

## APPENDIX I



## American Sentinel University

### Virtual Library resources supporting the Nursing Program by Database Title

The following list represents the commercial eResources of most interest to Nursing students and subscribed to by American Sentinel University as of May 2013 and arranged by Database Title.

There are 2 ways to access the virtual library gateway page .

One is by authenticating to MoodleRooms. Once on your Moodle Course Page, click on the Library tab and click on Library Resources.

The second way is by authenticating to the Student Site. Once on your Student page, under Quick Links on the left, click on Library. You will have to again authenticate.

Publishers change content and nomenclature often so please email [thevirtuallibrarian@americansentinel.edu](mailto:thevirtuallibrarian@americansentinel.edu) with questions and for the most current information. Information in brackets beside the database name indicates the publisher and thus the pathway to the title from the virtual library main page.

The database summaries below have been customized to highlight where that database has strong content in nursing and allied health.

---

#### Academic OneFile (LIRN-Infotrac)

Contains 12,300 (2,500 peer reviewed) primarily full-text journals and some ebooks. Contains extensive coverage of content specific to: nursing, patient care, hospitals, emergency nursing, medical research, long term care, intensive care nursing, health care industry, nursing-patient relationships.

#### Agriculture Collection (LIRN-Infotrac)

A custom collection of nearly 200 titles focused on agriculture and its related fields: from practical aspects of farming to cutting edge scientific research in horticulture. Includes nursing content specific to: healthcare, nursing and the role of food in health.

#### Bowker's Books in Print (LIRN)

*Bowker's Books in Print* and the non-librarian site *Patron Books In Print.com* each

provide access to information on all books in publication and can be searched to find out if a title is available as an ebook. See listing below for *Patron Books In Print.com*

**Business and Company Resource Center (LIRN-Infotrac)**

A fully integrated resource of 5,569 periodicals and 25 reference titles, bringing together: company profiles, brand information, rankings, industry news, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter ASAP databases are fully integrated in this database. Great source of current news media content on nursing and healthcare related topics. A search on the topic of *nursing* returns 8500 journal and news articles, many current to the date of search. Includes publications such as *Investment Weekly News* and *Businesswire*.

**Business Economics and Theory Collection (LIRN-Infotrac)**

This collection of 150 full-text periodicals covers topics such as: economic development, forecasting, and history; fiscal theory; monetary theory and financial institutions; business finance; public finance; country studies; and government regulations. Includes full-text access to the publication *Businesses for Sale: FirstList*: searchable by business type Eg. nursing, healthcare.

**Business Index ASAP (LIRN-Infotrac)**

Academic and business journals are available full text for in-depth research on management issues, economic indicators and business theories and practices. Also follow the activities of companies and industries worldwide. Access thousands of newswire stories on topics of interest to Nursing and Healthcare professionals.

**Business Insights: Global (LIRN-Infotrac)**

Contains academic journal articles, periodical articles, news articles, newswires and other news media. These resources are searchable by format of report, country, company, product, key word or industry. If researching the health or pharmacology industry, there are interactive LiveCharts for economic and business indicators that let students generate their own analyses and generate custom charts for use in reports and presentations. Topic overviews on major areas of international business, with quick links to associated content. Industry overviews with detailed information, news, case studies, academic journal articles, and interactive rankings and stats. Company histories and market share data. Videos focused on topics in management, leadership, and other areas.

**Career Transitions (LIRN-Infotrac)**

An online career guidance center that walks users through the job-search process from beginning to end. It brings together all the tools needed to explore and take the leap to a new career. Career Transitions employs a step-by-step approach to help people: 1) explore new career possibilities; 2) assess their interests and experience; 3) identify ways to improve their prospects, including networking and education; 4) prepare for a job search; and 5) search and apply for jobs

**CINAHL With Full Text**

An EBSCOhost product providing comprehensive nursing & allied health journals, 600

full-text (no embargo back to 1981) and all others fully indexed and abstracted. Can be linked to *Nursing Reference Center* for cross searching the reference collection. Full collection of 1,250 journals (both full-text and indexed only) include searchable cited references and author affiliations.

Offers complete coverage of English-language nursing journals and publications from the *National League for Nursing* and the *American Nurses' Association*. Covers: nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines. Offers access to health care books, nursing dissertations, selected conference proceedings, standards of practice, educational software, audiovisuals and book chapters. Contains 106 full-text health-related ebooks, published between 1989 and 2001.

#### **Communications and Mass Media Collection (LIRN-Infotrac)**

A custom collection of more than 100 journals focused on all aspects of the communications field: key subjects covered include advertising and public relations, linguistics, and literature. A good source of content on: nursing and healthcare topics in publications that cover marketing, communications, advertising and demographics.

#### **Computer Database (LIRN-Infotrac)**

Contains 1,004 titles covering computer-related product introductions, news and reviews in areas such as: hardware, software, electronics, engineering, communications and the application of technology. Example: By staying abreast of health-related technology trends students learn how technology applications can be used to support and achieve critical business goals.

#### **CredoReference (LIRN)**

A user-friendly full-text general reference collection covering every major scholarly subject area. Searches 3,267,656, full text entries in 575 full-text reference Ebooks. Formats include: encyclopedias, dictionaries, biographies, bibliographies, gazetteers, guides, religious text, speeches, statistics, quotations and bilingual dictionaries. Contains approximately 30 general reference and specialized medical dictionaries, containing: diagrams, illustrations, images, appendices and tables as well as audio pronunciations, acronyms and abbreviations. Also contains approximately 20 general reference and specialized medical encyclopedias, containing: diagrams, colored illustrations, images, appendices and tables.

#### **Criminal Justice Collection (LIRN-Infotrac)**

This full-text collection contains 700 journals and 18 reference ebooks that support paralegal and criminal justice programs. A good source of content on nursing and healthcare topics in publications that cover: law enforcement, current events, drug enforcement, compliance and law journals.

**Culinary Arts Collection (LIRN-Infotrac)** cannot link directly into this resource –only searchable in LIRN-Search or in Gale PowerSearch

The Culinary Arts collection includes 150 of the major cooking and nutrition magazines. Coverage includes thousands of searchable recipes, restaurant reviews, and industry information. A good source of content on nursing and healthcare topics in publications that cover: long-term care, nursing, parenting, eating disorders, healthcare industry, women's health, pharmaceuticals, ambulatory care, exercise.

### **Ebrary**

Access full-text single licensed ebooks recommended by faculty and purchased by the library to support our programs. Use a single platform to search, retrieve and read the ebooks. See the list of titles and search across all ebooks, or browse one at a time. Includes books in Business & Economics; Education; Political Science with titles on leadership and management.

Title is *Multiple Intelligences and Leadership*

### **EbscoHost eBook Collection**

Access here our full text ebooks recommended by faculty and purchased by the library to support our programs. Use a single platform to keyword search, retrieve and read the ebooks or click on the eBook link on the search page to browse the entire collection by category. Includes books in Health & Medicine; Business & Economics; Education; Political Science with titles on leadership and management. Customize your reading experience and research by creating a user account, accessible while a student at American Sentinel University. Titles are:

*9 Elements of Family Business Success : a Proven Formula for Improving Leadership & Relationships in Family Businesses {McGraw-Hill Professional}*  
*Agility : Competing and Winning in a Tech-savvy Marketplace {Microsoft Executive Leadership Series ; 21}*  
*Branded! : How Retailers Engage Consumers With Social Media and Mobility {Wiley & SAS Business Series}*  
*Business Communication*  
*Business Environment {Management Extra; Rev. Ed.}*  
*Business Mathematics*  
*Drucker Difference: What the World's Greatest Management Thinker Means to Today's Business Leaders*  
*Evaluation in Organizations: a Systematic Approach to Enhancing Learning, Performance, and Change {2Nd Ed.}*  
*Everything I Know About Business I Learned at McDonald's : the 7 Leadership Principles That Drive Break Out Success {McGraw Hill Professional}*  
*Group Leadership Skills {4Th Ed.}*  
*History Lessons: What Business and Management Can Learn from the Great Leaders of History*  
*How to Prepare and Implement Organization Manuals*  
*Information and Knowledge Management {Management Extra; Rev. Ed.}*  
*Intangibles of Leadership: the 10 Qualities of Superior Executive Performance*  
*Leading Organization Design: How to Make Organization Design Decisions to Drive the Results You Want {1St Ed.}*  
*Making Sense of Change Management: a complete guide to the models, tools and techniques of organizational change. 2004*  
*Managing for Results {Management Extra; Rev. Ed.}*

*Oxford American College Dictionary*

*Power of Framing: Creating the Language of Leadership {The Jossey-Bass Business & Management Series}* Rudolph Factor: *Finding the Bright Lights That Drive Innovation in Your Business*

*Systems Approach to Leadership : How to Create Sustained High Performance in a Complex and Uncertain Environment*

*Secret : What Great Leaders Know and Do {A BK Business Book; 2nd Ed.}*

*Transnational Leadership Development: Preparing the Next Generation for the Borderless Business World {Adult Learning Theory and Practice Book Series}*

### **eLibrary (LIRN)**

A 100% full text, general research database providing access to a collection of general and specialty reference titles at a basic reading level. Contains more than 920 magazines, 231 newspapers, maps, books, photos, transcripts and audio and video resources. Includes the complete works of Shakespeare, other classic full-text literature resources and a Reference Desk with dictionaries, thesaurus, encyclopedias and more. A good source of basic reference content and visual images on topics related to Health & Medical Sciences, including: epidemiology; human anatomy & physiology; illness & disease; immunology; medical glossaries; medical news; medical technology; microbiology. Also provides excellent reference coverage for General Education courses in the humanities and social sciences as well as mathematics and statistics.

### **Environmental Studies and Policy Collection (LIRN-Infotrac)**

A custom collection of nearly 200 journals providing robust coverage of environmental issues and policies, including diverse perspectives from the scientific community, governmental policy makers, as well as corporate interests. A good source of content on nursing and healthcare topics in publications that cover: caregivers, nursing, occupational health and safety, seniors, nursing homes.

### **European Views of the Americas: 1493-1750 (LIRN-EBSCOhost-Teacher Reference Center - Free Databases)**

In collaboration with the John Carter Brown Library EBSCOhost provides free access to a bibliographic (index only – no full-text) database on European works that relate to the Americas. Contains more than 32,000 entries and is a comprehensive guide to printed records about the Americas written in Europe before 1750, covering the history of European exploration as well as portrayals of Native American peoples. A wide range of subject areas are covered; from natural disasters to disease outbreaks and slavery.

**Direct link:** [www.europeanamericana.com](http://www.europeanamericana.com).

### **Expanded Academic ASAP (LIRN-Infotrac)**

From arts and the humanities to social sciences, science and technology, this database meets research needs across all academic disciplines. Provides access to 4,856 scholarly journals, news magazines, and newspapers – the majority with full text and images. Contains extensive coverage of content specific to: nursing, patient care, hospitals, emergency nursing, medical research, long term care, intensive care nursing, health care industry, nursing-patient relationships.

**Fine Arts and Music Collection (LIRN-Infotrac)**

This collection of 200 full-text periodicals covers different types of art and expression, providing broad coverage from music and music theory to drama and the performing arts and from the visual arts to art history. A good source of content on nursing and healthcare topics in publications that cover: caregivers, nursing, occupational health and safety, seniors, nursing homes.

**Gale Virtual Reference Library (LIRN-Infotrac)**

Encyclopedias, almanacs, and specialized full-text reference sources for multidisciplinary research. Encyclopedias, almanacs, and specialized full-text reference sources for multidisciplinary research. Includes medical and health encyclopedias, almanacs, and specialized reference sources, although none are newer than 2007.

**Garden, Landscape and Horticulture Collection (LIRN-Infotrac)**

Farmers, landscape architects, and biotechnologists alike will have their information appetites sated with this collection of nearly 50 journals focused specifically on key issues in gardening, landscaping, and other areas of horticulture. A good source of content on nursing and healthcare topics in publications that cover: ageing, long term care, recreational therapy, nursing homes.

**General Business File ASAP (LIRN-Infotrac)**

Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics through 5,400 titles. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images is available. Contains thousands of short full-text news-bytes on business-related topics, from titles including *Report on Salary Surveys*, *Information Week*, *Mental Health Weekly Digest*. Contains the full-text of *Economics Week*, covering topics such as wages and the *HR Specialist: Compensation and Benefits* and *Benzinga.com* (for news in nursing and healthcare).

**GreenFILE (LIRN-EBSCOhost)**

GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records. Direct link: <http://www.greeninfoonline.com>

**Health and Wellness Resource Center and Alternative Health Module (LIRN-Infotrac)**

Includes medical journals, pamphlets, health-related videos general interest articles, as well reference titles with information on: diseases and disorders, public health, alcohol and drug abuse, prescription drugs and on current health care issues relating to minorities and family health. *Features an A-Z listing of a hundreds of diseases and conditions, with brief descriptions and some diagrams.* Includes web links to government and major medical and health association data, healthy living, diet and cancer supports. Includes a

collection of general and specialty reference titles at a basic reading level. Includes 1,305 journals, 700 videos, 102 reference titles and 334 pamphlets. It also includes an alternative health module which contains 64 journals and 6 reference titles.

**Health Reference Center Academic (LIRN-Infotrac)**

Providing access to 2,325 journals and 81 reference titles, but not all resources are current. Contains full-text allied health and nursing journals (2000+) and personal health information sources, including multi-media formats with images on: physiology, anatomy, diseases and body systems, public health, occupational health and safety, alcohol, HMOs, prescription drugs and drug abuse. Also includes full-text nursing and allied health journals.

**Home Improvement Collection (LIRN-Infotrac)**

This collection of nearly 100 home improvement focused titles includes topics such as: architectural techniques, tool and material selection, zoning requirements; retirement communities; senior citizens housing, assisted living facilities; health care industry; nursing homes; long term care facilities; health facilities construction.

**Hospitality, Tourism and Leisure Collection ((LIRN-Infotrac)**

This collection of nearly 500 journals provides well-rounded coverage of both the historical and current state of affairs in the hospitality and tourism field. Includes coverage of content specific to: retirement communities; senior citizens housing; health care industry; nursing homes; housing; nursing home patients; hospital food service; nursing home management; long term care insurance.

**¡Informe! [English Interface] (LIRN-Infotrac)**

A collection of Hispanic magazines with full text. Covers business, health, technology, culture, current topics and other topics such as: minority health, health care industry, Latin American health.

**¡Informe! [Spanish Interface] (LIRN-Infotrac)**

Cubre necesidades de información para todas las disciplinas académicas. Desde economía, ciencia y tecnología, psicología, educación, hasta arqueología, historia, literatura y más. Contiene revistas académicas de toda Iberoamérica.

**InfoTrac Newsstand (LIRN-Infotrac)**

Full-text newspaper (1000 titles) user customizable database allowing users to search articles instantly by title, headline, date, newspaper section or other assigned fields. Provides access to a searchable archive. Explore the world's headlines for articles on: nursing; health care industry; nursing home patients; nursing education; Medicare; nursing students; Medicaid; patient care; health insurance industry; nursing services; nursing education; medical errors.

**Infotrac OneFile (aka General OneFile) (LIRN-Infotrac)**

Provides periodical and news information indexing and full text for the London Times (1/97-), Intl Herald Tribune (1/96--), Atlanta Journal-Constitution (3/98-), New York

Times (11/00-), Los Angeles Times (1996-), Christian Science Monitor (1996-), and St Petersburg (FL)Times (11/99-). 12,000 titles in all with more than 7,800 full-text titles and 3,600 refereed journals, and hundreds of newspapers, 500 travel guides (including Fodor's), the full collection of National Public Radio programs from 1990 to the present, including searchable transcripts. Articles can be translated into 11 different languages. More than 4,000 full-text titles recommended by Bowker's "Magazines for Libraries". It completely overlaps with the content in LegalTrac. Contains extensive coverage of content specific to: nursing homes; nurses; health care industry; hospitals; Medicare; the elderly; long term care; nursing home management; Medicaid; primary care nursing; home care services; health insurance.

### **LegalTrac (LIRN-Infotrac)**

Drawing on a wide variety of the most highly regarded legal publications, this database provides indexing for more than 1400 titles including major law reviews, legal newspapers, bar association journals and international legal journals. Does contain some full text law-related articles for over 1000 other business and general interest titles. Content includes topics specific to nursing in the areas of: nurse practitioners; medical malpractice; duty of care (law); hospitals; physician's assistants; health care industry; nurse-patient relationship; medical records; informed consent and expert evidence.

### **Literature Resources from Gale (LIRN – Infotrac)**

Search across several major Literature databases to find full text of literary works, journal articles, literature criticism, reviews, biographical information and overviews, author biographies, literary movements and genres . Cross-searches the resources " Literature Resource Center" and "MLA International Bibliography".

Searching on the keyword “nurse” reveals hundreds of results, organized by formats that include: literature criticism; biographies; topic & work overviews; primary sources and literary works; multimedia; MLA Int'l Bibliography.

#### **Example:**

Steeffel, Lorraine. What Nurses Know ... Chronic Fatigue Syndrome. Janet M. Schneider. *Library Journal*. 136.17 (Oct. 15, 2011) p100. Word Count:199. From *Literature Resource Center*.

**Literature Resource Center (LIRN-Infotrac)** Cannot link directly into this resource – choose the resource from the drop down list in the *Literature Resources from Gale* search interface – also searchable in LIRN-Search or in Gale PowerSearch (27 databases)

Provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, this resource covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors. Also includes web sites, literary events, plot summaries and images. There are 372 journals with 229 titles linked to the MLA international bibliography, 28 reference titles, and 16 titles from the *Scribner Writer's Series* and the *Twayne's Author Series* (586 authors).

### **Modern Language Association (MLA) International Bibliography (LIRN)**

Can not link directly into this resource – choose the resource from the drop down list in the *Literature Resources from Gale* search interface – also searchable in LIRN-Search or in Gale PowerSearch (27 databases).

The *MLA International Bibliography* indexes (no full-text) books, articles and dissertations published on modern languages, literatures, folklore, and linguistics, providing coverage from 1926 to the present. Includes the *MLA Thesaurus* and the *MLA Directory of Periodicals*, which lists detailed information on over 5,500 journals, including over 4,400 indexed in this resource. Returns citations only, but may be useful for advanced students conducting research into specifics of nursing practice or experience.

#### **Example:**

Narrating Trauma in the Writings of World War I Nurses. Lea M. Williams. *Gender Scripts in Medicine and Narrative*. Ed. Marcelline Block, Angela Laflen, and Rita Charon. Newcastle upon Tyne, England: Cambridge Scholars, 2010. p214-237

### **Newsletters ASAP (LIRN-Infotrac)**

Provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers. Read about how online obituary services are changing the way Americans publicly mourn; *Examine the Fundamentals of Mental Illness in Medicine and Law*; or explore *A Unique, Integrative Look at Information-Based Medicine*. Provides access to information out of specialized business and news wire reports.

### **Nursing and Allied Health Collection (LIRN-Infotrac)**

Including nearly 400 titles, this collection of current and authoritative content will be of use to both nursing professionals already working in the field as well as students pursuing a nursing-focused curriculum. Contains extensive coverage of content specific to: nursing, patient care, hospitals, emergency nursing, medical research, long term care, intensive care nursing, health care industry, nursing-patient relationships. Includes information on more than 1,600 medical disorders and concepts. Each article includes in-depth discussion of causes, symptoms, diagnosis, treatments, procedures, and other related topics. Written for a general audience with an authoritative tone.

### **Nursing Reference Center**

EBSCOhost's comprehensive nursing reference tool, written for students completing research papers, class assignments, and those preparing for their clinical work experiences as they learn how to care for and treat patients. Provides access to its own full text resources that may be linked to simultaneously search *CINAHL with Full Text*; designed to provide relevant clinical resources to nurses and other health care professionals, directly at the point-of-care.

Offers staff nurses, nurse administrators, nursing students, nurse faculty and hospital librarians the best available and most recent clinical evidence from thousands of full-text documents. Includes a research instrument format that includes: *Questionnaires, Scales, Checklists, Inventories, Models, Indexes, Surveys, Diagnostic-Screening Tools, Research Instruments, Best Practice Guidelines* and *Legal Cases (Eg. Malpractice, Failure to Diagnose, Negligence, Wrongful Death, Consent, Accidental Falls)*. Includes access to downloadable full-text holdings comprising 8 full-text eBooks linked under the tab Practice Resources. Also includes Toolbox Appendices (eg Advanced Life Support Assist Skills(Appendix C), Nursing Interventions Classifications (NIC), Nursing Outcomes Classifications(NOC), NANDA-1 Nursing Diagnosis: Definitions & Classification).

### **Opposing Viewpoints in Context (LIRN-Infotrac)**

Provides an engaging online experience for those seeking contextual information and opinions on hundreds of today's hottest social issues. Draws on the acclaimed social issues series published by Greenhaven Press, as well as core reference content from other Gale products and imprints to provide a complete one stop source for information on social issues. Provides access to continuously updated viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to vetted websites. Most of the book titles are not current. Some articles are multi-media and audio can be downloaded. The main source of content is journals, magazines and newspapers.

An excellent hot topic resource for Nursing students seeking to place the profession in context and explore issues from all angles; both minority and mainstream perspectives. For example: the debate concerning Muslim nurses right to wear the hijab on duty. Results on the keyword "Nursing" include the following formats broken down for easy visual access: Viewpoints (23); Academic Journals (240); Primary Sources (1); Statistics (20); Images (9); Videos (5); Audio (142); News (32,521); Magazines (636); Reference (40); Websites (11)

### **Opposing Viewpoints Resource Center: Critical Thinking (LIRN-Infotrac)**

This is an older version of Opposing Viewpoints in Context, with the content presented in a subject tree providing canned search links to content exploring the pros and cons of various contemporary social issues. May also be searched by keyword.

### **Patron Books In Print.com (LIRN-Bowker)**

The companion database to *Bowker's Books in Print*, allowing patrons to search the marketplace and find just the right titles, in all format options, including ebooks in a user-friendly online interface. Of potential interest to advanced practice students needing to determine if required but hard to acquire research materials are available in another imprint.

### **Examples:**

*Reminiscences of an Army Nurse During the Civil War* by Adelaide W. Smith et al. Publication Date: Jun 2007 - Sep 2010 Legacy Reprint Series.

*Nurse and Spy in the Union Army During the American Civil War* by Sarah Emma Evelyn Edmonds et al. Publication Date: Oct 2010

### **Popular Magazines (LIRN-Infotrac)**

Includes 1000 of the most searched magazines accessed by library patrons. Provides full-text access to articles in broad variety of subject areas (eg Information Systems Management, Criminology, Criminal Law, Health Care Management, Health Care Finance) and includes titles such as *Consumer Reports, Time, National Geographic, The New Yorker, Newsweek, US News and World Report, Vogue, Fortune, Business Week, Crime and Delinquency, Mental Health Law Report, Medical Meetings, Men's Health, Mental Health Practice, Social Work Research, Health Care Management Review, Crain's Detroit Business, Medical Meetings, Health Care Management Review* and *National Review*.

### **ProQuest Dissertations and Theses (PQDT) Collection B: The Sciences and Engineering Collection**

The premier collection of millions of dissertations and theses, in full text with abstracts written by the author. The database offers full text for most of the dissertations added since 1997 and strong retrospective full text coverage for older graduate works.

The library subscribes to Collection B: The Sciences and Engineering Collection covering nursing, immunology, obstetrics, and psychology. It includes over 60,000 full text dissertations and theses on nursing. Tens of thousands of new full text dissertations and theses are added to the database each year through dissertation publishing partnerships with 700 leading academic institutions and collaborative retrospective digitization of worldwide dissertations through UMI's Digital Archiving and Access Program.

Each dissertation published since July 1980 includes a 350-word abstract written by the author. Master's theses published since 1988 include 150-word abstracts. Simple bibliographic citations are available for dissertations dating from 1637. Where available, PQDT — Full Text provides 24-page previews of dissertations and theses. May also be searched by research methodology, topic, key word, author and title. As dissertations are usually long, the abstracts and previews will save the researcher a lot of reading time. To limit to only dissertations and/or theses, choose those options in the advanced search interface limiter list.

Examples of dissertations on topics of interest to nursing students:

Reassessing the architecture of the health beliefs model in low-income diverse families Diss.Highland, Krista; McChargue, Dennis; Nelson, Tim; Dodd, Mike; Cebellos, Miguel. The University of Nebraska - Lincoln, 2012. 2012. 3453848.

Skills, Self-Care, and Stories: Development of a Training Program for Nursing Home Staff Diss.Frechette, Heather. The Chicago School of Professional Psychology, 2012. 2012. 3480186.

### **ProQuest Psychology Journals (LIRN-ProQuest)**

Provides access to over 570 full text titles, including access to: charts, diagrams, graphs, tables, photos, and other graphical elements essential to psychological research. In addition to clinical and social psychology, also provides coverage of related disciplines including genetics, psychology of business and economics, communication, criminology, addiction, neurology, social welfare, and more. A number of the titles are heavily cited and have a strong set of ISI impact factors.

Includes 4,000 full text dissertations representing a range of psychology disciplines including behavioral, clinical, cognitive, developmental, experimental, industrial, personality, physiological, psychobiology, psychometrics and social psychology. Dissertation content is available for the years spanning 2000 through 2006.

### **Psychology Collection (LIRN-Infotrac)**

This collection gives individuals a basic understanding of the study of the mind, emotions and how the human mind develops over time. Contains some content specific to nursing on the topics of: mothering, child rearing, infant care, nursing homes, Medicaid, community health services.

### **Resources for College Libraries - RCL Web (LIRN-Bowker)**

Provides core lists for academic libraries in 58 curriculum-specific subjects, including electronic resources and essential web sites, as well as books. Audience level markers indicate whether a title is most appropriate for lower-division undergraduate, upper-division undergraduate, faculty or general readership. Members will be able to create their own lists appropriate to their programs.

### **Student Resources in Context (LIRN-Infotrac)**

This is a fully integrated database containing thousands of curriculum-targeted primary documents, biographies, topical essays, background information, critical analyses, full-text coverage of magazines, newspapers, over 20,000 photographs and illustrations, and more than 8 hours of audio and video clips. Provides a selection of reference material, more than 1,100 full-text periodicals and newspapers, primary sources, creative works, and multimedia, hours of video and audio clips and podcasts.

An excellent current events resource for Nursing students seeking to place the profession in context. Results on the keyword "Nursing" include the following formats broken down for easy visual access: Academic Journals (8,011); Primary Sources (2); Reference (203); Images (12); Videos (133); Audio (145); Creative Works (1); News (39,521); Magazines (8,459); Critical Essays (13); Case Overview (2); Plot Summary (8)

### **Teacher Reference Center (LIRN-EBSCOhost)**

Updated May 2013

Free database from EBSCOhost focusing on key education topics such as: Assessment, Continuing Education, Current Pedagogical Research, Curriculum Development, Instructional Media, Language Arts, Literacy Standards, Science and Mathematics, and more. [www.TeacherReference.com](http://www.TeacherReference.com).





## **Reference Service Policy for the American Sentinel University student**

Email reference assistance is available while classes are in session. Email is monitored 7 days a week. You will receive an answer within hours at the email address you provided

### **What can you expect?**

- a response from an American Sentinel University Virtual Librarian within hours
- instructions for accessing and/or searching recommended American Sentinel University library databases
- attachments to your reply with sample articles, videos, links, webpages, if available.

**Please describe your question or research topic with as much information as possible.**

### **Scope**

The American Sentinel University Virtual Librarians want to help. However, the scope of reference service does not extend to librarians doing the research for your paper for you, but rather in assisting you in the manner outlined above.

### **Privacy**

The Virtual Librarian respects the privacy of students and faculty.

What information is collected?

Copies of all emails are retained. Survey responses are retained.

How is this information used?

The information is aggregated for the purpose of assessment and reporting to support continuous improvement of the Virtual Librarian services and resources. The questions are analyzed to see the amount and types of questions the librarians are asked. This helps to determine the appropriate staffing levels; appropriate response times; and utilization of databases. No person can be identified in the data analysis and the information is not collected for marketing or commercial purposes.

Who has access to this information?

The information collected by the Virtual Librarian is only accessible to librarians and staff associated with the American Sentinel University Virtual Librarian service.

Who does the library share the information with?

Statistics and excerpts generated from emails, may be used for reports or publications. However, information about specific individuals (e.g. E-Mail, names, phone numbers, etc.) that might be included will never be shared outside of the American Sentinel University Virtual Librarian Service.

### **Usage guidelines**

The Virtual Librarian has a policy of mutual respect. American Sentinel University virtual librarians will treat students and faculty with courtesy and respect and they expect the same respect in return from the user. There are several types of behavior that are unacceptable and may cause you to lose the privilege to ask questions again in the future. Deliberately wasting the librarian's time or using language that is offensive, obscene or harassing will not be tolerated.

### **We care about the quality of our reference service**

Attached to your final reference service reply will be a link to a survey about our library resources and service. Please take the time to let us know how we did.

### **Social Networks**

The American Sentinel University virtual librarians are unable to accept invitations to social networking sites such as Twitter, My Space, Facebook or invitations to join chat contact lists. If a student wishes to Live Chat with the librarian for the purpose of legitimate reference assistance, rather than use email, we invite the student to first contact us via email at [thevirtuallibrarian@americansentinel.edu](mailto:thevirtuallibrarian@americansentinel.edu) to set up a time to have a Live Chat regarding their research needs. Students are requested to please remove [thevirtuallibrarian@americansentinel.edu](mailto:thevirtuallibrarian@americansentinel.edu) from their contact list for the purposes of spam and automatic invitations. If they do not do this they may find their email to the virtual librarian will be routed automatically into a spam list, which may restrict their access to the virtual librarian for legitimate research questions.

**December 2009**

**Amended November 2011**

**Reviewed December 2012**

## APPENDIX J



Re: Teach-Out Commitment

October 8, 2013

American Sentinel University is committed to serving distance education programs to students residing in the state of Iowa. American Sentinel will adhere to our accreditors, Distance Education and Training Council's (DETC), policy on Teach-Out Plans (see attached) and Iowa regulations for all students in the event we retire a program before students have completed their courses of study.

In the event that American Sentinel University must cease its operations, we will do so in full compliance with DETC, Colorado, Iowa and Federal regulations.

Mary Adams  
Name

President- on behalf of CEO  
Title

Mary Adams  
Signature

October 8, 2013  
Date

**LEARNING  
TO SUCCEED**

[www.americansentinel.edu](http://www.americansentinel.edu)  
800.729.2427

## 27. Policy on Teach-Out Plans

Institutions must submit in a timely manner for Commission approval a comprehensive, written plan for the teach-out of its enrolled students when any of the following events takes place:

- The Department of Education has notified the Commission of an action against the institution pursuant to Federal Regulations, Section 487 (f) [20 USC 1099 b];
- The Commission has withdrawn accreditation from an institution;
- The Commission has directed the institution to Show Cause as to why its accreditation should not be withdrawn;
- A State licensing or authorizing agency notifies DETC that an institution's license or legal authorization has been or will be revoked;
- The institution has notified the Commission that it intends to cease operations; or
- The Commission has made a determination that an institution appears to lack sufficient resources to sustain effective operation in meeting its obligations to students or enters bankruptcy.

**Teach-Out Plan:** At a minimum, the proposed teach-out plan must ensure that all students who enrolled in the institution receive all of the training or education under the terms of their contracts, to include receiving all learning materials and student services on a timely basis.

Two approaches to teach outs:

1. The institution's plan to **teach-out its own students**; or,
2. An executed teach-out agreement with one or more appropriately accredited institutions currently offering programs similar to those offered at the closing institution.

Minimum components for any teach-out approach include:

- A listing, by name and student number, of all students in each program and their estimated completion/graduation dates, the status of unearned tuition, all current refunds due and account balances;
- Arrangements for disposition of all student records, including educational, accounting, and financial aid records, in an accessible location and in accordance with applicable legal requirements in the event the institution closes;
- Instructions on how curricula and learning management software may be accessed to conduct a teach-out;
- An explanation, accompanied by appropriate supporting documentation and timelines, of how the closing institution will notify students in the event of closure and, if applicable, how the closing institution will notify the students of the teach-out;
- For institution's offering hybrid programs (distance study and required face-to-face instruction) an explanation and evidence as to how the teach-out institution has the capacity to provide the students with instruction and services without requiring the students to move or travel substantial distances from the closing institution, and the adequacy of the teach-out institution's facilities and equipment.

- A statement which evidences that state regulations regarding any student protection funds and/or bonds are followed, if applicable;
- A statement that describes any additional charges/fees and notification to students about the charges/fees; and
- A description of what financial resources will be used to make student refunds or fund the teach-out.

The Accrediting Commission will review any teach-out plan that includes a program that is accredited by another recognized accrediting agency. It will notify that accrediting agency of any approval or rejection.

**Teach-Out Agreement:** The DETC Accrediting Commission will approve a teach-out agreement only if the agreement is consistent with DETC standards and the criteria listed below and provides for the equitable treatment of students. The teach-out institution must have the necessary experience, resources, and support services to provide an educational program of acceptable quality and that is reasonably similar in content and structure to that provided by the institution that is ceasing operations. The teach-out institution must also be able to remain stable, carry out its mission, and meet all obligations to existing students.

When a DETC institution enters into a teach-out agreement voluntarily or at the Commission's direction, the agreement must be approved by DETC prior to implementation. In such cases, the institution must provide documentation to demonstrate that the educational programs provided by the teach-out institution are of acceptable quality.

The following elements will be considered in approving the agreement:

1. The agreement is with one or more institutions accredited by an agency that is recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation. The institution is state licensed, and the institution currently offers programs similar to those at the closing institution.
2. The agreement states that the student will be provided access to all the program of instruction, without additional cost, for which the student originally contracted and paid, but did not receive due to the [pending] closure of the institution. For hybrid programs, the teach-out institution must be near the closing institution so as to not require students to move or travel substantial distances.
3. The agreement clarifies the financial responsibilities of all parties, including the assumption of any liabilities for tuition refunds and appropriate notification to students in a timely manner of additional charges/fees, if any.
4. The agreement states whether, upon completion of the program, the student will receive a diploma, certificate or degree from the teach-out institution, or whether the diploma or certificate will be awarded by the closing institution.
5. The agreement indicates whether students who have already enrolled, but who had not yet started their program of study at the closing institution, or who are on a leave of absence from the closing institution will be entitled to begin training or re-enroll at the teach-out institution.
6. The agreement states that the closing institution will provide the teach-out institution with copies of the following records for the students being taught out:

- Enrollment agreements
  - Financial aid transcripts
  - Study/progress records
  - Academic transcripts
  - Student account records
  - Any relevant curricula materials
7. The agreement requires that the teach-out institution maintain records and documents for the students being taught out, and that the teach-out institution will report back to DETC on a periodic basis the status of the teach-out.
  8. The agreement provides for appropriate notification to the DETC Accrediting Commission and federal and state authorities.
  9. The agreement complies with applicable federal and state laws.

**Closure without Teach-Out Plan/Agreement:** If an DETC accredited institution closes without a teach-out plan/agreement or an institution refuses to provide a Teach-Out Plan, DETC will work with the U.S. Department of Education and the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

# # #

Revised June 2012

*(Please Note: This page is left blank on purpose.)*

## APPENDIX K



**Organizational Plan** – show all locations, physical address, telephone, fax and contact information

American Sentinel University  
2260 S. Xanadu Way, Ste. 310  
Aurora, CO 80014  
Phone: 800.729.2427  
Fax: 866.505.2450  
Mary Adams, President

Administrative Office (11 staff only)  
500 Century Park S., Ste. 202  
Birmingham, AL 35226  
Phone: 800.729.2427  
Fax: 866.505.2450  
All calls are routed through main office in Aurora, CO

**There are no other locations for American Sentinel and no future plans to establish any new type of location anywhere else.**

Organizational Structure is attached.

BOARD OF TRUST  
KEN MCLENNAN, CHAIR, PhD  
ROBERT ANDERS, PhD  
DUNCAN ANDERSON  
MARCIA BANKIER, PhD  
NATASHA BLACKSHEAR  
FRANK MAYADAS, PhD  
ROBERT NEUMEISTER JR.

CEO  
RICK OLIVER, PhD

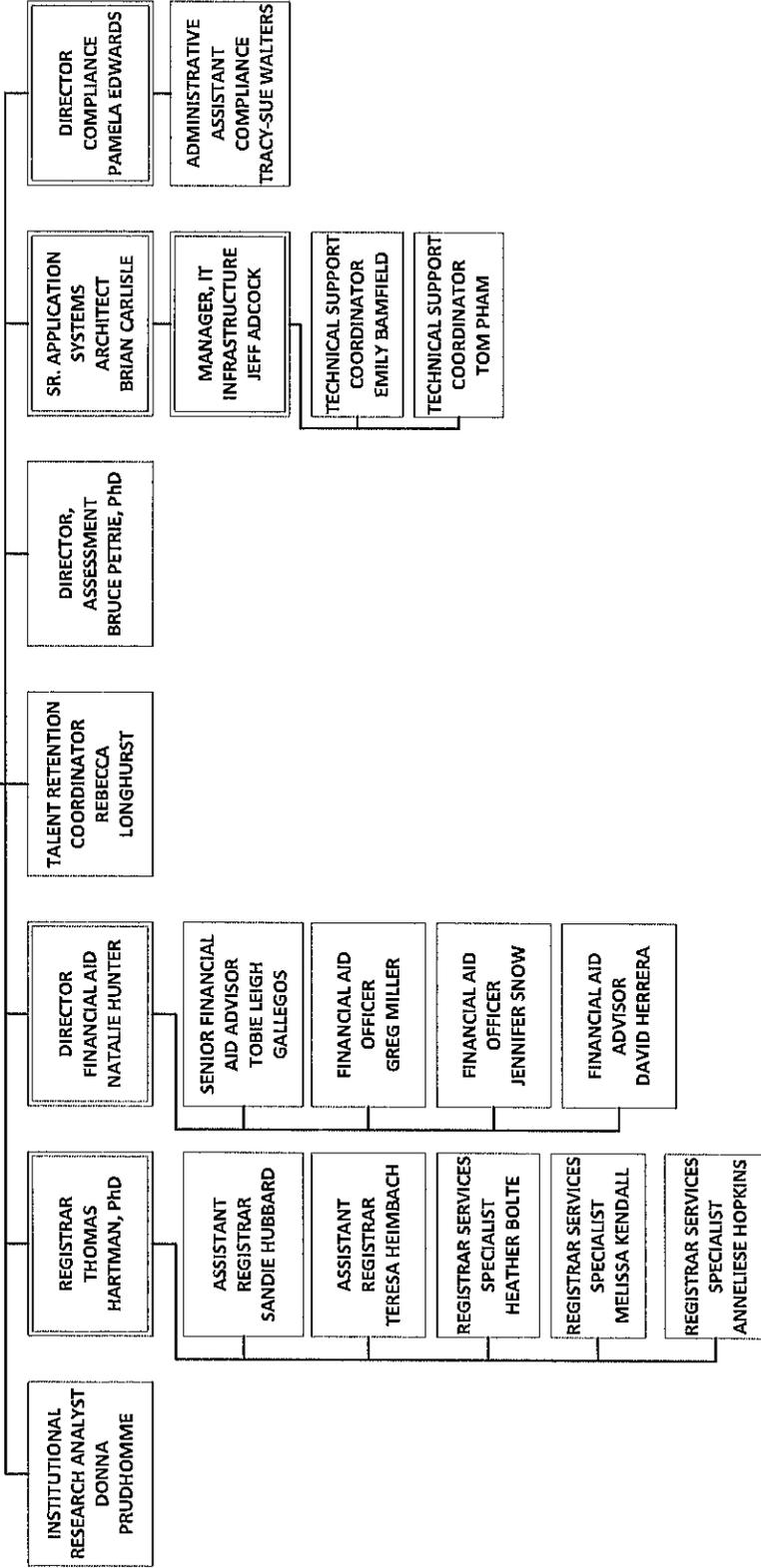
PRESIDENT  
MARY ADAMS

CHIEF ACADEMIC OFFICER  
JOHN BOURN, PhD

SENIOR VICE PRESIDENT  
ENROLLMENT & RETENTION  
JEFFREY CAPLAN

CONTROLLER  
CHRISTINE HANSEN

PRESIDENT  
MARY ADAMS



CHIEF ACADEMIC OFFICER  
JOHN BOURN, PhD

PROVOST  
KURT LINBERG, PhD

DIRECTOR ACADEMIC  
COMPUTING  
RT BROWN

APPLICATION  
INSTRUCTIONAL  
DESIGNER  
TREVOR  
RASMIJUSON

DIRECTOR  
INSTRUCTIONAL  
DESIGN KRISTEN  
BOURGALT

INSTRUCTIONAL  
DESIGNER  
VANESSA BRAVO

INSTRUCTIONAL  
DESIGN TECHNICIAN  
TESS MEACHAM

EXECUTIVE  
DIRECTOR  
ACADEMIC  
SERVICES  
PAUL CAPIK

DIRECTOR ACADEMIC  
SERVICES  
KARI SHAFENBERG

MANAGER  
ACADEMIC SUPPORT  
LISA BOLSTAD

ADMINISTRATIVE  
SUPPORT NURSING  
BINH NGUYEN

GIS PROGRAM CHAIR  
STEPHEN MCELROY,  
PHD

ASSISTANT  
PROFESSOR  
MARAGRET CZAR,  
PHD

CHAIR GENERAL  
EDUCATION  
JEANNIE-MARIE  
BROWN

ASSOCIATE DEAN  
NURSING  
ELAINE FOSTER, PhD

CHAIR  
ACCREDITATION  
CURRICULUM  
KATHY HOLLOWAY,  
DNP

CHAIR NURSING  
UNDERGRADUATE  
PROGRAM  
KAREN WHITHAM

ASSOCIATE  
PROFESSOR  
NURSING LINDA  
MARACUCCILLI, PhD

ASSISTANT  
PROFESSOR  
NURSING SHERI  
BYRNES

ASSISTANT  
PROFESSOR  
NURSING BETH  
STUCKEY

ASSOCIATE  
PROFESSOR  
NURSING MELISSA  
PENNER

ASSISTANT  
PROFESSOR  
NURSING KELLY  
WITTER, EdD

ASSISTANT  
PROFESSOR  
NURSING SARAH  
MEEKS

PROFESSOR  
NURSING EILEEN  
THOMAS, PhD

ASSISTANT  
PROFESSOR  
NURSING SUSAN  
THOMAS

ASSISTANT  
PROFESSOR  
NURSING KELLI  
SMITH, PhD

DEAN NURSING  
JUDY BURCKHARDT,  
PHD

ASSOCIATE DEAN  
NURSING  
CHERYL WAGNER,  
PHD

CHAIR NURSING  
GRADUATE  
PROGRAM  
HELEN HEISKELL, DNP

PROFESSOR  
NURSING  
KAREN KAPKE, PhD

ASSOCIATE  
PROFESSOR  
NURSING JOANN  
GRUNOW, PhD

ASSOCIATE  
PROFESSOR  
NURSING  
BETTY NELSON, PhD

EXECUTIVE DIRECTOR  
NURSING PRACTICE  
EXPERIENCES  
DIANA KOSTRZEWSKI,  
PHD

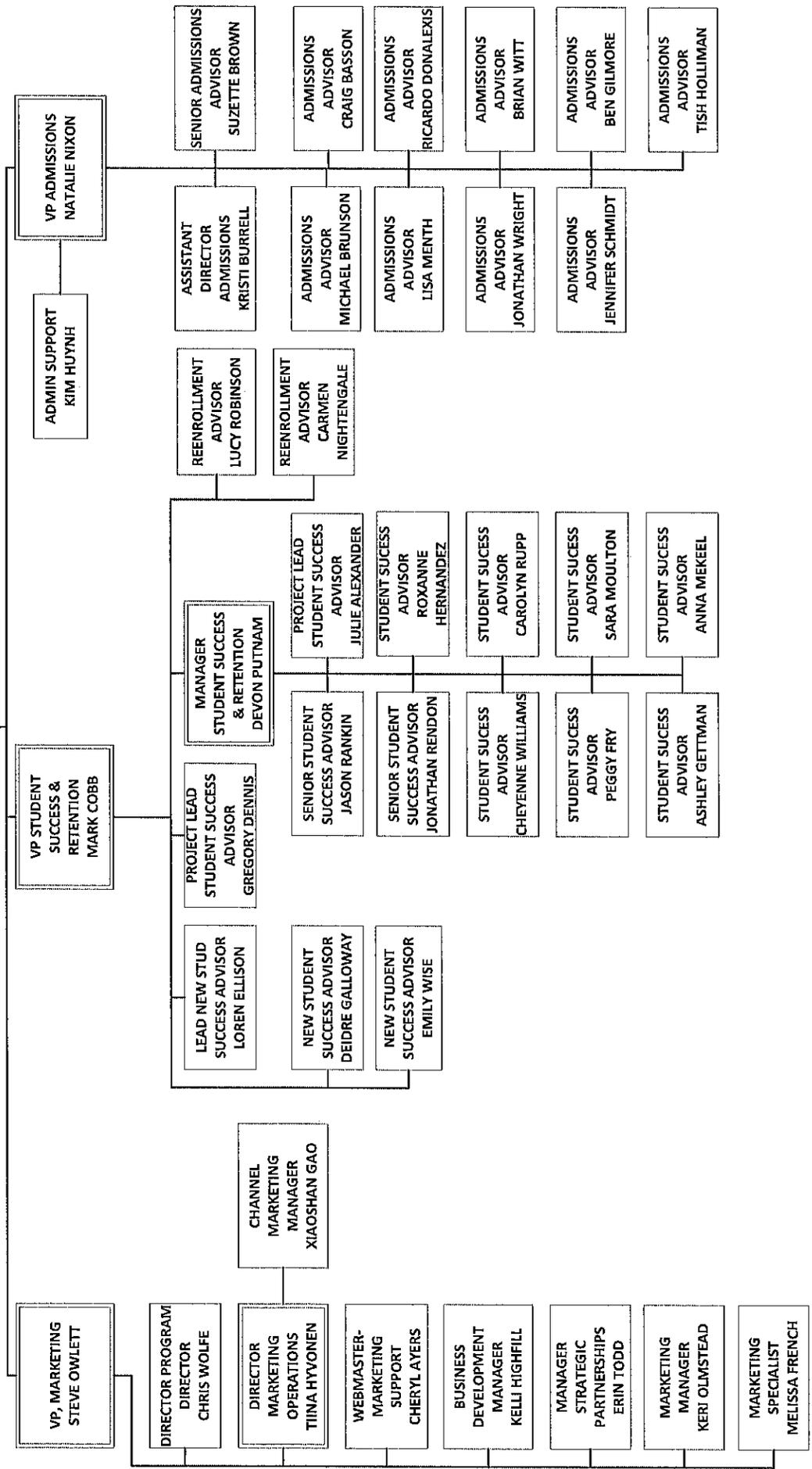
MANAGER NURSING  
PRACTICE  
EXPERIENCES  
DARLA DOLPH

CHAIR NURSING  
GRADUATE  
PROGRAM  
TONA LEIKER, PhD

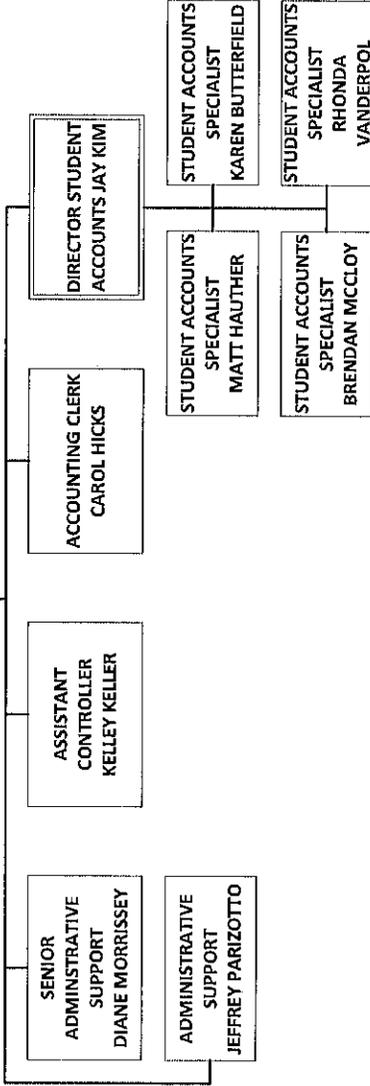
PROFESSOR  
NURSING  
MICHAEL GRAHAM,  
PHD

PROFESSOR  
NURSING  
MARY WALKER, PhD

SENIOR VICE PRESIDENT  
ENROLLMENT & RETENTION  
JEFFREY CAPLAN



CONTROLLER  
CHRISTINE HANSEN



## APPENDIX L



## Complaint Policy

If students have any unresolved complaints concerning American Sentinel University programs, they should contact:

Mary Adams  
President  
American Sentinel University  
2260 South Xanadu Way, Suite 310  
Aurora, CO 80014  
Tel. 303.991.1575 Mary.Adams@AmericanSentinel.edu

Students residing in the state of Wisconsin: If a complaint is not settled at the institutional level, the student may contact the Wisconsin Educational Approval Board, P.O. Box 8696 Madison, WI 53708-8696, Telephone: 608-266-1996

Students residing in the state of Maryland: The institution is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

### Arbitration

Any disputes or claims (including any claims against American Sentinel or its officers, trustees or employees shall be resolved by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Judgment on any award by the arbitrator may be entered in any court having jurisdiction. Because such a transaction involves interstate commerce, the Federal Arbitration Act and related federal judicial procedure govern. Any dispute subject to arbitration will 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. 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 will be limited to no more than \$125 for claims under \$10,000 and \$375 for claims between \$10,000 and \$75,000, or for claims not seeking monetary compensation. The arbitrator is allowed to 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 any arbitration conducted pursuant to this provision without the prior written consent of both parties.

\*Our Complaint Policy is located on our public website and in our academic catalog.  
Individual State Agencies Consumer Complaint Information is located on our public website on our Licensure webpage: <http://www.americansentinel.edu/about-american-sentinel-university/licensure>

**LEARNING  
TO SUCCEED**

[www.americansentinel.edu](http://www.americansentinel.edu)  
800.729.2427

## **Internal Tracking and Resolving Student Grievance and Concern**



## Tracking and Resolving Student Grievance and Concern

### Expected Escalation Levels for Resolution: Non-Academic

1. Student Success Advisor/ Financial Aid Advisor/Student Accounts Representative
2. Department Head (i.e.- Director, Financial Aid; Director, Student Accounts)
3. Vice President, Student Success and Retention

### Expected Escalation Levels for Resolution: Academic

1. Student Success Advisor/Faculty
2. Director, Academics or Academic Support Coordinator, Nursing (These will be electronically logged in our CampusVue system as either a concern or a grievance)
3. Dean of appropriate discipline
4. If the student is dissatisfied with the dean's decision, they must submit a summary of the complaint in writing to the Provost within 5 working days after receipt of decision

### Expected Escalation Levels for Resolution: Other (i.e. concern about an SSA)

1. Student Success Advisor
2. Manager, Student Success and Retention
3. If the student wishes to appeal the manager's decision, they must submit a summary of the complaint in writing to the President within 5 working days after receipt of the decision

#### I. Tracking and Resolving Student Grievance and Concern

#### II. Departments Affected

- Academics
- Student Success

#### III. Policy

- Grievance: A grievance is a written claim raised by a student that alleges improper, unfair, arbitrary, or discriminatory action by a university staff member or faculty (full-time or adjunct)

involving the application of a specific provision of a university rule/regulation or an accrediting body, federal regulator or state licensing agency.

The following types of grievances will follow the established policy and procedures outlined in the University Policy Manual:

- i. Grade Appeal
  - ii. Financial Aid Satisfactory Academic Process Appeal
  - iii. Violation of Student Code of Conduct Appeal
  - iv. Out of Compliance Complaint Policy
- Concern: A concern is defined as an issue brought forth by a student or on behalf of a student that limits or impedes the academic success of the student or the university (NOTE: *Concerns on behalf of the student may be raised by faculty, advisors, or applicable American Sentinel staff*). This includes, but is not limited to, the following academic and non-academic items:
    - i. Academic:
      1. Faculty performance
      2. Technical issues
      3. Program content
      4. Program effectiveness
      5. Administrative
    - ii. Non-academic:
      1. Financial
      2. Technical issues
      3. Administrative
  - Grievance or concern initiation and escalation paths are described in detail below. The initial contact will depend on the nature of the grievance or concern as listed above. Students who are unclear about the appropriate procedures and the steps to take may consult Student Success for guidance at 800-729-2427 or [services@americansentinel.edu](mailto:services@americansentinel.edu).

- In compliance with the required DETC standards, and the American Sentinel University mission statement to provide students with world-class student services and support, students who believe they have been faced with one or more of the issues listed above may submit their grievance or concern to be addressed. All issues will be tracked via CampusVue Incident Tracker for use by the university. Students may expect a follow up with updates to their grievance or concern, which may include final resolution, within 72 hours from the date the issue was submitted to the academic office.
  
- Students who believe they have been treated unfairly by American Sentinel either through the action of individuals or the application of existing policy may have their grievance or concern addressed by the appropriate procedure. Procedures are described below. Students who are unclear about the appropriate procedures and the steps to take may consult Student Success for guidance at 800-729-2427 or [services@americansentinel.edu](mailto:services@americansentinel.edu).
  
- At any time, a student with a grievance or concern may contact:
  - i. Manager, Student Success and Retention - Devon Putnam  
[Devon.Putnam@americansentinel.edu](mailto:Devon.Putnam@americansentinel.edu)
  
  - ii. Vice President, Student Success and Retention - Mark Cobb  
[Mark.Cobb@americansentinel.edu](mailto:Mark.Cobb@americansentinel.edu)
  
  - iii. Executive Director, Academic Services – Paul Capicik  
[Paul.Capicik@americansentinel.edu](mailto:Paul.Capicik@americansentinel.edu)
  
  - iv. Manager for Academic Support, Nursing – Lisa Bolstad  
[lisa.bolstad@americansentinel.edu](mailto:lisa.bolstad@americansentinel.edu)

#### IV. Procedure

- For Students:
  - i. **For non-academic concerns or grievances about such issues as billing, financial aid, and technical issues (as related to university web access):**
    1. Students are expected to contact the Student Success Advisor (SSA) within 10 days of the occurrence of the issue.

2. At this time the issue or grievance will be tracked by the SSA and the student will be directed to the appropriate department head for resolution.
  3. If the appropriate department head is not able to resolve the issue to the student's satisfaction, the student may appeal the decision of by submitting a brief, written summary of the problem to the Vice President, Student Success and Retention within 5 working days of the decision.
  4. The decision of the Vice President, Student Success and Retention is final.
- ii. **For academic concerns or grievances regarding assessments, faculty performance, technical issues (as related to course content), program content, or program effectiveness:**
1. Students are expected to contact the Student Success Advisor (SSA) within 10 days of the occurrence of the issue.
  2. If the issue cannot be resolved by the SSA, the SSA forwards the issue to the Executive Director, Academic Services (for courses within business, informatics, technology, or general education) or the Manager for Academic Support, Nursing (for all courses within nursing or healthcare).
  3. The issue is investigated and if necessary the appropriate administrator reports the grievance to the dean of that discipline.
  4. The dean will take any necessary steps and the dean, or the dean's representative, will respond to the student with resolution.
  5. If the student is dissatisfied with the decision of the dean, the student must submit a summary of the complaint in writing to the Provost within 5 working days.
  6. The decision of the Provost is final.
- iii. **For other concerns or grievances**
1. The student should first attempt to resolve the issue with the SSA.
  2. If the student and SSA cannot resolve the issue, the student should contact the Manager, Student Success and Retention.
  3. If upon the final decision of the Manager, Student Success and Retention the student wishes to appeal the decision, the student must submit a summary of the

complaint in writing to the President within 5 working days after receipt of the final decision.

4. The decision of the President is final.

▪ For Staff:

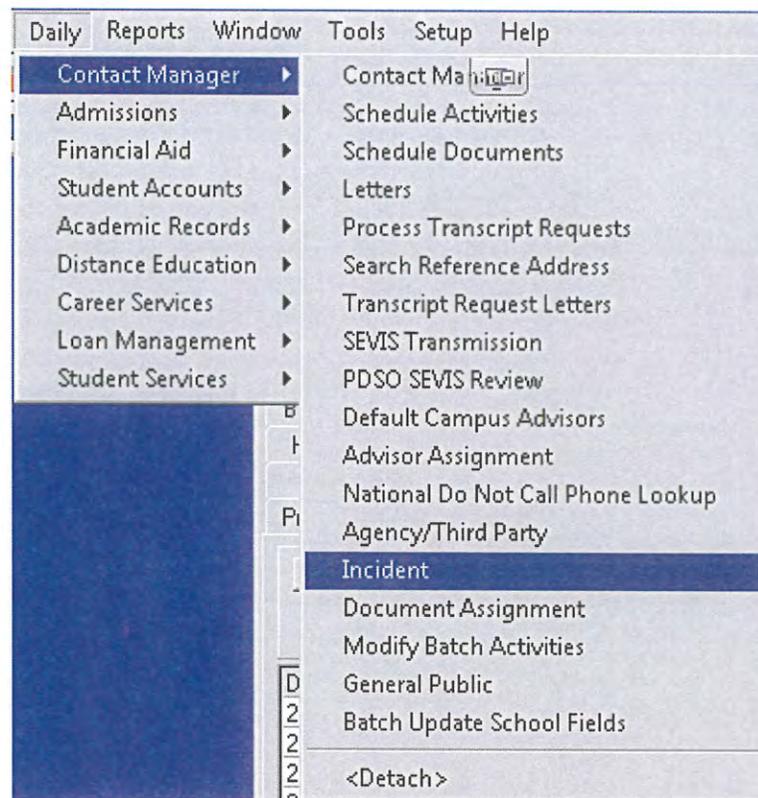
i. Upon notification from a student an issue needs to be addressed, the SSA or applicable staff member will log the issue.

ii. CampusVue

1. Daily

2. Contact Manager

3. Incident



4. Report Incident (bottom right of dialog box)

Incident X

Use the criteria below to search incidents

Student  ...

Staff  ...

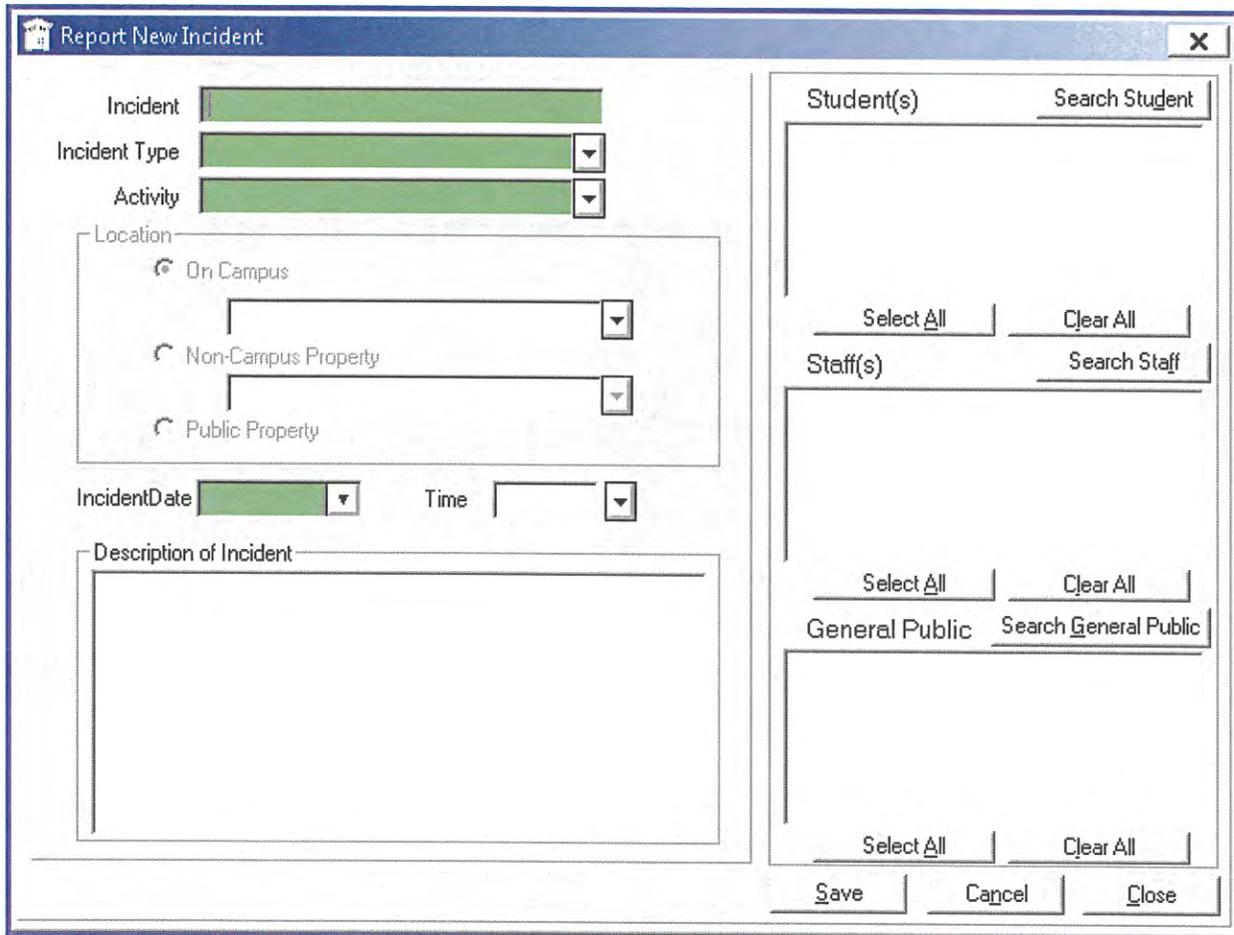
General Public  ...

Date Reported From  To

Show All Incidents

Date Reported	Activity	Incident Type	Location	Campus	Setup By
---------------	----------	---------------	----------	--------	----------

5. Type Incident into green box



6. Select Incident Type from drop down menu (*See References and Definitions for examples.*)
7. Select Activity from drop down menu. At this time there is one corresponding Activity per Incident type.
8. Add incident date in green box. (*See References and Definitions for definition of "Incident Date"*)
9. Enter detailed notes in "Description of Incident"
10. Link the concern to the student
  - a. Search Student (top right corner)

- b. Search by name or student number
    - c. Select student
  - 11. Link concern to staff, if applicable. (NOTE: This may include faculty members or staff.)
    - a. Search Staff (top right corner)
    - b. Search by name or staff group
    - c. Select staff member
  - 12. Save
- iii. Once added to the tracker, the appropriate department administrators will track the progress of the issues by pulling a report up to three times a week to check the incidents tracked.
  - 1. CampusVue.
    - a. Reports
    - b. Contact Manager
    - c. Incident
      - i. At this time the report may be adjusted to pull only specific types of incidents.
      - ii. Select Incident Type
      - iii. Select appropriate types from list.
    - d. Enter date range with a limit of 2 years.
    - e. Preview
    - f. Export to Excel
    - g. Excel
  - 2. The administrators will follow up on the concerns listed on the report to discover any additional information and validate or refute the claims.

- a. Should the issue involve a faculty or staff member or university administrator, that individual will be contacted for a response to the charge.
  - b. Whenever possible, the student will remain anonymous. In cases where there is only one student in the course, the academic department will monitor so that no retaliation is enacted.
3. The follow up efforts to resolve the issue will be updated in the tracker.
- a. Daily
  - b. Contact Manager
  - c. Incident
  - d. Select incident by highlighting
  - e. Edit Incident (bottom right of dialog box)
  - f. Enter detailed updates in "Description of Incident"
4. When a resolution has been reached, the academic department will present the resolution to the appropriate dean for approval, if necessary.
5. Upon approval, the proposed resolution will then be presented to all parties included in the complaint (e.g., student, advisor, involved faculty member, etc.)
6. This proposed resolution will be presented to the student and necessary parties no later than 72 hours from the day the complaint was filed. **(NOTE: If the issue is received after 5:00pm Mountain time, the date rolls to the next business day. For example, should a complaint come in at 4:30pm, the issue will be logged for that day. Should a complaint come in at 5:30 pm on a Friday, the date will be set as the following Monday. Holidays are not included in the 72 hours.)**
7. After notifying the student of the proposed resolution, when possible the academic department will wait for response confirming receipt before enacting the resolution. If more immediate action is required, that will be noted in the tracker.
8. The agreed upon resolution will then be enacted and the resulting steps will also be tracked.
9. The student issue will then be indicated as closed on the tracker.

## V. Reference and Definitions

- Incident Date – Date the concern or grievance was shared with the SSA or applicable Academic staff.
- Student Representative – Any person affiliated with the university to whom the student may have expressed concern relating to the issue categories. This may include professors, Student Success Advisors, Financial Aid Advisors, etc.
- Incident Type:
  - i. AD – Administrative
  - ii. AD – Faculty
  - iii. AD – Financial
  - iv. AD – Grading
  - v. AD – Improper or Unfair Treatment
  - vi. AD – Program Content
  - vii. AD – Program Effectiveness
  - viii. AD – Technical
  - ix. AD – Violation of Policy

## VI. Revision History

- Draft One – November 28, 2011
- Draft Two – March 26, 2012
- Draft Three – June 6, 2013

## APPENDIX M

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE**

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

**American Sentinel University, Inc.**

is a **Corporation** formed or registered on 08/31/2004 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20041299706.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 09/30/2013 that have been posted, and by documents delivered to this office electronically through 10/01/2013 @ 09:57:46.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 10/01/2013 @ 09:57:46 pursuant to and in accordance with applicable law. This certificate is assigned Confirmation Number 8654800.



A handwritten signature in blue ink that reads "Scott Gessler".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*

*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."*



**MATT SCHULTZ**  
*Secretary of State*  
*State of Iowa*

**APPLICATION FOR  
CERTIFICATE  
OF AUTHORITY**

**TO THE SECRETARY OF STATE OF THE STATE OF IOWA:**

Pursuant to section 1503 of the Iowa Business Corporation Act, the undersigned corporation applies for a certificate of authority to transact business in Iowa, and states:

1. The name of the corporation is: American Sentinel University, Inc.
- 1A. [See note 6] The name the corporation will use in Iowa, if different than the legal name of the corporation is:  
\_\_\_\_\_
2. The corporation is incorporated under the laws of the state [or foreign country] of: Colorado
3. The date of incorporation of the corporation was: 08/31/2004
4. The duration of the corporation is: Perpetual
5. The street address of its principal office is:  
Address 2260 South Xanadu Way, Suite 310  
City, State, Zip Aurora, CO 80014
6. The street address of its registered office in Iowa and the name of its registered agent at that office:  
Name National Registered Agents, Inc  
Address 500 East Court Avenue  
City, State, Zip Des Moines, IA 50309
7. The names and business addresses of its current directors and officers:  
Name Dr. Richard Oliver, CEO  
Address 2260 South Xanadu Way, Suite 310  
City, State, Zip Aurora, CO 80014  
  
Name Mary Adams, President  
Address 2260 South Xanadu Way, Suite 310  
City, State, Zip Aurora, CO 80014  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

[Please attach additional pages as necessary]

8. A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, accompanies this application.

9. Signature Mary Adams

Type or print name and title Mary Adams President

**NOTES:**

1. The filing fee is \$100.00. Make checks payable to SECRETARY OF STATE
2. A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, must accompany this application.
3. The document is to be signed by the chairperson of the board, the president, or other officer of the corporation. If directors have not been selected, the document is to be signed by an incorporator. If the corporation is in the hands of a court appointed fiduciary, the document is to be signed by the fiduciary. A copy of a signature is acceptable for filing. Verification is not required.
4. One copy of the document is to be delivered to the Secretary of State for filing.
5. The effective time and date of the document is the later of the following:
  - a. the time of filing on the date it is filed;
  - b. the time specified in the document on the date it is filed;
  - c. the time and date specified in the document, not later than 90 days after the date it is filed.
6. If the name of the corporation does not satisfy the requirements of section 401 of the Iowa Business Corporation Act, the corporation may do either of the following in applying for a certificate of authority:
  - a. add one of the following words or abbreviations to its corporate name for use in Iowa: corporation, incorporated, company, limited, corp., inc., co., ltd.;
  - or*
  - b. use a fictitious name to transact business in Iowa if the corporation's real name is unavailable and the corporation delivers to the secretary of state for filing a copy of the resolution of its board of directors, certified by its secretary, adopting the fictitious name.
7. The information you provide will be open to public inspection under Iowa Code chapter 22.11.

**SECRETARY OF STATE**  
Business Services Division  
Lucas Building, 1st Floor  
Des Moines, Iowa 50319

Phone: (515) 281-5204

Fax: (515) 242-5953

Website: sos.iowa.gov

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE**

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

**American Sentinel University, Inc.**

is a **Corporation** formed or registered on 08/31/2004 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20041299706.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 06/13/2013 that have been posted, and by documents delivered to this office electronically through 06/14/2013 @ 13:48:20.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 06/14/2013 @ 13:48:20 pursuant to and in accordance with applicable law. This certificate is assigned Confirmation Number 8566457.



A handwritten signature in blue ink that reads "Scott Gessler".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*

*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."*

## APPENDIX N



**AMERICAN  
SENTINEL**  
UNIVERSITY

# STUDENT CONSUMER INFORMATION

2013 Student Consumer Information  
Printed on 10/08/2013

Federal regulations require institutions to disclose certain consumer information for students in Title IV eligible educational programs that lead to gainful employment in a recognized occupation. American Sentinel has consolidated this information in one location to help students make an informed decision relevant to their education.

## Student Consumer Information

### Graduation Rates

American Sentinel admitted one full-time first-time undergraduate-level student in the cohort year. We are disclosing graduation rates as reported to our accreditor (DETC) in January 2013.

<b>Degree Program</b>	<b>2012</b>
A.S. Geographic Information Systems	25.0%
B.S. Business Administration	28.2%
B.S. Computer Science	31.9%
B.S. Information Systems	38.5%
B.S. Management Information Systems	31.9%
RN to Bachelor of Science Nursing	88.0%
Master of Science Nursing	69.0%
M.S. Computer Science	44.0%
M.S. Information Systems	76.0%
MBA	50.0%
MBA Health Care	88.0%
M.S. Business Intelligence	100.0%
M.S. Health Systems Management	80.0%

### Retention Rates

American Sentinel did not admit full-time first-time undergraduate-level students in the cohort year. The retention rate for part-time students attending American Sentinel for the first time is 77%.

Federal regulations require institutions to provide certain consumer information to its students annually, along with an annual statement of procedures on where such information can be obtained.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA rights begin when a student is accepted by an institution. Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements and failure to comply may result in the loss of an institution's federal funding.

### 1. Policy

- American Sentinel University abides by and follows all federal guidelines, provisions and regulations under FERPA. (See References and Definitions for full title.)
- The following are subdivisions of FERPA rights and regulations:
  1. **Annual notification of FERPA rights** - Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part. 99.7 (a) (1)
    1. American Sentinel notifies students annually in a manner that reasonably reaches or is available to all students, including students who are disabled (including sight and hearing impaired).
    2. American Sentinel ensures that all materials are available in an accessible format that can be used to best serve any student needing additional assistance.
    3. American Sentinel publishes the annual notification as a policy statement that is available in the academic catalog, student handbook and faculty handbook. Each publication is available in a pdf format.
  2. **Student FERPA rights** - FERPA affords students certain rights with respect to their education records. Education records as defined by Section 99.3 of FERPA are "(1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution." These rights include the following:
    1. The right to inspect and review the student's education record(s) within 45 days of the day the registrar receives a written request for access to certain identified record(s). The school will make arrangements for access and notify the student of the time and place where the records may be inspected. Students may obtain copies of their education records for a nominal charge.
    2. The right to request the amendment of any part of the student's education records that the student believes is inaccurate, misleading or in violation of his/her privacy rights. A written request for amendment that fully describes the specific reason(s) for the requested change must be given to the registrar. Following review, the student will be informed of any amendments or denials of amendment to his or her education records, including a detailed explanation for the decision rendered. Students have a right to a hearing regarding the request for amendment and can request such a hearing in writing to the Grievance and Appeals Committee. At the hearing, the student can present evidence relevant to the disputed issues. All decisions made by the Grievance and Appeals Committee are final. Copies of all requests and written documentation regarding the contents of a student's education record will be retained as part of that student's permanent record.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except in a situation where FERPA authorizes disclosure without consent.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
 Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901  
 Phone: 202.260.3887 Fax: 202.260.9001
3. **Disclosure without consent** - FERPA only authorizes disclosure of personally identifiable information from educational records without the prior written consent of the student in specific circumstances, as described below.
1. One circumstance that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by a school in an administrative, supervisory, academic, research or support staff position or a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks.
  2. A school official has legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility.

The following school officials and their staffs are responsible for maintaining student records within their respective administrative areas in accordance with the policies of this statement and the relevant state and federal laws:

- i. Chief Executive Officer
- ii. Compliance
- iii. Controller
- iv. Director, Financial Aid
- v. Director, Information Technology
- vi. President
- vii. Provost
- viii. Registrar
- ix. Vice President, Student Success & Retention

If further information is required, contact the appropriate school official.

1. Other instances where student information may be disclosed without the permission of the student include, but are not limited to:
  - a. Disclosure made to authorized representatives of the U.S. Department of Education, the Office of the Inspector General, accreditation and licensure agencies, and state and local education authorities. An authorized representative is any entity or individual designated by a State or local educational authority or an agency headed by an official listed, in Section 99.31 of FERPA, to conduct with respect to Federal or State-supported education programs any audit or evaluation, or any compliance or enforcement activity in

- connection with Federal legal requirements that relate to these programs.
  - b. Disclosure in complying with a judicial order or lawfully issued subpoena.
  - c. Disclosure in connection with financial aid for which the student has applied.
  - d. Disclosure made to the student's parent if the student is a dependent of the parent as defined by the U.S. Internal Revenue Service.
  - e. Disclosure made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.
4. **Record of disclosures** - The registrar maintains a record of each request for access and each disclosure of personally identifiable information from the education records of each student. This record shall be maintained with the education records of each student and will include the parties who have requested or received information and the legitimate interests the parties had in requesting or obtaining the information.

1. American Sentinel is not required to keep record of disclosures made to:

- i. The student.
- ii. School officials with legitimate educational interests.
- iii. Parties with written consent from the student.
- iv. Parties receiving records as directed by law enforcement subpoena whereby the court has ordered that the existence of the subpoena not be disclosed.
- v. Directory information

Directory information means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed (Section 99.3 of FERPA).

Directory information may be released without prior student consent upon request by an individual or agency.

2. American Sentinel University defines directory information as the following:

- 1. Name
- 2. State or country of residence
- 3. Email address
- 4. Program
- 5. Major field of study
- 6. Grade level (undergraduate, graduate)
- 7. Degree & awards received

FERPA provides students the right to withhold disclosure of their directory information. American Sentinel University releases this information as a service to its students. Students are encouraged to carefully consider the ramifications of withholding directory information. The student may opt out their inclusion in the institutions directory list up to 60 days after the annual notification is published or 60 days after their initial enrollment. A request to opt out that is received after the 60 day deadline will take effect with the publication of the next annual notification. If the student does not wish the school to authorize the release of any of the above information, please go to

the following link, sign and return [the Directory Information Release Form](#).

## 2. Procedure

### ◦ Record of disclosures:

American Sentinel University keeps record of requests for student-record disclosure in the student information system as an information release. This was enacted January 2011; prior to this date, such information was kept in the student's physical file. This disclosure is housed in the student's file and contains the date requested, the name of the agency requesting information and type of information requested. This information remains a part of the student's permanent file.

## Campus Security and Crime Prevention Information

American Sentinel University complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). American Sentinel's policy is prepared in cooperation with local law enforcement agencies. Per the Clery Act, nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual.

The university attempts to provide students and employees with a safe and secure environment in which to study and work. American Sentinel's offices are open during posted hours. The university's offices are secured during times the school is not open. American Sentinel does not have a physical campus location or residential facilities for students.

[Read American Sentinel's full Campus Security policy.](#)

## Hate Crime Response and Prevention

H.R.2217: The term "hate crime" is defined as a crime in which the defendant intentionally selects a victim--or in the case of a property crime, a piece of property - because of the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, sexual orientation or homeless status of that person.

- American Sentinel University does not condone hate crimes or bias acts, as defined by H.R.2217 and is committed to providing an environment that is safe for all staff, faculty, students and visitors.
- For the health and well-being of the American Sentinel University community, it is essential that individuals or groups who feel targeted and/or affected by bias or hate acts are able to easily report incidents and receive services.
- If a student or office visitor witnesses any act that may be considered a hate crime or bias act (against him or herself, a fellow student or visitor, or another person), he or she should contact American Sentinel's Compliance Office immediately.
- The director of compliance prepares an annual report of hate crimes. This information is posted on the American Sentinel website.

Compliance Office  
2260 S. Xanadu Way Ste. 310

## **Internet Usage (Peer-to-Peer File Sharing)**

All Internet data that is composed, transmitted or received via the American Sentinel computer communications systems is considered to be part of the official records of the university and is reviewed annually. Such information is also subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in Internet email messages and other transmissions is accurate, appropriate, ethical and lawful

All Internet data that is composed, transmitted, or received via the American Sentinel computer communications systems is considered to be part of the official records of the school and, as such is reviewed annually, along with being subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the business information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services and technology provided via the Internet are the property of the school. As such, the university reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, derogatory gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is prohibited. As a general rule, if a student did not create the material, does not own the rights to it or has not secured authorization for its use, the material should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner.

Abuse of school-provided Internet access will result in disciplinary action up to and including dismissal or expulsion. Students may also be held personally liable for any violations of this policy. The following behaviors are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing or threatening messages or images.
- Stealing, using or disclosing someone else's code or password without authorization.
- Copying, pirating or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the university.
- Violating copyright law.

- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the university or initiate unwanted Internet services.
- Sending or posting messages or material that could damage the university's image or reputation, including the use of the university name, titles and positions in any publication that may be perceived as offensive.
- Participating in the viewing or exchange of pornography or obscene material.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Performing operations intended to identify security vulnerabilities or disrupt service of another organization.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to education purposes or activities.
- Using the Internet for political causes or activities, religious activities or any sort of gambling.
- Jeopardizing the security of the university's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services or passing personal views as those of the university.
- Sending anonymous email messages.
- Engaging in any other inappropriate or illegal activities.

## **Drug and Alcohol Abuse Prevention**

American Sentinel University is committed to providing students, faculty and staff an environment free of alcohol and drugs. The unlawful possession, use or distribution of drugs or alcohol on property owned, leased, used or rented by American Sentinel University is strictly prohibited. Use of alcohol at American Sentinel-sponsored events--other than those where alcohol is provided - is prohibited.

American Sentinel University has a referral service available for drug and alcohol counseling, rehabilitation and employee/student assistance programs. Please contact your student success advisor for details.

## **Voter Registration**

Students not registered to vote can use the following websites to obtain voter registration requirements for their state:

- <http://www.eac.gov>
- <http://www.fec.gov>
- <http://www.rockthevote.com>
- <http://www.declareyourself.com>
- <http://www.vote411.org>

[Download the Student Consumer Information document \(PDF format\)](#)

## A.S. Geographic Information Systems

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	45.0702 Geographic Information Science and Cartography.
Placement Rate:	N/A
Cost of Attendance:	\$24,470
Median Loan Debt:	(2011-2012 Award Year) all graduates - N/A
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	4
Number of students who completed program:	
- during award year*:	(2011-2012) - 10
- within normal time*:	10
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-3030 Surveying & Mapping Technicians
Occupational Profile <sup>2</sup> :	<a href="#">17-3031.00 - Surveying and Mapping Technicians</a>
Sample Job Title <sup>2</sup> :	Surveyors, Cartographers, Photogrammetrists and Surveying and Mapping Technicians
Median Wage (2011) <sup>2</sup> :	\$18.92 hourly - \$39,350 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	19-3051 Urban and Regional Planners
Occupational Profile <sup>2</sup> :	<a href="#">19-3051.00 - Urban and Regional Planners</a>
Sample Job Title <sup>2</sup> :	Planner, Community Development Planner, Planning Director, Neighborhood Planner, City Planner, Community Development Director, Regional Planner, Airport Planner, Building, Planning, and Zoning Director, Community Planning and Development Representative
Median Wage (2011) <sup>2</sup> :	\$30.82 hourly - \$64,100 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)  
<sup>2</sup> Source: [O\\*NET](#)

## B.S. Geographic Information Systems

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	45.0702 Geographic Information Science and Cartography.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$15651
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$15651
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	8
Number of students who completed program:	
- during award year*:	(2011-2012) - 3
- within normal time*:	3
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-3030 Surveying & Mapping Technicians
Occupational Profile <sup>2</sup> :	<a href="#">17-3031.00 - Surveying and Mapping Technicians</a>
Sample Job Title <sup>2</sup> :	Surveyors, Cartographers, Photogrammetrists and Surveying and Mapping Technicians
Median Wage (2011) <sup>2</sup> :	\$18.92 hourly - \$39,350 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-3031.00 (Surveying & Mapping Technicians)
Occupational Profile <sup>2</sup> :	<a href="#">17-3031.00 Surveying &amp; Mapping Technicians</a>
Sample Job Title <sup>2</sup> :	Surveyors, Cartographers, Photogrammetrists and Surveying and Mapping Technicians
Median Wage (2011) <sup>2</sup> :	\$18.92 hourly, \$39,350 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-3031.01 (Surveying Technicians)
Occupational Profile <sup>2</sup> :	<a href="#">17-3031.01 Surveying Technicians</a>
Sample Job Title <sup>2</sup> :	Survey Party Chief, Survey Technician, Survey Crew Chief, Instrument Man (I-Man), Chainman, Rodman, Instrument Operator, Engineering Technician, Engineering Assistant, Field Crew Chief
Median Wage (2011) <sup>2</sup> :	\$18.92 hourly, \$39,350 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-3031.02 (Mapping Technicians)
Occupational Profile <sup>2</sup> :	<a href="#">17-3031.02 Mapping Technicians</a>
Sample Job Title <sup>2</sup> :	Mapping Technician, Stereoplotter Operator, Photogrammetric Compilation Specialist, Photogrammetric Technician, Computer Aided Design Technician (CAD Technician), Draftsman, Hydrographic Surveyor, Photogrammetric Stereo Compiler, Aerotriangulation Specialist, Agricultural Global Positioning System Mapper (Agricultural GPS Mapper)
Median Wage (2011) <sup>2</sup> :	\$18.92 hourly, \$39,350 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	17-1021.00 (Cartographers and Photogrammetrists)
Occupational Profile <sup>2</sup> :	<a href="#">17-1021.00 Cartographers and Photogrammetrists</a>
Sample Job Title <sup>2</sup> :	Photogrammetrist, Cartographer, Photogrammetric Technician, Compiler, Production Manager, Stereo Compiler, GIS

Analyst (Geographic Information Systems Analyst), Stereoplotter Operator, Digital Cartographer, Geographic Information Systems Specialist (GIS Specialist)	
Median Wage (2011) <sup>2</sup> : Standard Occupational Classification (SOC) Code <sup>2</sup> : Occupational Profile <sup>2</sup> : Sample Job Title <sup>2</sup> : Median Wage (2011) <sup>2</sup> : Standard Occupational Classification (SOC) Code <sup>2</sup> : Occupational Profile <sup>2</sup> : Sample Job Title <sup>2</sup> :	\$26.91 hourly, \$55,970 annual 11-9199.01 (Regulatory Affairs Managers) <a href="#">11-9199.01 Regulatory Affairs Managers</a> No additional job titles listed \$47.85 hourly, \$99,540 annual 11-9199.02 (Compliance Managers) <a href="#">11-9199.02 Compliance Managers</a> No additional job titles listed \$47.85 hourly, \$99,540 annual 11-9199.04 (Supply Chain Managers) <a href="#">11-9199.04 Supply Chain Managers</a> Supply Chain Manager, Supply Chain Director, Global Supply Chain Director, Supply Chain Vice President
Median Wage (2011) <sup>2</sup> : Standard Occupational Classification (SOC) Code <sup>2</sup> : Occupational Profile <sup>2</sup> : Sample Job Title <sup>2</sup> :	\$47.85 hourly, \$99,540 annual 11-9199.10 (Wind Energy Project Managers) <a href="#">11-9199.10 Wind Energy Project Managers</a> This title represents an occupation for which data collection is currently underway.
Median Wage (2011) <sup>2</sup> :	\$47.85 hourly, \$99,540 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)  
<sup>2</sup> Source: [O\\*NET](#)

## B.S. Information Security

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	11.1003 Computer and Information Systems Security/Information Assurance.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$21000
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$21000
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	8
Number of students who completed program:	
- during award year*:	(2011-2012) - 17
- within normal time*:	17
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1122 Information Security Analysts
Occupational Profile <sup>2</sup> :	<a href="#">15-1071.01 - Computer Security Specialists</a>
Sample Job Title <sup>2</sup> :	Information Technology Specialist, Data Security Administrator, Information Security Analyst, Information Security Officer, Computer Specialist, Information Security Specialist, Information Systems Security Analyst, Computer Security Specialist, Informati
Median Wage (2011) <sup>2</sup> :	\$37.49 hourly, \$77,990 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)

<sup>2</sup> Source: [O\\*NET](#)

## B.S. Information Systems

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	11.0103 Information Technology.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$21000
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$2100
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	8
Number of students who completed program:	
- during award year*:	(2011-2012) - 17
- within normal time*:	17
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1199 Computer Occupations, All Other
Occupational Profile <sup>2</sup> :	<a href="#">15-1199.09 - Information Technology Project Managers</a>
Sample Job Title <sup>2</sup> :	This title represents an occupation for which data collection is currently underway.
Median Wage (2011) <sup>2</sup> :	\$38.43 hourly, \$79,930 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)  
<sup>2</sup> Source: [O\\*NET](#)

## B.S. Information Technology, Networking

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	11.0901 Computer Systems Networking and Telecommunications.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$9373
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$9373
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	8
Number of students who completed program:	
- during award year*:	(2011-2012) - 5
- within normal time*:	5
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1121 Computer Systems Analysts
Occupational Profile <sup>2</sup> :	<a href="#">15-1121.00 - Computer Systems Analysts</a>
Sample Job Title <sup>2</sup> :	Systems Analyst, Programmer Analyst, Business Systems Analyst, Computer Systems Analyst, Computer Systems Consultant, Computer Analyst, Information Systems Analyst (ISA), Applications Analyst, Business Analyst, Systems Engineer
Median Wage (2011) <sup>2</sup> :	\$37.87 hourly, \$78,770 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1121 Computer Systems Analysts
Occupational Profile <sup>2</sup> :	<a href="#">15-1121.01 - Informatics Nurse Specialists</a>
Sample Job Title <sup>2</sup> :	Clinical Informatics Director, Clinical Information Systems Director, Clinical Applications Specialist, Nursing Information Systems Coordinator
Median Wage (2011) <sup>2</sup> :	\$37.87 hourly, \$78,770 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1122 Information Security Analysts
Occupational Profile <sup>2</sup> :	<a href="#">15-1122.00 - Information Security Analysts</a>
Sample Job Title <sup>2</sup> :	Information Technology Specialist, Data Security Administrator, Information Security Analyst, Information Security Officer, Computer Specialist, Information Security Specialist, Information Systems Security Analyst, Computer Security Specialist, Informati
Median Wage (2011) <sup>2</sup> :	\$37.49 hourly, \$77,990 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1143 Computer Network Architects
Occupational Profile <sup>2</sup> :	<a href="#">15-1143.00 - Computer Network Architects</a>
Sample Job Title <sup>2</sup> :	Network Analyst, Network Engineer, Systems Engineer, Systems Administrator, Systems Analyst, Network Specialist, Network Technician, System Programmer, Telecommunications Manager, Systems Specialist
Median Wage (2011) <sup>2</sup> :	\$37.49 hourly, \$77,990 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	15-1152 Computer Network Support Specialists
Occupational Profile <sup>2</sup> :	<a href="#">15-1152.00 - Computer Network Support Specialists</a>
Sample Job Title <sup>2</sup> :	Network Engineer, Design Engineer, Network

Median Wage (2011)<sup>2</sup>:

Systems Consultant  
\$22.91 hourly, \$47,660 annual

---

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)

<sup>2</sup> Source: [O\\*NET](#)

## B.S. Management Information Systems

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	52.1201 Management Information Systems, General.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - N/A
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - N/A
Years to Complete:	8
Number of students who completed program:	
- during award year*:	(2011-2012) - N/A
- within normal time*:	N/A
Standard Occupational Classification (SOC) Code <sup>2</sup> :	11-3020 Computer & Information Systems Managers
Occupational Profile <sup>2</sup> :	<a href="#">11-3021.00 - Computer and Information Systems Managers</a>
Sample Job Title <sup>2</sup> :	Information Technology Manager (IT Manager), Information Technology Director (IT Director), Information Systems Director (IS Director), Data Processing Manager, MIS Director (Management Information Systems Director), Information Systems Manager (IS Manage
Median Wage (2011) <sup>2</sup> :	\$56.74 hourly, \$118,010 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)

<sup>2</sup> Source: [O\\*NET](#)

## B.S. Business Administration, Business Informatics

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	52.0201 Business Administration and Management, General.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$7343
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$7343
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	4
Number of students who completed program:	
- during award year*:	(2011-2012) - 4
- within normal time*:	4
Standard Occupational Classification (SOC) Code <sup>2</sup> :	11-0000 Management Occupations; 13-0000-Business & Financial Operations
Occupational Profile <sup>2</sup> :	<a href="#">11-3011.00 - Administrative Services Managers</a>
Sample Job Title <sup>2</sup> :	Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations
Median Wage (2011) <sup>2</sup> :	\$38.24 hourly- \$79,540 annual

American Sentinel is not required to provide placement services by its accreditors and therefore does not provide such services for its graduates.

\* On Time Graduation Rate - \*The majority of American Sentinel students are part time. They enter the University with transfer credits and attend part-time. As such the average completion times are:

- Associate - 3 years
- Bachelor's - 6 years
- Master's - 3 to 4 years depending on the program: MSBI, MSN - 3 years; MBA, MSCS, MSHSM - 4 years

<sup>1</sup> Source: [NCSE](#)

<sup>2</sup> Source: [O\\*NET](#)

## B.S. Business Administration, Finance

Classification of Instructional Programs (CIP) Code <sup>1</sup> :	52.0801 Finance, General.
Placement Rate:	N/A
Cost of Attendance:	\$48,745
Median Loan Debt:	(2011-2012 Award Year) all graduates - \$7343
Title IV Loan Debt:	Amount Borrowed (2011-2012 Award Year) - \$7343
Private Educational Loan Debt:	Amount Borrowed (2011-2012 Award Year) - N/A
On Time Graduation Rate*:	(2011-2012) - 100%
Years to Complete:	4
Number of students who completed program:	
- during award year*:	(2011-2012) - 4
- within normal time*:	4
Standard Occupational Classification (SOC) Code <sup>2</sup> :	13-2051 Financial Analysts
Occupational Profile <sup>2</sup> :	<a href="#">13-2051.00 - Financial Analysts</a>
Sample Job Title <sup>2</sup> :	Financial Analyst, Securities Analyst, Investment Analyst, Equity Research Analyst, Credit Products Officer, Operational Risk Analyst, Planning Analyst, Research Analyst, Real Estate Analyst
Median Wage (2011) <sup>2</sup> :	\$36.37 hourly, \$75,650 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	11-1011 Chief Executives
Occupational Profile <sup>2</sup> :	<a href="#">11-1011.00 - Chief Executives</a>
Sample Job Title <sup>2</sup> :	Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Vice President, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Finance Vice President, General Manager, Operations Vice President
Median Wage (2011) <sup>2</sup> :	\$80.25 hourly, \$166,910 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	11-1021 General and Operations Managers
Occupational Profile <sup>2</sup> :	<a href="#">11-1021.00 - General and Operations Managers</a>
Sample Job Title <sup>2</sup> :	Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)
Median Wage (2011) <sup>2</sup> :	\$44.55 hourly, \$92,650 annual
Standard Occupational Classification (SOC) Code <sup>2</sup> :	11-3031 Financial Managers
Occupational Profile <sup>2</sup> :	<a href="#">11-3031.00 - Financial Managers</a>
Sample Job Title <sup>2</sup> :	\$51.52 hourly, \$107,160 annual
Median Wage (2011) <sup>2</sup> :	N/A
Standard Occupational Classification (SOC) Code <sup>2</sup> :	13-2031 Budget Analysts
Occupational Profile <sup>2</sup> :	<a href="#">13-2031.00 - Budget Analysts</a>
Sample Job Title <sup>2</sup> :	Budget Analyst, Budget Officer, Budget and Policy Analyst, Chief Financial Officer (CFO), Cost Accountant, Staff Analyst, Accounting Supervisor, Budget Coordinator