ADDENDUM NO. 1

TO

CATALOG 2019

JANUARY 1, 2019 – DECEMBER 31, 2019

Effective September 9, 2019

HCI College Catalog Addendum

HCI College continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the College to reflect these revisions in its publications. The following Addendum No.1 represents additions, changes and deletions to the 2018-2019 HCI College Catalog, Volume II, August 13, 2019, and is effective September 9, 2019.

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Page 18, Associate Degree in Nursing - Admission Requirements

(Offered at West Palm Beach and Fort Lauderdale locations)

In order to begin the admissions process for the Associate Degree in Nursing, an applicant must:

- Complete and sign an application including payment of the application fee.
- Take the SmarterMeasure Learning Readiness Indicator (please see the SmaterMeasure policy for more information).
- Pass a criminal background check (within 6 months) by the Florida Department of Law Enforcement (FDLE) (Level II)[1].
- Pass and have a current (within 6 months) 10 panel drug screen[1].
- Be 18 years of age prior to the start of classes.
- Provide a valid Driver's License or government issued photo ID.
- Have a current physical (within the past 12 months) signed by a physician prior to starting clinical(s).
- Have current PPD, proof of Titers and proof of current American Heart Association Basic Life Support (BLS) prior to starting their clinical.
- Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalents of a high school diploma, or provide verification of graduation of an Associate degree or higher from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the School.
- Provide proof of previous experience or education in a Medical Program.
- Meet the technical requirements as per HCI College's admission Enrollment Agreement.
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 55 (please see the TEAS policy for further information). *The HESI A2 Exam (HESI Admission Assessment Exam) may be used in place of the TEAS entrance requirement of 55. Applicants must earn a minimum score of 80 on the HESI A2 Exam. The results of the HESI A2 will be accepted for up to one year after the test date of the exam.*

[1]*Certain findings on background checks or drug screen can hinder or prevent a student from clinical/ride placement or pursuing licensure in most program fields offered by HCI College.*

Page 38, Satisfactory Academic Progress Policy

In order to demonstrate SAP toward completion of the Nursing Program, a student must maintain a specific course grade point average (see Required Grades) and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Nursing Program ("Maximum Timeframe"). Maximum Time Frame for the Nursing Program is exceeded when a student attempts more than 108 semester credits. SAP is evaluated at the end of every semester in order to reestablish a student's eligibility to continue receiving federal financial aid funds for the next semester. The following abbreviations are used throughout this policy:

- **(SAP) Satisfactory Academic Progress**
- **(CGPA) Communitive Grade Point average**
- **(AFAW) Academic Financial Aid Warning**

- **(AFAP) Academic Financial Aid Probation**

There are two standards that must be met:

The **qualitative standard** for each program requires that a student achieve a minimum **CGPA** of 2.00 or better for the first semester in the program. When evaluated at the end of each semester, a student must achieve the **CGPA** listed on in Diagram 1 within this document at the end of the corresponding semester. At completion of the program, every nursing student must have a **CGPA** of at least 2.48 in order to graduate from the Nursing Program.

The **quantitative standard** requires students to complete the Nursing Program within the Maximum Timeframe of the program. Transfer credits that are accepted by HCI College for credit toward the Nursing Program are included in the calculation of the Maximum Time Frame.

The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits.

Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters. The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired, the credits for that course will be included as credits attempted in the Completion Rate.

Treatment of incompletes, course completers, withdrawals, repetitions, transfer credit, audited courses, leaves of absence, and official grade changes.

- Course Incomplete grades: Grades of Incomplete are included in the minimum pace of completion percentage as credits attempted but are not included in GPA or **CGPA** until the official grade is posted.
- Completers (non-graduates): A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.
- Withdrawals: Courses withdrawn during the add/drop period are not included as attempted credits in the minimum pace of completion percentage or in the student's GPA/**CGPA**. Courses withdrawn after add/drop period are included as attempted but not completed for the Completion Rate. They are not included in GPA or **CGPA**.
- Repeated Courses: Students may use federal student aid funds for which they are entitled to retake any course they previously completed with a grade of F. Students may also use federal student aid funds to retake a course they previously completed with a passing grade one time to improve their grade. For financial aid purposes each time a course is taken it counts as an attempted course for the Completion Rate. The higher grade will count towards the cumulative grade point average.
- Transfer credits: Transfer credits are considered as both attempted and completed for the Completion Rate. They are not included in the calculation of GPA or **CGPA**.
- Audited Courses: Courses taken as audits are not taken for credit and are not included in SAP calculations for the Completion Rate, GPA or **CGPA**.

- Leaves of Absence (LOA): HCI does not grant LOAs during a term. Any complete term during which a student is on an authorized LOA will not be included in the Completion Rate calculation.
- Grade Changes: In the event a grade for a prior term is officially changed by HCI College after SAP has been evaluated for that term, SAP will be reevaluated using the new grade at the next SAP evaluation point, however, the College may elect to reevaluate SAP for the student immediately following the official grade change.

Financial Aid Warning

If a student does not achieve the required minimum **CGPA** of 2.0 at the end of the first semester or the required **CGPA** at the end of any following semester as set forth on Diagram 1 (semester 2, 3,4, 5, etc.), or if the student fails to achieve a 67% minimum pace of completion percentage after any semester, the student will be placed on **AFAW** for the next semester.   Students on **AFAW** status remain eligible to receive federal financial aid for the semester on which they are on **AFAW**. Students may not be on **AFAW** for more than one consecutive semester.

- If a student successfully obtains the required minimum **CGPA** or achieves a minimum pace of completion percentage of 67% or better at the conclusion of the semester on **AFAW**, the student will be removed from **AFAW.**
- A student who is not meeting SAP requirements at the end of the semester on **AFAW** will lose eligibility to continue receiving federal financial aid, but the student may appeal the student's SAP status in order to preserve his/her financial aid eligibility. (Please see the section below "**SAP Appeal Process**" for information on how an SAP Appeal may be filed).
- If a student files an SAP appeal that is denied, they will be dismissed from the program and HCI College.
- Following a successful SAP appeal, the student will be placed on **AFAP**. Students on **AFAP** must meet with their academic advisor to develop an academic plan if the student is expected to need more than one semester to resume meeting SAP requirements. Students expected to need only one semester to resume meeting SAP requirements may also receive an academic plan at the discretion of HCI College and will be informed of the College's decision with the decision on the student's SAP appeal. All academic plans will be developed according to the judgement of the academic advising staff. Academic plans will contain a roadmap for the student to resume meeting SAP requirements by a specific point in time and may contain and benchmarks that the student needs to achieve in order to eventually resume meeting SAP requirements.
- At the conclusion of the student's semester on **AFAP** status, the student's progress shall be evaluated to determine if the student has resumed meeting SAP requirements or if the student is meeting the requirements established in the student's Academic Plan.
- If a student is on **AFAP** completes 67% or more of credit hours attempted by the next SAP review period and meets the applicable CGPA requirement stated on Diagram 1, the student will be removed from **AFAP** status and returned to good standing for academic/SAP purposes.
- If a student on **AFAP** has an academic plan that provides a pathway for the student to resume meeting SAP requirements within more than one semester and the student fails to meet requirements established in the academic plan, the student will be ineligible for federal financial aid and will be dismissed from HCI College.

- If the student on **AFAP** has an academic plan that provides a pathway for the student to resume meeting SAP requirements within more than one semester and the student is meeting the requirements established in the academic plan, the student will continue to be eligible to receive federal financial aid as outlined in the academic plan.

SAP Appeal Process

HCI College may only approve an appeal by a student if it is determined the student will meet SAP requirements based on the qualitative and/or quantitative standards in the next SAP review period or if the academic plan that the college proposes for the student demonstrates that a reasonable pathway exists to enable the student to resume meeting SAP requirements.

To appeal the loss of federal student aid eligibility due to SAP, the student must submit a written request to the Vice President of Student Services and/or Campus Director, or any such person designated by the President of Student Services or Campus Director. The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided in addition to the student's plan for improvement. As part of the appeal, the student must document in writing why they did not meet SAP, and what in the student's situation has changed that will allow them to meet SAP going forward. Typical student life issues and making the transition to college are not considered mitigating circumstances under this policy. Examples of mitigating circumstances that may impact Academic Progress include the following:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Other special circumstances

The Vice President of Student Services and/or Campus Director or designee will determine the appropriateness of the mitigating circumstance regarding severity, timeliness, and the student's ability to avoid the circumstance in the future. Upon receipt of the request for appeal and the supporting documentation, the Vice President of Student Services and/or Campus Director or designee will notify the student within of the College's determination in writing of receiving the student's complete appeal submission.

Readmission to HCI College Following Dismissal for Failure to Meet SAP

If a student files an unsuccessful SAP appeal, which is denied, the student will be dismissed pursuant to HCI College policy but may apply to be readmitted after the end of the semester for which the SAP appeal was denied. Sitting out one term does not automatically reinstate a student's federal student aid eligibility.

A student who seeks to be readmitted after remaining out of school for one full semester will be subject to HCI College's evaluation of the student's academic records to determine if it is possible for the student to resume meeting SAP requirements.

If HCI College determines that the student may be able to resume meeting SAP requirements, the student may be readmitted but is not eligible for federal student aid funds until the student successfully meets SAP requirements.

Diagram 1

Total Credits Attempted	GPA Requirement
Semester One	2.00
Semester Two	2.12
Semester Three	2.21
Semester Four	2.33
Semester Five	2.48

Note:

The Veterans Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters/pay periods. At that point, veterans' benefits can be terminated. A student terminated from veterans' benefits due to unsatisfactory progress maybe recertified for benefits when the student meets the **CGPA** requirement or meets the minimum 67% Completion Rate requirement for progression.