After successful completion of the required courses, student will be awarded an Associate Degree of Science in EMS.

PROGRAM FEES & TUITION

PROGRAM ADMISSION REQUIREMENTS
Program Cost: Tuition $21,333.00 Registration Fee (Non-Refundable) $150.00 Student Fee, Books & Materials $1,855.00 Total program cost $23,338.00

PROGRAM ADMISSION REQUIREMENTS
In order to be eligible for registration students must be at least 18 yrs. old and possess all of the following:

- A completed registration form
- A signed enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- A copy of high school diploma, GED, or equivalent
- Must possess a Paramedic License from the State of Florida and present transcript of applicable credits from paramedic program. In lieu of a Paramedic License, AMA Paramedic graduates may present their certificate of completion/diploma.
- Must be an American citizen or U.S. resident.
- Possess a valid Florida driver’s license or a valid Florida ID.

PROGRAM COURSE STRUCTURE

**ENC 101 - College Composition I**
- 3 Semester Credit hours
- 45 Clock Hours
Students in this course will review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence.

**ENC 102 – College Composition II**
- 3 Semester Credit hours
- 45 Clock Hours
Students in this course will continue to review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence. In this section students will study contemporary writings and demonstrate reading comprehension and critical thinking on subject matter.

**SPC 106 – Public Speaking**
- 3 Semester Credit hours
- 45 Clock Hours
Students in this course will be able to demonstrate knowledge of public speaking, speech delivery concepts and analyze the delivery of other students' speeches. Students will perform audience analysis tasks and prepare speech topics and outlines. Learners will use supporting materials and presentation aids in speech preparation to prepare each of the components of a speech.

**PSY 112 – Psychology**
- 3 Semester Credit hours
- 45 Clock Hours
Upon completion of this course students will have developed a basic understanding of psychology, its origins and its practical applications in the professional world. Students will gain skills and knowledge enhancing their ability to effectively communicate ideas and identify behaviors and information effectively.
MAC 105 - College Algebra  ❙  3 Semester Credit hours  ❙  45 Clock Hours
Students in this course will explore exponential mathematics and college algebra through an examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

PM-100 Paramedic - Lecture/Lab I  ❙  17 Semester Credit hours  ❙  285 Clock Hours
This course includes: Introduction and Medical Terminology (includes 4 hours of Florida AIDS/HIV Education), Anatomy & Physiology, Patient Assessment, Fluids & Shock, Pharmacology, Respiratory and Airway, Cardiology (includes Advanced Cardiac Life Support certification).

PM-101 Paramedic - Lecture/Lab II  ❙  15 Semester Credit hours  ❙  237 Clock Hours
This course includes: Trauma (includes Pre-Hospital Trauma Life Support), Medical Emergencies, Obstetrics & Gynecology, Behavioral Emergencies, Pediatrics (includes Pediatric Advanced Life Support certification), Emergency Scene Operation and Structural Review.

PM-102 Paramedic - Hospital Clinical  ❙  4 Semester Credit hours  ❙  200 Clock Hours
Students complete supervised hospital clinical in the Emergency Department, Operating Room, Labor and Birth, Medical Examiners, Trauma Center, Intensive Care, Pediatrics, and the Psychiatric Ward. This course is designed to allow the student to practice skills learned in the classroom on actual patients.

PM-103 Paramedic - Ambulance/Rescue Field Experience  ❙  9 Semester Credit hours  ❙  400 Clock Hours
Students complete a supervised field experience and are assigned to a local fire department rescue squads, ambulances, and fire apparatus. This course is designed to orientate the student with the roles of the Paramedic in the field setting. The rescue/ambulance rotation allows the student to perform skills learned in the classroom on actual patients.

* Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. A semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).

PROGRAM OBJECTIVES

Upon successful completion of this program the student shall be able to:

- Recognize the nature of a patient’s illness or the mechanism of injury, evaluate its seriousness, and determine the need for care, assistance, and mode of transportation.
- Give the appropriate emergency treatment necessary to stabilize the patient’s condition.
- Evaluate the patient’s response to treatment and determine whether further interventions are needed.
- Use proper lifting techniques to move the patient in order to minimize patient discomfort and injury.
- Transfer the patient safely to the appropriate medical facility and give an accurate
account of patient’s ailment and status to the health professional that is taking over the patient care.

- Obtain a relevant history of the patient’s illness or injury, perform a pertinent physical examination, reach an appropriate conclusion regarding the implications of the clinical findings for appropriate treatment on the scene.

- Manage both trauma and medical patients properly in the pre-hospital setting.

- Give accurate verbal and written reports, communicate via emergency radio, know the standard operating procedures for emergency vehicle and medical equipment, and the ability to properly control the emergency scene and perform basic extrication.

- Provide advance life support as necessary.

- Must demonstrate the ability to comprehend, apply analyze and evaluate information relevant to their role as entry level EMT-paramedic.

- Must demonstrate technical proficiency in all skills necessary to fulfill the role of entry level EMT-paramedic.

- Must demonstrate personal behavior that is consistent with the expectations of professional employers within their prospective field of certification.

- Must be able to perform mathematical operations

- Demonstrate strong written skills

- Explain psychological behaviors

- Communicate cultural norms through historic context

- Explain the structure and function of the human body systems

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GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- All General Education courses must be passed with a minimum 70% grade per course.

CORE COURSE REQUIREMENTS:

- Required Clinical rotation hours: 200hrs
- Must maintain a current Florida state EMT license
- Required Field internship hours: 400hrs
- Pass each module exam with minimum of an 80%.
- Pass the midterm and final exam with a minimum of an 80%.
- Maintain an overall average of an 80%.
- Bloodborne Pathogens & AIDS Completion.
- Demonstrate competencies in required critical tasks as outlined in skills lab, clinical area and field internship.
- Program tuition balance of zero ($0.00).
- Successful completion of final practical
- Completion of all NSC Psychomotor skill sign-off sheets.
- Review and have knowledge of the online Florida Statutes & Florida Administrative Codes.

**Calendar**

Proposed • Class Schedules

Associated Degree in EMS program

<table>
<thead>
<tr>
<th>Class #</th>
<th>Terms</th>
<th>Expected Start Date</th>
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<tbody>
<tr>
<td>EMS 58</td>
<td>Term A</td>
<td>03/11/2024</td>
<td>05/05/2024</td>
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<tr>
<td>EMS 58</td>
<td>Term B</td>
<td>05/06/2024</td>
<td>06/30/2024</td>
</tr>
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<td>EMS 59</td>
<td>Term A</td>
<td>07/08/2024</td>
<td>09/01/2024</td>
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<tr>
<td>EMS 59</td>
<td>Term B</td>
<td>09/02/2024</td>
<td>10/27/2024</td>
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BACHELOR DEGREE PROGRAMS

BACHELOR DEGREE OF SCIENCE IN PUBLIC ADMINISTRATION
With Optional Areas of Concentration

Total Credits: 120 SEMESTER CREDITS
Total Program Length 80 WEEKS
Document Issued: Degree
Method of Delivery: Full Distance Education

PROGRAM DESCRIPTION

The transitional Bachelor of Science in Public Administration program prepares students for employment in government and nonprofit organizations, which requires various administrative skills including federal, state, and local government bodies and other public sector...
agencies. Courses focus on building skills around the topics of budgeting, personnel, and financial administration, the management of organizations, public service leadership, law, political and government institutions, ethics, and global awareness. This program also grants students the opportunity to select the generic program structure or areas of concentration in Fire Service Administration or Criminal Justice.

**PROGRAM FEES & TUITION**

Program Cost: Tuition $35,000.00 Registration Fee (Non-Refundable) $150.00 Student Technology Fee, Books & Materials $2,500.00 Total program cost $37,650.00

**PROGRAM ADMISSION REQUIREMENTS**

In order to be eligible for registration students must be at least 18 yrs. old and possess all the following:

- A completed registration form
- A signed enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Hold an Associate of Science Degree from an accredited institution (60 Credits or more only 15 general education credits will be transferred).
- Submit Official Transcripts, courses itemized in the transcript must evidence a minimum grade of C or greater to transfer credits into the Public Administration program.
- Must be an American citizen or U.S. resident.
- Possess a valid Florida driver’s license or a valid Florida ID.

**AREA OF CONCENTRATION**

Selected concentrations require 15 Credit Hours in a discipline agreed upon after consultation with the program director or designee and appropriate admissions advisor. These 5 courses will replace standard program course structure electives.

**PROGRAM COURSE STRUCTURE**

ENC 301- Advance Composition & Critical Thinking 3 Semester Credit hours 45 Clock hours
This course develops sophisticated structure, coherence, and emphasis to expand understanding of the elements of style, to introduce the principles of classical rhetoric, and to strengthen critical thinking skills.
STA 302 – Applied Managerial Statistics ♦ 3 Semester Credit hours ♦ 45 Clock hours
This is an introduction to the techniques of collection, analysis, and interpretation of data that are useful for managerial decision-making. Topics include: data presentation, measures of central tendency and dispersion, fundamentals of probability, discrete and continuous probability distributions, sampling theory, statistical inference, and simple linear regression and correlation.

PHI 303- Principles of Ethics ♦ 3 Semester Credit Hours ♦ 45 Clock hours
This introductory-level course presents several ethical theories and explores contextual issues. Students are asked to examine ethical theories, moral assumptions, and moral principles, apply ethical theories to moral problems, construct a moral system utilizing a theoretical framework, and apply the system to contemporary moral issues.

PSY 304- Social Psychology ♦ 3 Semester Credit Hours ♦ 45 Clock hours
Social psychology examines the influence of society on the individual as well as the influence of the individual on society. As an introductory course, this course will give you a taste of the various areas of study in sociology. We will explore how the environment-person influences can be examined in small and large groups, across areas of life like the family, sex/gender, work, and school.

SPC 305- Advance Public Speaking ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is designed to give you advanced experience in the practice of researching, preparing, analyzing, and delivering public presentations.

COM 300- Organizational Communications ♦ 3 Semester Credit hours ♦ 45 Clock hours
The course examines current theories of organizational behavior with an emphasis on communication patterns and practices, giving attention to topics such as superior-subordinate communication, formal and informal communication networks, authority, and power. Includes basic communication theory and the effects of communication on human behavior and organizational effectiveness. Provides a basic understanding of organizational communication theory.

MGT 300- Organizational Behavior ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course provides a comprehensive analysis of individual and group behavior in organizations. This course is to provide an understanding of how organizations can be managed more effectively and enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication, organizational change and development.

PAD 300- Nonprofit Organizations ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is an introduction to nonprofit organizations (NPO). Topics include the theoretical, historical background, dimensions, governance, accountability, transparency, fundraising and leadership.

PAD 301- Public Administration I ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is an intensive study of governmental and non-profit organizations, including organizational structures and functions, including planning, budget, finance, management and leadership. The course emphasizes the interaction and interrelationship of agencies and administrators at all levels of government and the non-profit sector.

**PAD 302 - Public Administration II**  
- 3 Semester Credit hours  
- 45 Clock hours

This course continues the theoretical and experiential learning experience of PBA 3000. In this course students continue to study governmental and non-profit organizations, including organizational structures and functions, including planning, budget, finance, management and leadership.

**PAD 303 - Public Policy and Decision Analysis**  
- 3 Semester Credit hours  
- 45 Clock hours

This course will cover quantitative, qualitative and mixed-methods approaches to defining, structuring, analyzing and evaluating policies and decisions in government and non-profit agencies.

**PAD 304 - Intergovernmental Relations**  
- 3 Semester Credit hours  
- 45 Clock hours

The study of federalism and intergovernmental relations encompasses rich array of subject matter. Issues as diverse as policy development, public finance, intergovernmental regulatory authority collaborative governance, and many others can all be found under the broad rubric of intergovernmental relations. While the field is usually associated with the study of the relationship between national and sub-national units of government in a federal system, it also entails the study of relationships between various sub-national units (state, county, local, etc.). Given the heterogeneity in the types of local government structures and the resultant array of extremely diverse patterns of interstate and inter local relationships, the range of topics that fall under the broad rubric of intergovernmental relations is vast. Therefore, students should view this course as an intensive introduction to as many of the broad themes of intergovernmental relations as possible.

**PAD 305 - Public Budget and Finance**  
- 3 Semester Credit hours  
- 45 Clock hours

This course addresses the principles of governmental and non-profit organizations’ revenue, expenditure and budgeting. A special focus is placed on the planning and management aspects of budgeting, and the associated measurements and evaluation.

**PAD 306 - Human Resource Management**  
- 3 Semester Credit hours  
- 45 Clock hours

The course examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline and collective bargaining.

**PAD 401 - Public Administration Research Methods**  
- 3 Semester Credit hours  
- 45 Clock hours
This course is designed to present basic tools for professional analysis. It provides students with skills and knowledge they will need to understand and effectively use various research methods. Specifically, in the following topics: Politics, International Relations, Regulatory Policy, Economics, and Finance.

PAD 402- Operational Methods in Public Management † 3 Semester Credit hours † 45 Clock hours
This course applies quantitative analysis and forecasting methods to plan and evaluate decisions in public agencies. Additional topics include basic research design and techniques and reading and interpreting research findings.

PAD 404- Public Sector Project Management † 3 Semester Credit hours † 45 Clock hours
Students will be able to identify project management users, define project management and public sector project management, identify strategic elements intended for use in public projects, identify and use framework elements, list framework elements, describe characteristics of systems for contractors and consultants.

PAD 405- Principles of Administrative Law † 3 Semester Credit hours † 45 Clock hours
The course is an introduction to administrative law for public administrators. Topics to be discussed are foundations of administrative law, administrative decision-making; agency rule making and adjudication, and the process of judicial review.

PAD 406- Grant Writing † 3 Semester Credit hours † 45 Clock hours
This course is designed to teach you the Grant Writing process. In this course, students will learn the basics of grant writing, including needs assessment, identifying potential funding sources, creating goals, and identifying assessment plans.

PAD 407- Leadership in the Public Sector † 3 Semester Credit hours † 45 Clock hours
This course focuses on the importance of building leadership skills at every level of the public sector. This course will explore the concepts and theories of leadership with a focus on leaders in the public sector. The focus of the course will be on the role of “trust” as a central element of effective leadership. Students will also learn about the importance of cultural awareness and competency as a building block for trust in leadership. Every student in public administration will at some point in their career be in a leadership position, in a public agency, non-profit organization or in the private sector. Gaining a deeper understanding of effective leadership styles and skills will be valuable for future career success and development.

FIRE SERVICE ADMINISTRATION CONCENTRATION COURSE STRUCTURE

FSA 304- Fire Service Course Delivery † 3 Semester Credit hours † 45 Clock hours
The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques, which
have wide application in teaching situations, as well as devices for specific training areas. The course also stresses measuring teaching effectiveness, and the use of media and visual aids.

FSA 306- Building Construction for the Fire Service ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course will cover various topics including: identifying hazards from assault by fire and gravity; how building construction can influence fire spread, fire confinement or structural collapse; and other life safety issues. This course identifies construction features and their hazards under fire conditions.

FSA 404- Company Fire Officer ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today’s ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communications, motivation and group dynamics.

FSA 405- Firefighting Tactics and Strategies ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is designed to cover basic factors involved in coping with a fire emergency and determining the best use of available resources in protecting lives and property. This course emphasizes the changing nature of an emergency situation, and the ways in which the fire officer can evaluate the effectiveness of his or her proposed incident action plan.

FSA 406- Fire Administration I ♦ 3 Semester Credit hours ♦ 45 Clock hours
A comprehensive overview to prepare students to become leaders in the Fire, EMS, and Emergency Preparedness fields. With an emphasis on organizational and leadership tools for officers, managers, and administrators, this essential resource will offer valuable insight and understanding into the highly technical realm of fire and emergency services, modeled after the Advanced Fire Administration course in the National Fire Academy's Degrees at a Distance Program and builds solid leadership skills.

CRIMINAL JUSTICE CONCENTRATION COURSE STRUCTURE

CMJ 300- Fundamentals of Criminal Justice ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course introduces students to the criminal justice system and its three main components: law enforcement, the courts, and corrections. It reviews what constitutes a criminal offense, how crime is measured, and theories of crime causation. This course also looks at the issues and challenges facing today's criminal justice system and examines possible future directions.

CMJ 302- Fundamentals of Criminology ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course introduces students to the study of crime and criminal behavior as well as to theories of crime causation. It reviews different types of crime and examines crime control policy.

CMJ 402- Criminal Justice Ethics ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course looks at the ethical dilemmas and professional problems faced by criminal justice personnel. Students review various ethical perspectives and discuss the practical applicability of ethical ideals.

**CMJ 404 - Introduction to Corrections**  
3 Semester Credit hours  
45 Clock hours  
This course provides an overview of the field of corrections. It reviews prisons and jails, correctional policies, agencies, prison life, and challenges facing corrections.

**CMJ 406 - Victimology**  
3 Semester Credit hours  
45 Clock hours  
This course examines the causes of victimization and looks at theories associated with violent victimization. It analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization.

*Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. A semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).*

**PROGRAM OBJECTIVES**

The curriculum of the transitional BS in Public Administration program is based on the standards of the Network of Schools of Public Affairs and Administration (NASPAA) and emphasizes the following public service values: accountability; transparency; respect for citizen privacy; ethical actions and values; and participatory processes that encourages citizen engagement.

As the basis for the curriculum, the program adheres to the following competencies related to the public service values. The competencies include five domains: the ability

- To lead and manage in public governance.
- To participate in and contribute to the policy process.
- To analyze, synthesize, think critically, solve problems and make decisions.
- To articulate and apply a public service perspective.
- To communicate and interact productively with a diverse and changing workforce and citizenry.

**GRADUATION REQUIREMENTS**

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- All Program Courses must be passed with a minimum 70% grade per course.
- Achieve a minimum GPA of 2.5
- Maintain an overall average of 70%.
- Remain in good standing with the institution.
  - Financially
  - Academically
  - Professionally
### Bachelor Degree in Public Administration Program

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BACHELOR DEGREE OF SCIENCE IN NURSING (RN to BSN)

Total Credits: 120 SEMESTER CREDITS
Total Program Length 64 WEEKS
Document Issued: Degree
Method of Delivery: Full Distance Education

PROGRAM DESCRIPTION
The RN to BSN program is designed to provide a comprehensive approach to advanced concepts analysis the nursing. The program provides students with an opportunity to select coursework in areas that are emerging as necessities for advanced nursing credentials. These areas include informatics, nursing education, research, and business concepts. This program takes an interdisciplinary approach to these paradigms in order to tie together an advanced undergraduate degree that will prepare the professional nurse for opportunities in career fields in nursing. Graduates from this program will have the appropriate academic preparation to work in nursing education programs, departmental management, case management, research, and other areas of healthcare, where nurses have become a critical component of care and/or operation.

**PROGRAM FEES & TUITION**

Program Cost: Tuition $35,000.00 Registration Fee (Non-Refundable) $150.00 Student Technology Fee, Books & Materials $2,100.00 Total program cost $37,250.00

**PROGRAM ADMISSION REQUIREMENTS**

In order to be eligible for registration students must be at least 18 yrs. old and possess all the following:

- A completed registration form
- A signed enrollment agreement and receipt of policy and procedures acknowledging responsibility for its content.
- Hold an Associate of Science in Nursing Degree from an accredited institution (72 Credits or more).
- Must present a verifiable professional nurses license at the RN level. The license must be non-delinquent, active, and free of disciplinary action.
- Submit Official Transcripts, courses itemized in the transcript must evidence a minimum grade of C or greater to transfer credits into the RN to BSN program.
- Must be an American citizen or U.S. resident.
- Possess a valid Florida driver's license or a valid Florida ID.

**TRANSFER OF CREDIT CRITERIA**

Students entering into the RN to BSN program must have already earned an Associate Degree in Nursing. A degree in nursing must be at a minimum 72-semester credits. To complete the RN to BSN program, the student must present sealed official transcripts from an institution that is accredited by an agency that is recognized by the United States Department of Education or CHEA. Students that have met all of the admission requirements in order to enter into the program, the student will have 72 qualifying credits towards their BSN based on meeting the admission requirement of the ASN degree. Students who graduated from programs that have more than 72 credits can adjust their schedules to meet the total required credits of 120 towards their bachelor’s
degree. Presuming all their credits qualify under the admissions requirements from their associate degree.

**PROGRAM COURSE STRUCTURE**

**ENC 102** - College Composition 2 ♦ 3 Semester Credit hours ♦ 45 Clock hours
Students in this course will continue to review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence. In this section students will study contemporary writings and demonstrate reading comprehension and critical thinking on subject matter.

**STA 302** – Applied Managerial Statistics ♦ 3 Semester Credit hours ♦ 45 Clock hours
This is an introduction to the techniques of collection, analysis, and interpretation of data that are useful for managerial decision-making. Topics include: data presentation, measures of central tendency and dispersion, fundamentals of probability, discrete and continuous probability distributions, sampling theory, statistical inference, and simple linear regression and correlation.

**PHI 303** - Principles of Ethics ♦ 3 Semester Credit hours ♦ 45 Clock hours
This introductory level course presents several ethical theories and explores contextual issues. Students are asked to examine ethical theories, moral assumptions and moral principles, apply ethical theories to moral problems, construct a moral system utilizing a theoretical framework, and apply the system to contemporary moral issues.

**PSY 304** - Social Psychology ♦ 3 Semester Credit hours ♦ 45 Clock hours
Social psychology examines the influence of society on the individual as well as the influence of the individual on society. As an introductory course, this course will give you a taste of the various areas of study in sociology. We will explore how the environment-person influences can be examined in small and large groups, across areas of life like the family, sex/gender, work, and school.

**SPC 305** - Advance Public Speaking ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is designed to give you advanced experience in the practice of researching, preparing, analyzing, and delivering public presentations.

**NUR 310**- Transition to Baccalaureate Nursing ♦ 3 Semester Credit hours
In this course, learners will synthesize existing knowledge and examine the role of the baccalaureate prepared professional nurse. Through application of nursing theories, models, and frameworks, learners analyze personal and professional influences that shape nursing practice. Learners explore trends, issues, and legal and ethical factors impacting current nursing practice and evolving healthcare systems.

**NUR 311**- Nursing Ethics ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course examines the legal and ethical aspects of the nurse’s role in the delivery and management of health care. This course emphasizes the collaborative nurse-patient relationship.
along with decision-making approaches and models, rationale for decisions, and the management of care for various ethical situations that occur in nursing practice. Students will engage in role play activities to learn how to respond to ethical conflicts among healthcare team members in clinical settings.

**NUR 320- Professional Nursing Concepts** ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the nurse. The course enables the student to recognize and understand the critical role that nurses play in health care delivery. Students will analyze principles of professional practice and will explore strategies to model the professional practice role in current clinical situations.

**NUR 322- Managed Care in Nursing** ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course is designed to familiarize the nurse with the broader context of the healthcare system within which the nurse works. The course reviews key strategic, tactical, and operational aspects of managed health care. The implications of health insurance not only in the commercial sector, but also with Medicare, Medicaid, and military health care are analyzed.

**NUR 331- Nursing Informatics** ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course examines the history of healthcare informatics, current issues, basic informatics concepts and health information management systems. The use of technology to help make decisions and to improve the health status of the individual, family, and community is emphasized. Students will apply informatics concepts to a current clinical practice setting suggesting methods to use technology to improve patient safety and work effectiveness. The student will also learn to identify, gather, process, and manage information/data.

**NUR 332- Healthcare Policy & Finance** ♦ 3 Semester Credit hours ♦ 45 Clock hours
In this course, learners are introduced to healthcare policy finance. Special emphasis is placed on examining policies that shape responses to organizational, local, national, and global issues of equity, access, affordability, and social justice in healthcare. Economic competencies needed for professional nursing practice are explored.

**NUR 401 – Global Leadership** ♦ 3 Semester Credit hours ♦ 45 Clock hours
The course uses a multidisciplinary perspective to explore global issues affecting personal, community, and international health and development using approaches from health promotion, population health, and primary health care to help frame analyses. Students are exposed to basic perspectives on health policy issues throughout various geographical regions and how they are affected by significant world events.

**NUR 402- Transcultural Nursing** ♦ 3 Semester Credit hours ♦ 45 Clock hours
This course will provide knowledge necessary for the provision of culturally competent nursing care. Core content will include the exploration of culturally specific health care practices, spatial organization, communication preferences, and predominant health disparities. Foundational knowledge regarding transcultural theories will also be presented. The course will also explore alternative healing, complimentary medicine, and religious practices.
NUR 410 - Leadership in Nursing Practice  ▫ 3 Semester Credit hours ▫ 45 Clock hours
This course provides nursing students with the leadership skill set they will need when entering the field and emphasizes translation applications that prepare the student for transition into leadership roles. This course clarifies the differences between leaders and managers.

NUR 420 - Health Promotion  ▫ 3 Semester Credit hours ▫ 45 Clock hours
In this course, learners will explore the theoretical foundations and principles of health promotion and disease prevention across the lifespan for individuals, families, and populations. Protective and predictive factors that influence health, including lifestyle behaviors and genetics, are examined in the context of health promotion for diverse populations.

NUR 440 - Evidence Based Practice  ▫ 3 Semester Credit hours ▫ 45 Clock hours
This course stresses the role of the nurse as a researcher and a research consumer. Throughout this course, nurses will gain the skills necessary to critically read and evaluate nursing research, both quantitative and qualitative, and to implement the results of research in practice. The historical, legal, and ethical aspects of nursing research are considered. This course also focuses on the evaluation and utilization of research and other sources of knowledge necessary to address patient needs and provide quality care. Course content additionally covers methods, appraisal, and utilization of research findings toward the goal of implementing best practices. Barriers to the use of evidence-based practice as well as facilitating innovations within the workplace are addressed.

Each clock hour is defined as 50 minutes of classroom session in any field, lab, lecture or clinical setting. A semester credit hour is defined as 15 clock hours of lecture (1 semester credit), 30 clock hours of lab (1 semester credit) and 45 clock hours of externship (1 semester credit).

PROGRAM OBJECTIVES

- To prepare professional nurses for advanced opportunities in the nursing field
- To provide nurses with a well-rounded approach on health care concepts and issues
- To reinforce ethics and legal concepts surrounding nursing care
- Develop nurses to gain global perspective on health care and economic impact
- To prepare nurses for opportunities, and entrepreneurship in patient care, as well as nursing education

GRADUATION REQUIREMENTS

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to graduating.

- All Program Courses must be passed with a minimum 70% grade per course.
- Achieve a minimum GPA of 2.5
- Maintain an overall average of a 70%.
- Remain in good standing with the institutional.
  - Financially
Academically & Professionally

Calendar
Proposed • Class Schedules
RN to BSN Program

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* Dates subject to change

BACHELOR DEGREE OF SCIENCE IN NURSING (BSN)

Total Credit Hours: 120 Semester Credits
Total Program Length: 144 WEEKS
Document Issued: Bachelor of Science  
Method of Delivery: Blended  

PROGRAM DESCRIPTION:

The BSN program at AMA is a Pre-licensure program for undergraduate study leading to the Bachelor of Science (B.S.) degree in Nursing. The B.S.N. The Pre-licensure program is designed to prepare students for a professional nursing career. This is a three-year to four-year program that prepares students for the National Council Licensing Examination (NCLEX).

PROGRAM FEES & TUITION:

Program Cost:  Tuition $80,000.00,  Application Fee (Non-Refundable) $100.00, Registration Fee (Non-Refundable) $150.00 Technology Fee (NCLEX Preparation system & SLS) $2,200.00, Online fees associated with online courses $2,400.00, Books and Kits $5,150.00, graduation fee $250.00, other course materials $190.00, Total program cost $90,440.00

PROGRAM ADMISSION REQUIREMENTS:

The applicant must be eighteen (18) years old or older. Students must have a High School Diploma, a General Education Equivalent Diploma (GED). The student must take a HESI entrance exam and pass to be accepted into the program.

- This is a degree program, which is a combined course of distance education and residential education. In order to be eligible for registration, students must be at least 18 years old and possess all of the following; GED or high school diploma, a satisfactory drug test, and clear background investigation, a current physical signed by a physician (dated no later than six months from date of application), an updated immunization record. An additional application process must be completed prior to applying to be eligible for the Bachelor Degree of Nursing Program.

- Completed entry of interest form, have met all application requirements (listed in detail in the general admission requirements) all to be submitted to the Director of Operations and Director of Nursing.

TEAS ASSESSMENT

Before beginning the core, nursing classes, applicants successfully complete the ATI assessment and earn the following scores in the 4 sections (Registration process, study information, is located in the Testing Center).
Math 73.9%
Reading 75.6%
Science 63.4%
English 70.4%

** Scores must not be more than one-year old**

TEAS ENTRANCE EXAM RETAKE POLICY
A nursing candidate can retake any category(s) of the most current version of the ATI TEAS in which a passing score was not achieved.

- The retake must be done no sooner than one week and no longer than 3 months from the date the original test was taken.

GENERAL EDUCATION REQUIREMENT
Students will be required to complete a total of 30 general education credit hours for this program.

PREREQUISITE EDUCATION REQUIREMENT
Students will be required to complete a total of 30 general education credit hours in addition to 18 prerequisite credit hours. Prior to beginning any core nursing courses.

GENERAL EDUCATION COURSE INDICATION
- Courses with an Asterisk* behind following the course title indicate it is a general education courses. Ex. ENC101 - English Composition I* ⬤ 3 Semester Credit hours

COURSE DELIVERY METHOD DESIGNATION & IDENTIFICATION
Since this program is a blended program student will be able to see a specific course delivery method by two following methods.

- Course delivery method located below course title.
  Ex. ENC101 - English Composition I  ⬤ 3 Semester Credit hours
  Course Delivery Method: Online
  Students in this course will review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence.

PROGRAM COURSE DESCRIPTIONS:

ENC101 - English Composition I* ⬤ 3 Semester Credit hours
Course Delivery Method: Online
Students in this course will review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence.
ENC102 – English Composition II* ♦ 3 Semester Credit hours
Course Delivery Method: Online
Students in this course will continue to review and study grammatical context, sentence structure, write term papers and reports and general rules of business correspondence. In this section students will study contemporary writings and demonstrate reading comprehension and critical thinking on subject matter.

PSY112 – Psychology* ♦ 3 Semester Credit hours
Course Delivery Method: Online
Upon completion of this course students will have developed a basic understanding of psychology, its origins and its practical applications in the professional world. Students will gain skills and knowledge enhancing their ability to effectively communicate ideas and identify behaviors and information effectively.

MAC105 – College Algebra* ♦ 3 Semester Credit hours
Course Delivery Method: Online
This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. This course also explores problems involving factoring, radicals, linear equations, functions, and graphs.

STA280– Applied Managerial Statistics* ♦ 3 Semester Credit hours
Course Delivery Method: Online
This course is an introductory level course for students in basic applied statistics. Topics covered within this course include basic principles of statistics; graphic presentation; descriptive measures of central tendency, dispersion, and location; inferential statistics and hypothesis testing; analysis and inference of linear correlation coefficient and slope of regression line. Students will apply statistical concepts to real world situations. Technology commonly seen in today’s environment will be used for the purpose of examining pertinent statistical information.

SPC106- Public Speaking* ♦ 3 Semester Credit hours
Course Delivery Method: Online
Students in this course will be able to demonstrate knowledge of public speaking, speech delivery concepts and analyze the delivery of other students’ speeches. Students will perform audience analysis tasks and prepare speech topics and outlines. Learners will use supporting materials and presentation aids in speech preparation to prepare each of the components of a speech.

ANP101– Anatomy & Physiology I* ♦ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course provides an introduction to the human body as a whole. Emphasis will be placed upon the organization of the body, homeostasis, the chemistry of life as well as an introduction to the various tissues found within the body. The basic sciences of anatomy and physiology are integrated and presented with practical applications.

ANP101L – Anatomy & Physiology Lab I ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
Laboratory work involves the identification of the various parts of the human body and how the various parts work together for optimal function.

ANP102 – Anatomy & Physiology II* ♦ 3 Semester Credit hours
Course Delivery Method: On-Campus
The concepts learned from ANP101 will be incorporated within this course and will serve as an introduction to the study of the human support and movement as well as communication, control, and integration. This course will focus on the skin and the musculoskeletal system. The course will also introduce the basic concepts of the nervous and endocrine systems.

ANP102L – Anatomy & Physiology Lab II ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
Laboratory work will focus upon partial applications involving the dissection of the fetal pig and a comparison of the fetal pig to the human organism.

ANP103 – Anatomy & Physiology III ♦ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course will build upon concepts presented in ANP101 and ANP102. This course will focus upon the cardiovascular system, the lymphatic system and human immunity. The course will also explore stress and how that stress impacts the various systems of the human body.

ANP103L – Anatomy & Physiology Lab III ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
Laboratory work for ANP103 involves identifying the various structures of the human heart as well as understanding the movement of fluids through the human body.

ANP104 – Anatomy & Physiology IV ♦ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course is a summarization of the concepts presented in ANP101, ANP102 and ANP103 as well as an introduction to the Respiratory system, Digestive system and Reproductive systems. The course will discuss pertinent information regarding acid-base, fluid and electrolytes, nutrition and digestion. The course will also provide knowledge regarding male and female reproduction.

ANP104L – Anatomy & Physiology Lab IV ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
Laboratory work involves identifying the various structures of the systems studied in ANP104 as well as their function.

CHM101 – Chemistry* ♦ 3 Semester Credit hours
Course Delivery Method: Online
This course is a descriptive course that covers the basic concepts of inorganic, organic, and biological chemistry. Each topic includes applications to health and environmental issues. The experimental laboratory involves the student in scientific observations, measurement, safety, and proper laboratory technique. Lecture and discussion involve collaborative learning and use of computer tutorial software. This course is appropriate for students who require a physical science
course with laboratory including liberal arts, elementary education, and allied health related majors.

**MCB101 – Microbiology** † 3 Semester Credit hours  
Course Delivery Method: Online  
This is an introduction to the study of prokaryotic and eukaryotic microorganisms with emphasis on morphology, growth, metabolism, genetics, host-parasite relationships and infectious diseases.

**MCB101L – Microbiology Lab** † 1 Semester Credit hours  
Course Delivery Method: Online  
The concepts learned from MCB101 will be incorporated within this course and will serve as an introduction to the study of prokaryotic and eukaryotic microorganisms with emphasis on morphology, growth, metabolism, genetics, host-parasite relationships and infectious diseases.

**PAT101 – Pathophysiology** † 3 Semester Credit hours  
Course Delivery Method: Online  
This course focuses on the pathophysiology of diseases that impact human beings across the lifespan. Content within this course will build on basic anatomy and physiology, microbiology, and chemistry in order to provide a comprehensive view of diseases and their impact upon the human body. The basic components of human health alterations and clinical manifestations will also be discussed.

**DEP201 – Human Growth & Development** † 2 Semester Credit hours  
Course Delivery Method: Online  
This course focuses on the study of human development across the lifespan. The course will explore the various processes and changes that occur from the start of human life (conception, pregnancy, and birth) from infancy to death and dying. The course will explore the major theories of development in order to understand lifespan development and research methods used to study human subjects. During the course, focus will be placed upon the physical, cognitive, and psychosocial components as they relate to different stages of development.

**HSA101 – Introduction to Health Professions** † 2 Semester Credit hours  
Course Delivery Method: Online  
This course is an introduction to professional nursing. The course will introduce students to the language of healthcare, critical thinking, as well as the essential academic skills for incoming students. The course will focus upon the interpersonal skills necessary for success within healthcare professions. The course will also focus upon the philosophical, ethical and legal aspects of healthcare professions.

**NUR210 – Transcultural Nursing** † 3 Semester Credit hours  
Course Delivery Method: On-Campus  
This course will provide knowledge necessary for the provision of culturally competent nursing care. Core content will include the exploration of culturally specific health care practices, spatial organization, communication preferences, and predominant health disparities. Foundational
knowledge regarding transcultural theories will also be presented. The course will also explore alternative healing, complimentary medicine, and religious practices.

**NUR300 – Principles of Nursing Ethics** • 3 Semester Credit Hours

**Course Delivery Method: On-Campus**
This course provides information that is pertinent to the examination of ethical decision-making in clinical practice. The course will focus on the clarification of values, ethical theories, ethical decision-making models as well as the ethical standards that govern the nursing profession. Emphasis will be placed upon the ethical obligations of professional nurses in their roles as healthcare providers, nursing professionals, and managers and designers of patient care.

**NUR310 – Fundamentals of Nursing I** • 3 Semester Credit hours

**Course Delivery Method: On-Campus**
This course is an introduction to fundamentals of nursing concepts; standards of nursing practice and issues related to care of clients based on Maslow’s Hierarchy of Needs. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of clients across the lifespan including Geriatrics. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of the client. It will also acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation, and evaluation. Included in the course is a discussion about clients multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments. Delivery of this course will be in a classroom setting with application in the skills laboratory and clinical settings.

**NUR310L – Fundamentals of Nursing I Lab** • 1 Semester Credit hours

**Course Delivery Method: On-Campus**
The lab component of this course complements lecture topics included in Fundamentals of Nursing I and provides the students opportunities for the explanation, demonstration, and practice of assessment of physical and psychological adaptation to health and illness across the adult life span. Skills laboratory practice components include physical needs, assessment techniques and nursing skills that support basic human needs. Safety principles, infection control and asepsis are stressed throughout the course.

**NUR310C - Fundamentals of Nursing I Clinical** • 1 Semester Credit hours

**Course Delivery Method: On-Campus**
This clinical course provides the beginning Nursing student with supervised practice of the skills introduced in Fundamentals of Nursing theory and the skills lab. These simulation/clinical experiences will provide the students opportunities to assist patients to an optimal level of wellness and provide direct patient care in the in-patient, rehabilitation and community-based settings allowing them to develop cultural competency and integrate the contents from both theoretical and laboratory practice. acute care, long-term care and rehabilitation as well as throughout community-based settings allowing them to develop cultural competency and integrate the contents from both theoretical and laboratory practice.

**NUR320 – Fundamentals of Nursing II** • 3 Semester Credit hours
Course Delivery Method: On-Campus
This course is a continuation of NUR310 Fundamentals of Nursing I. This course will further elaborate upon nursing concepts introduced in Fundamentals of Nursing I and standards of nursing practice and issues related to care of clients based upon Maslow’s Hierarchy of Needs. The course is designed to progress from simple to complex and to enable the student to understand the rationale for various procedures and treatments. The nursing process is addressed as a method of problem solving and foundation for delivery of client care. Students are also introduced to care concepts related to HIV/AIDS which are further expanded upon in Medical Surgical nursing

NUR320C - Fundamentals of Nursing II Clinical ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course provides the beginning nursing student supervised practice of the skills introduced in Fundamentals of Nursing theory and the skills lab. These simulation/clinical experiences will provide the student opportunities to assist patients to an optimal level of wellness and provide direct patient care in the in-patient, rehabilitation and community-based settings allowing them to develop cultural competency and integrate the contents from both theoretical and laboratory practice.

NUR360 – Adult Health Assessment I ♦ 2 Semester Credit hours
Course Delivery Method: On-Campus
This course is designed to provide students with the necessary skills to perform an in-depth nursing history and a complete physical examination on an adult client. The focus will be on clients with minimal or no alterations in their health state. This course will assist the student in developing nursing assessment skills across the life span utilizing effective communication and physical examination techniques paying close attention to psycho/social and cultural considerations. An emphasis is placed on critical thinking skills in assessment, data collection, and analysis in addition to the identification of the client’s actual and potential health needs. This course will reinforce the utilization of the nursing process; describe variations in findings for specific body systems and review tests and diagnostics used to assess client’s physical and psychological status.

NUR360L – Adult Health Assessment I Lab ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
The lab component of this course offers the student the opportunity to practice and demonstrate an in-depth nursing history and complete physical assessment in a safe learning environment. The students will practice and demonstrate the use of appropriate tools and physical assessment techniques (observation, auscultation, percussion, palpation) of physical examination, and perform an organized physical examination of the body systems. The focus will be on clients with minimal or no alterations in their health state. Opportunities for recording the data gathered from assessments (verbal and physical), using correct terminology and critical documentation of the process and findings will be offered utilizing electronic documentation.

NUR370- Adult Health Assessment II ♦ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course will build upon NUR360 Adult Health Assessment I and will focus on providing students with the knowledge and clinical skills necessary for a complete nursing health assessment.
Health assessment is a comprehensive course that provides knowledge to students on how to obtain pertinent health information data as well as perform physical examination skills, health promotion techniques, and clinical assessment tools in the clinical environment. It empowers students to be able to practice and refine interdisciplinary and therapeutic communication as well enhance assessment and psychomotor skills.

**NUR341 – Nursing Pharmacology I ♦ 2 Semester Credit hours**
*Course Delivery Method: On-Campus*
This course introduces the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous system, cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. The basic concepts of pharmacological agents in relation to classifications, actions, therapeutic effects, contraindications and adverse effects are introduced. The study of drugs and drug standards and legislation will provide the nursing students with a basic background of drug classifications, actions, dosages, and side effects. An introduction of basic drugs and the review of mathematical computations necessary for safe administration in the clinical setting are covered in this course. Drug therapy will be integrated throughout the curriculum.

**NUR351 – Nursing Pharmacology II ♦ 2 Semester Credit hours**
*Course Delivery Method: On-Campus*
This course builds on the acquired knowledge obtained from NUR341 Nursing Pharmacology I and is designed to enhance comprehension and integrate application of knowledge into safe and effective medication administration as well as to decrease the incidence of errors associated with medication administration. Emphasis is provided in areas such as specific pharmacologic effects and classification, cellular or mechanism of action, therapeutic response, major side effects and adverse effects, patient assessment needed prior to medication administration, patient education, and other special nursing implications. Areas covered will include pharmacological effects on the body systems including the central nervous, autonomic, cardiovascular, renal, respiratory, integumentary, endocrine and gastrointestinal. Anti-infective, anti-inflammatory agents, immune and biological modifiers, chemotherapeutic agents, dermatologic, hematological, ophthalmic and otic agents will be reviewed. Dosage calculation is threaded throughout the curriculum.

**NUR376 – Medical-Surgical Nursing I ♦ 3 Semester Credit hours**
*Course Delivery Method: On-Campus*
This course focuses on in-depth care for clients using basic concepts in nursing care of the medical-surgical adult and geriatric client experiencing chronic physical and psychological changes related to cardiovascular, respiratory, endocrine, immunologic, digestive, renal, and multi-system disorders. Students are further provided with 4 hours of content related to HIV/AIDS in this course to further expand upon the information provided in the Fundamentals of nursing course are the beginning of the program. Students are introduced to the nursing role with regard to preoperative, intra-operative, and post-operative nursing. Students will also be exposed to the nutritional needs of people requiring medical-surgical interventions.

**NUR376L – Medical-Surgical Nursing I Lab ♦ 1 Semester Credit hours**
*Course Delivery Method: On-Campus*
This lab course is an extension of NUR376. The course provides the students opportunities for the explanation, demonstration, and practice of nursing skills required to treat the needs of the medical surgical adult and geriatric patients. Simulated practice of nursing skills will be accomplished with laboratory utilization of mannequins.

**NUR376C – Medical-Surgical Nursing I Clinical**  ◦  2 Semester Credit hours  
Course Delivery Method: On-Campus  
This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences. Students will apply concepts and practices of medical surgical nursing. Experiences within in-patient settings will be provided focusing on the nurse’s role in meeting the needs of the client and family. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health.

**NUR377 – Medical-Surgical Nursing II**  ◦  3 Semester Credit hours  
Course Delivery Method: On-Campus  
This course is a continuation of NUR376 Medical-Surgical Nursing I. The course emphasizes application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course also incorporates the use of a systematic problem-solving framework, evidence-based practice and clinical reasoning skills necessary for the provision of safe, competent nursing care to the adult population.

**NUR377L – Medical-Surgical Nursing II Lab**  ◦  1 Semester Credit hours  
Course Delivery Method: On-Campus  
This lab course provides the students opportunities for the explanation, demonstration, and practice of nursing skills discussed in NUR377 required to treat the needs of the medical surgical adult and geriatric patients. Concepts will be reinforced from NUR376 and simulated practice of nursing skills will be accomplished with laboratory utilization of mannequins.

**NUR378 – Advanced Medical-Surgical Nursing I**  ◦  3 Semester Credit hours  
Course Delivery Method: On-Campus  
This course will build upon content learned in NUR376 and NUR377. The course will enhance the student’s ability to incorporate the nursing process as it relates to various disease processes and health promotion. Specific body systems and the disease processes associated with them will be covered in the areas of etiology, diagnosis, signs and symptoms, treatment, and nursing considerations.

**NUR378L – Advanced Medical-Surgical Nursing I Lab**  ◦  1 Semester Credit hours
Course Delivery Method: On-Campus
This lab course provides the students opportunities for the explanation, demonstration, and practice of nursing skills required to treat the needs of the medical surgical adult and geriatric patients. Concepts introduced will include the recognition of the impact of cultural and ethnic diversity on the client as they relate to nursing care. Simulated practice of nursing skills will be accomplished with laboratory utilization of mannequins.

NUR378C – Advanced Medical-Surgical Nursing I Clinical ◊ 2 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences. Students will apply concepts and practices of medical surgical nursing. Experiences in the in-patient settings will be provided focusing on the nurse’s role in meeting the needs of the client and family. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health.

NUR379 – Advanced Medical-Surgical Nursing II ◊ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course builds upon the subject matter covered in NU376, NUR377, and NUR378. Advanced concepts in nursing care of the medical-surgical client experiencing acute physical and psychological changes will be addressed. This course will focus on the nursing care of adult clients with high acuity problems and/or the chronically ill within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting clients health and wellness. A continuation of dosage calculations are integrated in this course. The pathophysiology of disease processes as well as the adaptive processes and responses of the clients are discussed and explored.

NUR379L – Advanced Medical-Surgical Nursing II Lab ◊ 1 Semester Credit hours
Course Delivery Method: On-Campus
This lab course provides the nursing student supervised practice and demonstration experiences of advanced medical surgical skills in a lab setting. The skills laboratory will be utilized to build upon and reinforce learned nursing skills including but not limited to advanced skills such as intravenous therapy initiation and central lines maintenance. This course will reinforce the practice of the application of critical thinking, caring and therapeutic nursing interventions.

NUR379C – Advanced Medical-Surgical Nursing Clinical ◊ 1 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course provides the nursing student with supervised practice and planned simulation/clinical experiences with the opportunity to apply advanced concepts of medical-surgical nursing. Students will focus on the nurse’s role in meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Secondary and acute care settings are utilized for clinical within this course.

NUR335 – Obstetric Nursing Care ◊ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course provides a family-centered approach to the nursing care of obstetrical clients and their families. Students will learn to assess the pregnant client, to implement caring behaviors for the
laboring women, educate the postpartum client; manage the care of the newborn, and collaboration of care for the high-risk client. Concepts and skills from Fundamentals and Medical Surgical nursing are vital to this course with a focus on developmental theories. Dosage calculations related to the obstetric client and the neonate are introduced in this course.

**NUR335L – Obstetric Nursing Care Lab** • 1 Semester Credit hours  
**Course Delivery Method: On-Campus**  
This lab course complements NUR335 Obstetrical Nursing providing students with a safe learning environment to learn to assess the pregnant client, implement caring behaviors for laboring women, educate the postpartum client, manage the care of the newborn, and collaborate in care for the high-risk client. Students will practice and demonstrate competencies in the skills laboratory with regard to nursing skills related to the obstetric client, neonate, and family including assessment, and medication administration in the obstetrical/pediatric/child nursing care setting.

**NUR335C – Obstetric Nursing Care Clinical** • 1 Semester Credit hours  
**Course Delivery Method: On-Campus**  
This clinical course provides the nursing student with supervised practice and planned Simulation/Clinical experiences with obstetrical nursing clinical practice. Students will learn to apply the nursing process to the care of patients in selected obstetrical clinical settings. Primary, secondary, and tertiary care settings may be used as clinical experiences, which may include outpatient facilities, hospitals, and pre/post-natal programs in community care.

**NUR345 – Pediatric Nursing Care** • 3 Semester Credit hours  
**Course Delivery Method: On-Campus**  
This course focuses primarily on students’ understanding of nursing care of children and adolescents with a family-centered approach. Students will learn the nurse’s role in meeting the short and long-term needs of the pediatric client, family, and community through preventative, therapeutic, and palliative approaches with recognition of multicultural aspects of client needs. Emphasis is placed on the interrelated dynamics of pediatric families with exposure to common recurrent and complex problems associated with pediatric client health and wellness. Concepts and skills from Fundamentals and Medical Surgical nursing are vital to this course with a focus on developmental theories. Dosage calculations related to pediatric client are introduced in this course.

**NUR345L – Pediatric Nursing Care Lab** • 1 Semester Credit hours  
**Course Delivery Method: On-Campus**  
This lab course provides the nursing student supervised practice and planned simulation/clinical experiences to apply the nursing process to the care of pediatric patients in selected clinical settings. Students will observe and identify cultural diversity and implement care to the pediatric client, family, and community through preventive, therapeutic, and palliative measures in the lab setting. Practice and demonstration of competencies in the skills laboratory with regard to nursing skills related to the pediatric client including assessment, pediatric medication administration in the pediatric/child nursing care setting will be performed.

**NUR345C – Pediatric Nursing Care Clinical** • 1 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course provides the nursing student supervised practice and planned simulation/clinical experiences to apply the nursing process to the care of pediatric patients in selected clinical settings. Students will learn to observe cultural diversity and implement care to the pediatric client, family, and community through preventive, therapeutic, and palliative measures. Primary, secondary, and tertiary care settings may be used as clinical experiences, which may include outpatient facilities, hospitals, and pediatric programs in community care.

NUR352 – Mental Health Nursing I ◆ 3 Semester Credit hours
Course Delivery Method: On-Campus
This course introduces students to the basic concepts of mental health nursing. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client relationships; and self-awareness. In addition, the course will examine neuro-bio-psychosocial theories/therapies and factors affecting health and wellness of clients who have common psychiatric/mental health needs/disorders across the life span. An emphasis on therapeutic communication and nursing process in the care of clients with common mental health disorders includes but is limited to anxiety, mood, substance abuse, thought, cognition, and personality and eating disorders.

NUR352C - Mental Health Nursing I Clinical ◆ 1 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course provides the nursing student with clinical experiences to apply concepts of psychiatric nursing. Students will familiarize themselves with psychiatric procedures for both inpatient and in the community settings, which will focus on the nurse’s role on meeting the needs of the client, family, and community. Students will be encouraged to actively participate in projects assisting patients in preventative care and maintenance of mental health. Clinical experiences will be in the acute, chronic and community-based psychiatric-mental health settings.

NUR363 –Community Health Nursing ◆ 1 Semester Credit hours
Course Delivery Method: On-Campus
This course focuses on nursing care of clients in the community. The course identifies and defines the context for community health nursing along with approaches to community health nursing as it impacts the care of clients in special populations, specialized settings, and addresses population health issues. Special emphasis is placed on the understanding of cultural influences on the health practices and beliefs within the family.

NUR363C –Community Health Nursing Clinical ◆ 1 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course assists the students in applying knowledge of community health resources. Students will learn to manage community health resources to support the delivery of care to the patients and their families. Clinical experiences will be in the community-based health settings.
NUR396 – Professional Nursing Leadership ♦ 1 Semester Credit hours
Course Delivery Method: On-Campus
This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduating nurse as a provider of care, manager of care, and member of the profession. Concepts of effective leadership styles, advanced therapeutic communication, delegation, collaboration, conflict resolution, time management, nursing ethics, career planning, and professional issues including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. The nursing process and advanced critical thinking are utilized while the learner/student implements the role of the beginning nurse as a coordinator of care including theory and clinical accountability to provide quality care in various environments. Emphasis is placed on clinical application of critical thinking, caring, and therapeutic nursing interventions.

NUR396C – Professional Nursing Leadership Clinical ♦ 2 Semester Credit hours
Course Delivery Method: On-Campus
This clinical course focuses on the concepts of leadership, management, accountability, responsibility, decision-making, ethics, time management, conflict resolution, strategic planning, continuous quality improvement, multidisciplinary care, evidence-based practice, and multicultural needs and care. The Nurse Practice Act rules of conduct, reality shock, application of the nursing process, leadership, delegation, and supervision in caring for clients is addressed within this course. This is the culminating clinical practice course. The students will apply concepts of management, application of the nursing process, leadership, delegation, patient teaching and supervision in caring for patients through in-depth learning experiences in selected clinical sites. Secondary and acute care settings are utilized for clinical experiences in this course.

NUR310 – Information Systems in Nursing ♦ 1 Semester Credit Hours
Course Delivery Method: On-Campus
This course will introduce the student to pertinent information related to informatics that have been implemented in healthcare to ensure safe and quality care. The course will focus upon Electronic Health/Medical Records (EHR/EMR), tele-health/telemedicine, personal reference management software, Evidence-Based Practice (EBP), and HIPAA laws.

NUR400 – Nursing Capstone I ♦ 2 Semester Credit Hours
Course Delivery Method: On-Campus
This course reviews the standard curriculum for nursing programs including fundamentals of nursing, adult health assessment, nursing pharmacology, and medical surgical nursing. It includes a review of the structure and scoring of the NCLEX-RN as well as suggestions for preparation and test taking strategies.

NUR401 – Nursing Capstone II ♦ 2 Semester Credit Hours
Course Delivery Method: On-Campus
This course is an extension of NUR400. The course will provide a review of the standard curriculum for nursing programs including medical-surgical nursing, maternal child nursing, pediatric nursing, mental health nursing, as well as community health
nursing and professional leadership in nursing. It includes a review of the structure and scoring of the NCLEX-RN, as well as suggestions for preparation and test-taking strategies.

CLINICAL DISCLOSURE

This nursing program currently does not have any clinical affiliations over 50 miles from the institution. Students are responsible for their own transportation, lodging, food, and or travel. Students are expected to drive themselves to the clinical facility or obtain a means of transportation such as public transportation system provided by county and city agencies.

PROGRAM OBJECTIVES

The program's educational outcomes are as follows:

1. Provide comprehensive nursing care based upon individual preferences, values, and needs with an emphasis on the client’s needs as well as respecting patient or designee choices while providing compassionate, coordinated, age and culturally appropriate, safe and effective care. (Patient-Centered Care)

2. Collaborate and coordinate with interdisciplinary teams to provide continuous and reliable care while fostering an environment focused upon mutual respect, shared decision making, team learning and team development. (Teamwork & Collaboration)

3. Utilize best practice standards, clinical expertise and patient values in order to facilitate the provision of quality care and engage in learning and research activities aimed at the promotion of culturally competent care. (Evidence-Based Practice)

4. Apply data to monitor patient outcomes related to the nursing process and utilize developed methods to design and evaluate changes for continued improvement of quality and safety of diverse health care systems. (Quality Improvement)

5. Apply the use of ethical and legal implications to promote safe and effective patient-centered care. (Safety)

6. Apply the nursing process to integrate the principles of advanced technology to analyze and evaluate data necessary to enhance communication, manage knowledge, alleviate errors, and support healthcare decisions using information technology. (Informatics)

7. Demonstrate professional leadership and excellence by modeling behaviors aligned with leadership standards necessary for the delivery of standard-based nursing care consistent
with ethical, compassionate, legal and humanistic principles. (Leadership & Professionalism)

**GRADUATION REQUIREMENTS**

The student must complete the following to be considered for graduation. These requirements must be accomplished prior to taking the final exam.

- All General Education Courses must be passed with a minimum 75% grade per course.
- Core Course must be passed with a minimum 80% grade per course.
- Complete all require clinical rotations and hours.
- Pass all didactic courses with a minimum of an 80% final course grade.
- Complete all required Clinical rotation hours.
- Pass each didactic course with minimum of an 80%.
- Pass each clinical course with a Passing grade.
- Maintain an overall average of an 80%.
- Complete 15 hours of CEU course (Medical Errors, HIV/AIDs, and Domestic Violence.
- Demonstrate competencies in required critical tasks as outlined in skills lab and clinical.
- Program tuition balance of zero ($0.00).
- Successfully achieve a passing grade/result on program exit exam.

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**Calendar**
Proposed • Class Schedules

BSN
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<th>Class #</th>
<th>Hour</th>
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* Dates subject to change
American Medical Academy is pleased to be able to offer general education courses online for students attending the Associate of Science in Emergency Management Services and the Bachelor of Science in Nursing. We feel that it is important for students to be able to access educational opportunities in multiple modes of delivery using technology that grants access from remote locations. Our goal in distance education is to provide the quality education AMA is known for and to advance the movement of technology and its diverse applications in the 21st century into our global classroom. AMA uses a professional Learning Management System to provide distance education, whereby students can login from any computer and attend their online classes.

In order to meet the unique needs of Distance Education learners, The AMA Distance Education Division represents the integration of:

- Technology and instructor-led instruction
- Anytime/anywhere learning and real-time interaction, support and feedback
- Self-directed and instructor-initiated instruction
- Competency-based didactic and laboratory development

**COURSE DELIVERY STRUCTURE**

The AMA Distance Education Division follows the 16-week semester system. Each semester consists of two sessions, which can span from six to ten weeks each (depending on the courses length and needs). Students focus on one to two courses in each eight-week session that comprises a full-time course load for the duration of the 16-week semester. This is based on the adult learning theory that supports the belief that adult learners are more successful in focusing on two courses at a time. In addition, this structure allows a student to remain as a full-time student in the pursuit of his or her degree, but able to better focus on half the course load at a single time. To achieve a successful Distance Education learning experience, students can expect to spend 10-12 hours per week for course preparation.

**DISTANT EDUCATION LEARNING OBJECTIVES**

- Provide alternative learning opportunities
- Enhance flexibility to complete assignments on time
- Expand capability to complete online course
- Expand awareness of online learning resources in order to complete courses enrolled in.

**GRADED LEARNING EVENTS**
Every course contains anywhere from one to two learning events (known traditionally as assignments). Instructions for each Learning Event are provided, and each concludes with a deliverable product. Deliverable products vary and may be in the form of a paper, a PowerPoint Presentation, programming code, an HTML web page, a design, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that course of instruction. These deliverables are evaluated qualitatively for outcomes mastery using the stated course evaluation methods. Students have regular access to the course grade book through the course platform. Grading is organized according the unit structure. Learning events should be each student’s individual work unless designated as a group project.

GROUP PROJECTS

Each Distance Education course includes at least one group project that facilitates collaborative learning and teamwork. Group projects also adhere to a performance-based, authentic assessment of the students’ mastery of course outcomes. Products of the collaborative group project are evaluated based on the instructor’s evaluation of the demonstrated competencies.

STUDENT SELF-ASSESSMENT

A Student Self-Assessment is included for every course of instruction and is delivered within the course platform. Students can evaluate their understanding of each course topic by answering true/false, multiple choice, or short answer questions. The Student Self-Assessment does not impact assignment or course grades, but is available to gauge a student’s own learning progress.

STUDENT SUPPORT RESOURCES

Each AMA Distance Education Division course contains access to the following supportive resources:

SYLLABUS

Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

PRESENTATION

Each course includes a presentation of the course concepts that supplements the material covered in the textbook chapters. The Presentation format can vary from lecture notes to an interactive multimedia presentation.
REAL-TIME CHAT

Instructors deliver two hours of real-time chat scheduled at varied times in a seven-day calendar week to accommodate diverse schedules. Students are not required to attend the real-time chats. The real-time chats focus on the course topic for each week of the 8-week session. Real-time chats are not included in the course grade, but serve as valuable for the student’s learning (especially for auditory learners). The chats are archived, and they serve as valuable resources for learning and real-time

ASYNCHRONOUS DISCUSSION

Asynchronous discussions are tied to specific course Learning Events for each week of the eight-week session. Asynchronous chats are required and evaluated qualitatively by the Instructor.

UNITs MODULEs

Every course is organized according to the 8-week, Lesson format, i.e., Unit 1, Unit 2, Unit 3, etc. Each week is identified by a specific Lesson topic heading for each week of the session. For example, in an English Composition course it would appear as:

Lesson 1: The Writing Process
Lesson 2: Paragraphs
Lesson 3: Introduction to College Writing
Lesson 4: Introduction to Essays
Lesson 5: Clarity and Style in Writing
Lesson 6: Patterns of Writing
Lesson 7: Writing a Summary
Lesson 8: Sentence Parts and Patterns

COURSE GLOSSARY

Every online course includes a course glossary that is integrated as a view-only document and accessible in every course. Students are made aware if they are to be evaluated on their knowledge of required course terms either through a deliverable product or though the asynchronous discussion forum.

INTEGRATED CONTENT

Some Distance Education courses include integrated electronic content from a text companion website, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction or learning event with instructions for its use and purpose.
ANCILLARY CONTENT

Some Distance Education courses include ancillary electronic content found on a text companion web site, CD-ROM or other delivery device. When a student is referred to ancillary content, instructions on how and when to access the content is included in the unit and its use is identified.

ASSESSMENT

Every course includes an Assessment of the course outcomes identified for that course. Assessments are authentic and evaluated by standardized rubrics for each unit. Assessments can include papers, projects, code, designs, schematics, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that unit of instruction. All grading is done qualitatively based on the Grading Scale Qualitative Definitions. Certain lower level courses may be evaluated based on traditional assessment methods such as tests and quizzes. Students have regular access to the course grade book through the course platform. Grading is organized according to the unit structure.

WEB RESOURCES

Every unit includes links to additional web resources that serve as supplemental resources for the unit subject matter. These links are found within the particular unit for each week of the session and are not tied to a specific Presentation or Learning Event but are identified as extra resources for the student’s own use.

TECHNOLOGY REQUIREMENTS

As part of the admission process to the Division of Distance Education, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, save documents in Microsoft Office programs. At a minimum, students must be familiar with Microsoft Word
- Ability to browse the Web
- Ability to run an antivirus application to ensure files are virus free

To enroll in classes online, all Division of Distance Education students must have access to a computer with the following minimum requirements:

HARDWARE

- Pentium III Processor (minimum); Pentium IV (recommended)
- 256MB of RAM (minimum); 512MB of RAM (recommended)
- 6GB of available hard drive space
- CD ROM 4x
- Sound Blaster compatible 16-bit sound card
- Headset or speakers
- Monitor/display video card capable of 1024x768 resolution and 16-bit color
- Connection speed of at least 56Kbps
- Software:
  - Microsoft Windows Operating System (2000 or better)
  - Microsoft Office 2003 or greater*
  - A current antivirus application
  - Internet Explorer 6.0 or greater
  - Adobe Reader (free download)
  - AOL Instant Messenger (free download)

*Microsoft Word is required to submit all assignments. In addition, some classes require the use of Excel, PowerPoint, and Access. Students are responsible for ensuring that they have the software required and should not enroll in courses for which they do not have the necessary software.

Internet/Email, An Internet service provider (ISP), e-mail addresses, to be part of the Division of Distance Education’s program, and students will need an Internet Service Provider (ISP). An ISP supplies access to the Internet for a fee. The ISP will provide a software installation package, including a username, password, email address, and one or more telephone access numbers. In many areas, cable television and digital Internet services offer high-speed Internet access. The Division of Distance Education does not provide access to the Internet as part of its agreement.

EDUCATION ORIENTATION

New students participate in a mandatory orientation program at the beginning of their first term of study at AMA. The Admissions Department coordinates the program. The Orientation program is presented on the Distance Education Division website and is designed to make transition into college life easier and more enjoyable. The topics in the Distance Education presentations are focused on an overview of Online and Online Learning including a guided tour of the Distance Education Campus and the features and functions of the Distance Education classroom.

New students will be notified well in advance of that date and time of orientation for the term in which they plan to enroll. The orientation program generally is scheduled 10 days prior to the beginning of the term. These presentations provide opportunities for the student to familiarize themselves with the Distance Education Campus, Distance Education learning, and AMA policies. Completion of the Distance Education Orientation is mandatory.

ACADEMIC ADVISING

The Education Department provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program.

The staff and faculty on each campus are available to assist students in academic and career guidance. Program Directors are primarily responsible for students. Advisors answer questions
concerning the student’s individual major, provide academic advising and may also provide referral services to external agencies as necessary.

**RESOURCE CENTER**

The AMA Resource Center provides current reference materials, videotapes and journals for student use. Hours of operation have been scheduled to allow coverage of all class sessions.

**TIME TO COMPLETION FOR UNITS OF STUDY**

Learners have a specified amount of time to complete all assignments listed for a particular unit of the course. Therefore, learners can work when they want to complete their work during that time frame. Learners are not required to be online at any assigned time unless scheduled to do so by the instructor at a mutually agreeable time. Course units end (and coursework is due) on the due date at 11:59 PM (MST) or as stated in the schedule.

**ATTENDANCE**

Regular attendance is expected and required. There are numerous assignments and activities in which learners must be logged on to the course to complete the work. This participation in the course is monitored and documented. To be counted as present, learners must login to the current course unit and post a minimum of one assignment or one discussion posting. If a learner has not completed these minimum requirements by Sunday at Midnight MST, he/she will be counted absent. Note that significant absences may affect the enrollment status in the course and in the program.

**ACADEMIC HONESTY**

Online learning requires commitment and honesty. To achieve the best possible learning experience, learners must complete all of the assignments in the course on their own. When learners fail to complete their own work, they are cheating themselves out of their education and are committing plagiarism. Plagiarism, or failing to meet the academic honesty policy, will result in disciplinary actions by the institution.

**LATE WORK & EDUCATIONAL RESPONSIBILITY**

All assignments for the unit must be completed by the last day of the unit's schedule unless an alternate due date has been previously approved by your instructor or documentation has been provided regarding extreme circumstances. It is the learner's responsibility to communicate with the instructor about extreme circumstances or ask questions concerning the assignment and their due dates.
ONLINE ETIQUETTE

A majority of online class time is spent posting opinions and sharing information in discussions and in email. Therefore, it is of utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting others' opinions, being courteous and respectful, and working together in the spirit of cooperation. Inappropriate language will not be tolerated in the course. Online discussions and assignments will be graded on quality and professionalism.

GRADING AND INSTRUCTOR RESPONSE TIME

Grades will be posted within one week after the scheduled due date. Grade book questions should not be asked before the one-week window has passed. After grades are posted, learners should review their grades and instructor's comments within the grade book, and you may ask questions about grades.

Instructors will respond to learner questions posted via email or discussion thread within 48 hours, unless the instructor has communicated another response time for a particular week or assignment.

E-MAIL PROCEDURE

All email messages sent to the instructor for this course should contain the following in the subject line: course name, your name, and short description of your question or issue.

DIVISION OF DISTANCE EDUCATION LIBRARY

The link to the Division of Distance Education Online Library is found throughout each course so that students have ready access to research the library at any point in any course. Additionally, every course includes at minimum one online library activity.

As an information resource center, the Division of Distance Education library provides electronic access to the collection catalog, resource databases, and the Internet. The resource databases contain full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines and international publications. Discipline-related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major. The library is an online learning resource center that is a web-enabled information center committed to facilitating lifelong learning and achievement of the AMA student and faculty community. It provides on-campus and off-campus access to full-text databases, links to professional educators’ sites, cyber-guides to assist in researching and writing papers, and more.
DIVISION OF DISTANCE EDUCATION ONLINE LIBRARY PURPOSE AND GOAL

The Division of Distance Education Library is a web-enabled information center dedicated to supporting the lifelong learning and achievement of the AMA Online student and faculty community. It provides access to research articles in full text, links to scholarly and professional websites that support the curriculum, library study guides, and more.

To access the AMA Library, click on the Library & Information Resources Network link on our website, and click on Member Database Access. On the first day of class you will be given a code that will allow you access to the library database.

DIVISION OF DISTANCE EDUCATION TUTORING

Learning Labs are designed to assess new and continuing students and provide support and assistance for students to master basic skills in order to function throughout their program.

The labs are facilitated tutoring provided through real-time and asynchronous sessions to assist students in mastering basic academic proficiency in areas where students tend to need additional assistance in order to prepare them for collegiate-level study.

Students, who experience difficulty in their coursework and have a need for academic support, should first contact their instructor to determine an academic success plan. If further support is required, the instructor or the student should notify the Director of Division of Distance Learning to arrange for tutoring services. The AMA staff will make every attempt to accommodate the student’s schedule in determining tutoring sessions but cannot guarantee adherence if time conflicts exist. At the Division of Distance Education, learning labs in various subject areas (including Math and English) are offered to provide students with additional background, foundation, or supplementary information.

BOARD OF DIRECTORS

Angie Gutierrez – President
Mrs. Gutierrez has over 25 years of experience in marketing, developing and implementing new ideas to achieve the growth of the sales forces she has been involved with. For the past 15 years she has been very successful in maintaining leading sales records in the telecom industry. Mrs. Gutierrez worked for American Red Cross for 10 years as District Area Manager; responsibilities included developing and educating the South Florida business at large in the awareness of the community blood’s supply and needs by exercising presentations and implementing donor recruitment strategies.

Eduardo Gutierrez, Ph.D., EMS – CEO
Dr. Gutierrez has over 30 years of experience in a top-executive level position in various areas of Health care. Dr. Gutierrez attended CETEC University School of Medicine in the Dominican Republic and graduated Summa Cum Laude in Business Administration with a distinction in Health Care Management in 1984 and obtained a PhD in Business Administration with a
concentration in Health Care Management. He is an Emergency Medical Technician, and State of Florida licensed, coupled with CPR, ACLS, PALS, BLS, and PHTLS Instructor. Dr. Gutierrez’s experience will be an asset to the success of AMA.

Ricardo E. Arredondo, Vice President
Mr. Arredondo has 1-1/2 years in Business Administration from Miami Dade College and possesses an entrepreneurial spirit. He has been very successful running his own corporation and has proven to be a great leader as noted by the success in his business for numerous years.

Roque A. Barat, AS, PMD, Chief Operating Officer
Mr. Barat held an administrative position for a Networking Company for three years. He was also a member of the United States Coast Guard where he acted as a BLS Provider. Mr. Barat has a very prestigious instructor certification for the American Heart Association, received his EMT Diploma from Florida Medical Training Institute, Paramedic Diploma and AS in EMS from American Medical Academy.

Joel Armas, M.D. – Medical Director
Dr. Armas obtain a Doctors of Internal Medicine at University of Science, Arts and Technology (USAT) located in Olveston, Montserrat. He also has an Associates of Health Science Physician Assistant Studies Concentration, Paramedic & EMT credentials from Miami Dade College (MDC) located in Miami Florida. He is a 13 year retire firefighter/paramedic from Broward County Fire Rescue. Dr. Armas also hold credentialing in the ER and ICU.

Antonio J. Hernandez, AS, PMD – EMS Administrator
Mr. Hernandez has been employed at Miami Dade Fire Department for 16 years. Mr. Hernandez received his EMT-B and Paramedic Diploma from Miami Dade College and his Associates Degree in EMS from American Medical Academy. Mr. Hernandez is currently a Captain at Miami Dade Fire Rescue as a Flight Medic in Air Rescue South. Mr. Hernandez has an extensive background in EMS as a Flight Medic for 12 years, possesses a Flight Medic and Fire Instructor 1 Certification, Training & Standardization OIC for Special Operations / Air Rescue, coupled with CPR, ACLS, PALS, BLS, PHTLS, and AMLS Instructor, and is currently working on his bachelor’s degree. Mr. Hernandez possesses the leadership, motivation and knowledge for being a Program Director.

Jason Smith MS, PMD – EMT, Paramedic, & EMS Program Director
  Mr. Smith is currently a Battalion Chief with Broward Sheriff Fire Rescue, employed since 2003. Mr. Smith has been on various Special Operations teams I.E. TRT, Air Rescue, and Hazmat. Mr. Smith has also been the paramedic on the Presidential detail for President George Bush junior. Mr. Smith is currently the Program Director of EMS at AMA. Mr. Smith is the State of Florida’s education coordinator for the National Association of Emergency Medical Technician for disciplines of Pre-Hospital Trauma Life Support, Advanced Medical Life Support, and the Tactical Combat Casualty Care program. Mr. Smith is also a state of Florida representative to the National Registry of Emergency Medical Technicians. Mr. Smith is a licensed pilot and holds an Associate degree in Emergency Medical Services and Fire Science Technology, Bachelor’s degree in Fire Science, and a Master’s degree in Emergency Management from Walden University.
Suzanne A. Marquez, BS, EMT – Campus Director
Mrs. Marquez has been an EMT for the State of Florida EMT since January of. In August of 2009 she graduated with a Bachelor’s of Science in Exercise Science from Florida State University. She is currently teaching an online Public Speaking class for the Associates of Science in EMS program at American Medical Academy.

Eleni S. Miralles, DNP, RN, NEA-BC- Director of Nursing, American Medical Academy

Eleni S. Miralles began at American Medical Academy in 2020. Prior to beginning with the organization, she was the manager for a Level 2 trauma center and emergency department. She was also full-time faculty at another institution where she was a lead instructor for pediatrics. For the last 6 years, she has specialized in academia and leadership with several roles in management. She is a member of the Florida Nurse’s Association and the American Nurse’s Association. Dr. Miralles obtained her doctorate in nursing practice from Chamberlain University in 2021 where the focus for her thesis was on mindfulness meditation for nurses in the acute care setting during the pandemic. She was awarded her DNP in Healthcare

**ADMINISTRATIVE & OFFICE STAFF**

Angie Gutierrez – President (Full Time)
Eduardo J. Gutierrez, PhD, EMS – CEO (Full Time)
Ricardo E. Arredondo - Vice President (Full Time)
Roque A. Barat, AS, PMD – Chief Operations Officer (Full Time)
Joel Armas, M.D. – Medical Director (On Call 24/7)
Jason Smith, MS, PMD – EMT, Paramedic, & EMS Program Director (Full Time)
Antonio J. Hernandez, AS, PMD – EMS Administrator (Full Time)
Eleni Miralles, Ph. D, MSN, RN - Nursing Program Director – Nursing Program
Suzanne A. Marquez, BS, EMT – Admission /AS Degree in EMS Director (Full Time)
Eduardo Vega, AA – Admissions Advisor (Full Time)
Lala Rodriguez, EMT –Financial Aid Director (Full Time)
Jasmin Shoman – Financial Aid Officer (Full Time)
Stephanie Dieguez – Bursars Representative (Full Time)
Joshua Reeves, BS – Director of Distance Education/Placement Director (Full Time)
Michelle Gregory – Student Services Representative (Full Time)
Jocelyn Alvarez-Recio – Student Services Representative (Full Time)

**PROGRAM ADMINISTRATION & FACULTY**

INSTRUCTORS – All Instructors are part time with the exception of Suzanne Marquez, BS, EMT, Eleni Miralles, Ph. D, MSN, RN, Monica Jurysta, MSN, RN.

EMS ADMINISTRATION

Joel Armas, M.D. – Medical Director
Doctor of Medicine
University of Science, Arts and Technology (USAT) located in
Olveston, Montserrat
Associates of Health Science Physician Assistant Studies Concentration, Paramedic, EMT
Miami Dade College
Miami, Florida

Anthony Hernandez Sr., AS, PMD
EMS Administrator, Paramedic and EMT Program Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, Florida

Jason Smith, BS, PMD
Program Director, Paramedic and EMT Program Adjunct Instructor
Bachelor’s of Business Administration
Awarded: Florida International University, Miami, Florida

FACULTY

Ralph Baena, AS, PMD
Paramedic Lead Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: Miami Dade College
Miami, Florida

Kemar Bryan, AS, PMD
EMT Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: Miami Dade College
Miami, Florida

Rudy Chavez, AS, PMD
Paramedic/EMT Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, Florida

Michael J Dominguez, AS, PMD
Paramedic Lead Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: Miami Dade College
Miami, Florida

Mario Gonzalez, AS, PMD
EMT Adjunct Instructor
Associates of Science Degree in Emergency Medical Service
Awarded: American Medical Academy
Miami, Florida

Anthony Hernandez Jr., AS, PMD
Paramedic/EMT Lead and Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, Florida

Roosel Martinez, AS, PMD
Paramedic/EMT Lead and Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, Florida

Edwin Marquez, AS, PMD
Clinical Instructor, Paramedic/EMT Adjunct Instructor
Associates in Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, FL

Richard A. Melendez, AS, PMD
Paramedic/EMT Lead and Adjunct Instructor
Associates of Science Degree in Business Administration
Awarded at Monroe College
New Rochelle, NY
Associates of Science Degree in Emergency Medical Services
Awarded: American Medical Academy
Miami, FL

Joseph Rodriguez, AS, PMD
Paramedic/EMT Lead and Adjunct Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: Miami Dade College
Miami, Florida

Moises Veloz, AS, PMD
Paramedic Lead Instructor
Associates of Science Degree in Emergency Medical Services
Awarded: Miami Dade College
Miami, Florida

Robert Vega, AS, PMD
Paramedic Lead Instructor
Associates of Science Degree in Emergency Medical Services  
Awarded: Miami Dade College  
Miami, Florida

Erik Cordo, AS, PMD  
Paramedic/EMT Adjunct Instructor  
Associates of Science Degree in Emergency Medical Services  
Awarded: Miami Dade College  
Miami, FL

Marc Cuesta, AS, PMD  
Paramedic/EMT Adjunct Instructor  
Associates of Science Degree in Emergency Medical Services  
Awarded: American Medical Academy  
Miami, FL

Derek Randolph, BS, PMD  
Paramedic/EMT Clinical Instructor  
Bachelors of Science Degree in Emergency Management  
Awarded: University of Florida  
Tallahassee, FL

Erwyn Bequer, AS, PMD  
Paramedic/EMT Adjunct Instructor  
Associates of Science Degree in Emergency Medical Services  
Awarded: American Medical Academy  
Miami, FL

Miguel Tejeda, AS, PMD  
Paramedic/EMT Lead Instructor  
Associates of Science Degree in Emergency Medical Services  
Awarded: Miami Dade College  
Miami, FL

Adam Mendoza, AS, PMD  
Paramedic/EMT Adjunct Instructor  
Associates of Science Degree in Fire Science  
Awarded: Columbia Southern University  
Miami, FL

Jose Behar Jr, BS, PMD  
Paramedic/EMT Adjunct Instructor  
Bachelors of Arts Degree in Liberal Arts  
Awarded: Florida International University  
Miami, FL
BACHELOR OF SCIENCE IN NURSING
( BSN & RN to BSN)

Eleni Miralles, DNP, RN, NEA-BC
Director of Nursing
(Course Taught: Health Assessment, Maternal Health Nursing, Pediatric Nursing, Medical Surgical Nursing I, Advanced Medical Surgical Nursing, Community Health Nursing, Nursing Leadership, NCLEX Review)

- Bachelor of Science in Nursing
  - Barry University
  - Miami Shores, Fl
- Master of Science in Nursing
  - Chamberlain University
  - Chicago, Il
- Doctorate of Nursing Practice
  - Chamberlain University
  - Chicago, Il
- Post Graduate Certificate in Nursing, Family Nurse Practitioner (in progress)
  - Chamberlain University
  - Chicago, Il

FACULTY

Monica Jurysta, MSN, RN, CEN
Lead Instructor
(Fundamentals of Nursing, Health Assessment, Medical Surgical, Advanced Medical Surgical, Nursing Leadership)

- Bachelor of Science in Nursing
  - Florida Atlantic University
  - Boca Raton, Florida
- Master of Science in Nursing, Nurse Executive
  - Chamberlain University
  - Chicago, Il

Valerie Salnave, DNP, RN, OCN
Instructor
(Mental Health Nursing, Health Assessment, Fundamentals of Nursing)

- Bachelor of Science in Nursing
  - Keiser University
  - Fort Lauderdale, FL
- Masters in Science in Nursing
  - Keiser University
• Fort Lauderdale, FL
• Doctorate of Nursing Practice
  • Chamberlain University
  • Chicago, IL

Shaun Tome, ASN, RN, ATCN, TNCC
Adjunct Instructor
(Medical Surgical, Advanced Medical Surgical)

• Bachelor of Science in Psychology and Business Administration
  • Florida International University
  • Miami, FL
• Associate of Science in Nursing
  • Miami Dade College
  • Miami, FL

Elvira Silva de Vera, DNP, APRN
Adjunct Instructor
(Mental Health Nursing, Health Assessment, Fundamentals of Nursing)

• Bachelor of Science in Nursing
  • Keiser University
  • Fort Lauderdale, FL
• Master of Science in Nursing
  • Keiser University
  • Fort Lauderdale, FL
• Doctoral Nurse Practitioner
  • Chamberlain University
  • Chicago, IL

Ana Alvarez, MSN, RN, HCRM
Adjunct Instructor
(Medical Surgical, Advanced Medical Surgical, Nursing Leadership)

• Associate of Science in Nursing
  • Miami Dade College
  • Miami, FL
• Bachelor of Science
  • Broward College
  • Fort Lauderdale, FL
• Master of Science, Adult/ Gerontology Nurse Practitioner
  • University of Miami
  • Miami, Fl

Liannette Carballo, MSN-Ed, RN
Adjunct Instructor
(Community Health Nursing, Mental Health Nursing, Health Assessment, Fundamentals of Nursing, Medical Surgical Nursing, Advanced Medical Surgical)
● Bachelor of Science in Nursing
  o Nova Southeastern University
  o Miami, Fl
● Master of Science in Nursing Education
  o Chamberlain University
  o Chicago, Il
Kayin Wong, MPH, MSN, APRN, FNP, CEN
Adjunct Instructor
(Community Health Nursing, Mental Health Nursing, Health Assessment, Fundamentals of Nursing, Medical Surgical Nursing, Advanced Medical Surgical)

● Master of Public Health
  o Florida International University
  o Miami, FL
● Master of Science in Nursing, Family Nurse Practitioner
  o University of Miami
  o Miami, FL
● Post Graduate Certificate, Acute Care (in progress)
  o University of Miami
  o Miami, FL
Gabriel Rodriguez, BSN, RN
Adjunct Instructor
(Community Health Nursing, Mental Health Nursing, Health Assessment, Fundamentals of Nursing, Medical Surgical Nursing, Advanced Medical Surgical)

● Bachelor of Science in Nursing
  o Barry University
  o Miami, FL

PUBLIC ADMINISTRATION

DIRECTOR

Carlos Gonzalez, MPA
Public Administration Program Director

Master’s Degree in Public Administration
Awarded University of Miami
Coral Gables, Florida

FACULTY

Javier Enriquez
Bachelor Degree Instructor
Public Administration, Criminal Justice
Juris Doctor in Law  
Awarded University of Miami  
Coral Gables, Florida

Masters in Public Administration  
Awarded University of Miami  
Coral Gables, Florida

Edeline Severe  
Bachelor Degree Instructor  
Criminal Justice

Master of Science Criminal Justice  
Awarded Nova Southeastern University  
Fort Lauderdale, Florida

Maria Sallato  
Bachelor Degree Instructor  
Criminal Justice

Master of Science Criminal Justice  
Awarded St. Thomas University  
Miami, Florida

Nidia Borge  
Bachelor Degree Instructor  
Criminal Justice

Juris Doctor in Law  
Awarded Ave Maria School of Law  
Naples, Florida

Kim Brown  
Bachelor Degree Instructor  
Mathematics

Masters in Education  
Awarded Texas A&M University  
College Station, Texas

Ronald Morales  
Bachelor Degree Instructor  
Public Administration, Criminal Justice
Masters in Criminal Justice  
Awarded Florida International University  
Miami, FL

Public Administration  
Awarded Florida International University  
Miami, FL

Stephen Loynaz  
Bachelor Degree Instructor  
Psychology

Masters in Counselor Education  
Awarded Florida International University  
Miami, FL

DISTANCE EDUCATION FACULTY

Josh Cantor, MS  
Associates Degree Instructor  
Nutrition & Psychology

Masters of Science Degree in Exercise Physiology and Psychology  
Awarded University of Miami  
Coral Gables, Florida

Katherine Essig, Ph. D.  
Associates Degree Instructor  
English Composition

Doctoral of Science Degree in Linguistics  
Awarded by New York University  
New York, New York

Gabrielle Powers, BS  
Associates Degree Instructor  
Chemistry

Bachelors of Science Degree in Biology with a minor concentration in Chemistry  
Awarded by Le Moyne College  
Syracuse, New York

Sarah Glass, BS
Associates Degree Instructor
Microbiology

Bachelors of Science Degree in Biology with a minor concentration in Psychology
Awarded by Nova Southeastern University,
Fort Lauderdale, Florida

Suzanne Marquez, BS, EMT
Associates Degree Instructor
Public Speaking

Bachelors of Science Degree in Exercise Science
Awarded Florida State University
Tallahassee, Florida

Daniel P. Dominguez BS
Associates Degree Instructor
Algebra/Applied Mathematics

Bachelor of Science in Information Technology with focus on Project Management
Awarded Florida International University
Miami, FL

NOTE: Additional adjunct instructors may be used as needed and are selected based upon their knowledge, skill level, and expertise in their respective field.