

Policy AA4.03: Program Progression Policy

Oversight	Information
Policy Type	Academics, Admissions
Policy Owners	Chief Academic Officer, VP of Admissions
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	February 16, 2021
Procedure Effective Date	February 16, 2021

Purpose

The purpose of this policy is to explain the requirements for course and program progression after students have been enrolled in the university.

Policy

Course Registration

Once students are enrolled, they must register for their courses within the stated registration period for any given term as provided in the Academic Calendar on the public website. Courses are offered to provide students with convenience and flexibility to complete their studies. However, students should note the requirements and prerequisites for each class when reviewing the academic catalog for each course in order to be very clear on specific faculty expectations.

Late Registration

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

Program Switches:

Students may change their program of study or specialization after consultation with Student Success Advisors. Changing a program of study or specialization will require a new degree plan issued by the university. In addition, students changing a program of study will be assessed a program switch fee.

CastleBranch

The graduate programs at American Sentinel College require students to use a third-party document repository service to ensure compliance with requirements needed for practicum and clinical experiences in the program. All requirements must be maintained and updated throughout the graduate program. This includes annual updates for all requirements. Students are not permitted to register for clinical/PE courses or accrue clinical/PE hours unless all components are up to date. Consistent with applicable law, this includes a background check, photo ID, immunization records, health insurance, physical exam, and RN license. There are no exemptions to the required documents except for documented medical declination from a healthcare provider.

Guidelines

Program Switches

Students requesting a change of program must meet all admission requirements for the new program or specialization of interest. The Registrar's office completes an evaluation of all admission requirements to determine eligibility prior to completing any program or specialization switches.

Late Registration

Students registering late must still post to the course discussion forum to be counted in attendance during week one.

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

Procedure

Students who wish to change their programs of study may do so by notifying their Student Success Advisors (SSA) and providing the reasons for the change. SSAs will then consult with the appropriate dean as needed. Unless they are requesting a switch from a SIMPath program to the comparable term-based program option, students that change their program of study will be assessed a fee. Students will be limited to two program of study modality changes. New degree plans will be developed for these students and the students are required to complete the curriculum that is in place for their new program at the time they change their programs of study.

CastleBranch

Information regarding CastleBranch application and maintenance can be found in [Moodle](#). These requirements include:

- Background check
- Photo ID
- Immunization records for
 - Measles, mumps, and rubella
 - Varicella,
 - Hepatitis B
 - Tuberculosis
 - Tetanus and diphtheria
 - Influenza
- Health insurance
- Current physical exam
- RN License
- Malpractice insurance
- OSHA training in
 - Bloodborne Pathogens

- Hazard Communication
- HIPAA Training

A medical exemption for a CastleBranch requirement must be documented and approved by the clinical coordinator or PE coordinator for the graduate programs. These exemptions are documented in the student file.

Related Documents/References

- Student Handbook
- Academic Catalog

Definitions

- None

Revision History

- 7/15/2014 – Clarification that students will require new degree plan.
- 1/16/19 – Consolidated with AA4.07 Single Course Enrollment Policy, and updated verbiage.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- 6/8/20: Added information about student location and DNP reenrollment procedures – AHB and KW
- 9/3/2020 Added information about SIMPath to term-based program switches not requiring the program switch fee and limiting program changes between modalities to two switched – MK
- September 2020 – Removed information about DNP reenrollment (moved to AA3.03), added information from AA4.04, and renamed title to “Program Progression policy”, added a purpose statement – AHB
- February 2021 – Added verbiage related to castlebranch requirements in policy and procedural sections - AHB
- 3/1/2021 – Updated branding for Post University - AHB