HCI College
A Postsecondary, Vocational School
West Palm Beach (Main Campus) & Fort Lauderdale (Branch of West Palm Beach)
Licensed by the Commission for Independent Education, Florida Department of Education.
Additional information regarding this institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Toll-free telephone number (888) 224-6684.

Accredited by:
The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
#MO72133 West Palm Beach (WPB) & #BR072560 Fort Lauderdale (FL) (Branch of WPB)

Licensed by:
The Florida Department of Health (DOH), Bureau of Emergency Medical Oversight;
The DOH, Florida Board of Nursing (FBON); and The Florida State Fire College (FSFC) provide
program approvals and are not licensing bodies.

The Florida Department of Health, Bureau of Emergency Medical Oversight
4052 Bald Cypress Way, Bin A-22
Tallahassee, FL 32399-1738
#107 West Palm Beach (Main Campus) & #165 Fort Lauderdale (Branch of West Palm Beach)

Program Approvals: Emergency Medical Technician (EMT) (Diploma) and Paramedic (Diploma),
offered at West Palm Beach, Main Campus & Fort Lauderdale, Branch of West Palm Beach.
Emergency Medical Services (EMS) & Fire Science (Associate of Science) programs are offered at
West Palm Beach only.

Committee on Accreditation of Educational Programs for the Emergency Medical
Services Professions (CoAEMSP) Accreditation

The HCI College Paramedic program at West Palm Beach received initial accreditation by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org)
on January 11, 2018.
The Florida State Fire College
1165 NW Gainesville Road
Ocala, FL 34482-1486
(352) 369-2800
#12606

Program Approval: Fire Science (Associate of Science) offered at West Palm Beach Main Campus only.

The Florida Department of Health, Florida Board of Nursing
4052 Bald Cypress Way Bin C-02
Tallahassee, Florida 32399-3252
(850) 488-0595
NPRN #70755 West Palm Beach (Main Campus)
NPRN #704135 Fort Lauderdale (Branch of West Palm Beach)

Program Approved: Associate Degree in Nursing offered at Fort Lauderdale (Branch of West Palm Beach).

Accreditation Commission for Education in Nursing (ACEN) Status for Nursing
(Associate Degree in Nursing - Fort Lauderdale Campus)
The Associate Degree in Nursing program, Fort Lauderdale has been deemed eligible to participate in the Candidacy process. This process is the prerequisite step toward formal review for ACEN initial accreditation and is neither a status of accreditation nor a guarantee that accreditation will be granted.

State Authorization Reciprocity Agreement (SARA)
HCI College is an institutional participant in the State Authorization Reciprocity Agreements (SARA), a voluntary and regional method to oversee distance education. HCI College is also approved by its home state, Florida. As a result of HCI College’s participation in SARA and approval by its home state, HCI College may offer distance education programs in SARA member states without further approval from the individual state. SARA only applies to distance education and does not cover instruction provided on-ground at any of HCI College’s campuses.

Member Of:
Florida Department of Education (FLDOE), Statewide Course Numbering System (SCNS)
Florida Association of Postsecondary Schools & Colleges (FAPSC)

Statement of Legal Control:
HCI College is a for-profit Limited Liability Corporation and a subsidy of Florian Education Investors LLC, formed under the laws of the State of Delaware and authorized to transact business in the State of Florida.

Steve Hart and Larry Brown, Chairmen (Co-Chairs)
Pedro De Guzman, President and Chief Executive Officer

HCI College West Palm Beach (Main Campus) and corporate offices are located at:
1764 North Congress Avenue
Suite 203
West Palm Beach, FL 33409
(561) 586-0121
Office Hours: Monday -Thursday: 8:30 AM to 8:00 PM
Friday: 8:30 AM to 4:00 PM
Website: www.HCI.edu

HCI College Fort Lauderdale (Branch of West Palm Beach) offices are located at:
1201 W. Cypress Creek Road
Suite 101
Fort Lauderdale, FL 33309
(954) 626-0255
Office Hours: Monday - Thursday: 8:30 AM to 8:00 PM
Friday: 8:30 AM to 4:00 PM
Website: www.HCI.edu
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Welcome to HCI College

On behalf of our faculty and staff, I welcome you to HCI College. At HCI College, you will find professional career programs taught by experienced faculty with a passion for education. A professional degree from HCI College offers tremendous opportunity for a rewarding career in public health and safety. We are very proud of our excellent outcomes and success rates. Most of all, we are proud of our many graduates who are working in and contributing to the community.

The faculty at HCI College is comprised of caring individuals who are dedicated to making your experience both enjoyable and rewarding. These instructors are experts in the field, most often with advanced degrees and many years of industry experience. Under their guidance, our students receive the education necessary to transition from student to working professional.

I offer you my best wishes as you pursue your educational goals.

Sincerely,

Pedro De Guzman
Pedro De Guzman
President & Chief Executive Officer
Mission Statement

HCI College is dedicated to providing education to students preparing them for a career in Nursing or Allied Health. The college provides a student-centered environment consistent with its core values preparing graduates to apply their knowledge, critical thinking skills, and abilities to succeed in employment, advancement in careers, and service to the community.

History and Philosophy

HCI College began as Health Career Institute (HCI), a modest provider of American Heart Association (AHA) programs in 1993. Initially, courses were conducted on a custom basis for physicians, nurses, and EMS providers. HCI first offered its emergency medical technician (EMT) program in 2002, followed by a Paramedic program in 2005. In 2010 HCI moved into its current facility, which is both larger and better equipped, thereby allowing for the continued growth of the Institute’s EMS and fire programs.

In 2013, Health Career Institute (HCI) introduced an exciting Associate Degree in Nursing program using industry seasoned staff and a practical approach to health-related community service programs. HCI offers students the opportunity to move through an applied career training program and into the workforce with confidence in their skills and preparation. In early 2015, HCI introduced another exciting nursing program, the Bachelor of Science in Nursing (BSN). The BSN program is 100% online and can be completed in as little time as 56 weeks, longer if needed. In addition, the General Education Courses for the Nursing (ADN), Emergency Medical Services (AS), and Fire Science (AS) programs are taught completely online.

On December 31, 2013, HCI was acquired by Florian Education Investors LLC (FEI), a company with proven leadership and extensive experience in management and growth of quality schools. FEI is controlled by Co-Chairs Steve Hart and Larry Brown. In 2016, HCI received initial accreditation and licensure approval for its Lauderdale Lakes campus (Branch of West Palm Beach), with a strong focus on quality nursing education.

In 2019 HCI added over 4,000 square feet to the West Palm Beach Campus and moved its Lauderdale Lakes branch to a newly remodeled 20,000 square foot facility in Fort Lauderdale. At the same time due to the commitment to providing quality higher education to the communities we serve Health Career Institute underwent a name change. Health Career Institute is now HCI College which stands for quality, care, respect, and professionalism.

HCI College is a private postsecondary educational college accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). HCI College’s mission is to provide educational training that prepares students to enter the workforce. The school offers general education and professional programs at the diploma and the Associate of Science Degree (A.S.) levels in the fields of healthcare, nursing, emergency medical services (EMS), and fire science. These programs are designed to instill knowledge and skills under the current standards of professional practice as well as foster the values of higher education and social responsibility. HCI College employs a faculty and staff who are comprised of working paramedics, firefighters, and nurses in the pre-hospital and hospital settings.

Goals

At HCI College, our aim is to provide our students with an education whereupon graduation they are equipped to confidently enter the work force, and to successfully engage and compete with their peers and colleagues.

Our dedicated faculty and staff continually seek to improve our environment, skills, and professionalism to ensure that our mission is accomplished. By proactively pursuing our vision we will be able to accomplish our goals.
Accreditation, Certifications, Licenses & Memberships

HCI College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) (license #MO72133 WPB & #BR072560 FL). HCI College is licensed by the Commission for Independent Education Florida Department of Education (License # 2077 WPB and #5625 FL).

Various programs are approved by the following program-specific bodies:

Florida Fire Protection (FFP) Program: Florida State Fire College (Site #12606); EMT and Paramedic Programs: Florida Department of Health, Bureau of Emergency Medical Services (School Code 107 WPB and 165 FL)

ADN Nursing: Florida Department of Health (DOH), Board of Nursing (BON) (Licenses: NPRN #70755 WPB and NPRN #704135 FL)

EMT, Paramedic, Nursing, and General Education courses are approved for academic transfer through the Florida Statewide Course Numbering System (SCNS). FFP courses are approved for occupational transfer through the SCNS. Copies of the approvals and licenses for Health Career Institute/HCI College are on display in West Palm Beach Suite 203 lobby and in Fort Lauderdale Suite 101 lobby.

Program Advisory

HCI College has two Advisory Boards per campus. The first serves the EMS, Fire Science programs and the second guides the Nursing programs. Both Advisory Boards consist of current students, graduates, Public Safety and Health Care employers, and providers from the community. In addition, the Campus President, faculty, and staff members may attend Advisory Board meetings. The Advisory Boards meet at least twice a year to discuss issues such as new program development, curriculum, compliance with standards and regulations, and community involvement. The Advisory Boards also provide valuable feedback to faculty and staff regarding current trends and expectations within their respective professional communities.
Administration

Co-Chairmen........................................................ Larry Brown and Steven Hart
President and Chief Executive Officer ......................... Pedro De Guzman
Vice President of Academic and Regulatory Affairs........... Dr. Arlette Petersson, Ed.D., MBA, MA
Vice President of Finance ................................................. Ryan Miller, BS, CPA
Vice President of Administration...................................... Dean Riling
Vice President of Student Services ................................. Johanna Lane, BBA
Campus President (West Palm Beach) ............................. David Shelpman, Jr., MHRM
Campus Director (Fort Lauderdale)................................. Zachry Gelow, MBA

Responsibility for the organization and governance of HCI College rests with the Officers of HCI College. The Officers exercise responsibility for the establishment of the basic policies that govern the operation of the school. They meet on a regular basis to review the implementation of these policies. The Officers are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of both the students and the communities the institution serves.

The President and Chief Executive Officer (CEO) is responsible for ensuring that the institution achieves its mission through the effective and efficient management of its financial and academic resources. To that end, the President and CEO reserves the right to administer the staff and faculty. The Company President and CEO is charged with overall responsibility for the administration of the school, including the implementation of Company Policy at the campus. Assisting the President in these activities is the staff of HCI College, which shares responsibility for the administration of several key functions. These functions include but are not limited to: fiscal and property management, student services, information systems, institutional research, marketing, and development.


**Academic and Professional Standards**

HCI College requires that all students meet the standards of the profession for which they are preparing. Students are required to complete certain academic and field training requirements and are expected to conduct themselves in a manner consistent with professional ethics at all times. Professional conduct requires the faithful discharge of all responsibilities undertaken during externships and clinical rotations as well as the maintenance of respectful interpersonal relationships with all individuals.

HCI College is committed to the development of students into professionals who demonstrate high levels of integrity. All programs have been designed to be challenging and demanding. These programs require that students apply themselves continually throughout their academic program.

**Outcome Assessment**

One of the distinctive characteristics of a career school is its emphasis on outcome-based education. That is, rather than awarding students credit based on the amount of material covered or classroom hours completed the school identifies specific competencies for each course and program. Students must acquire and perform these skills with proficiency in order to earn credit. HCI College is committed to a process of continuous improvement through the policies, procedures, and practices involved in the implementation of the Institution’s educational programs. The assessment strategies employed by HCI College are designed by the faculty on the basis of programmatic goals and curriculum objectives. These include academic skills, behaviors, and knowledge appropriate for the level of education, National Standards where applicable, and disciplines in which the degrees are offered as well as the specific outcomes of courses and field experiences that collectively constitute the various programs. These assessment and evaluation strategies occur at the individual, class, program, department, and institution levels.

**Commitment to Diversity**

HCI College prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. Both the academic and training curricula provide an environment in which students can develop the skills, knowledge, and attitudes essential to working with people from a wide range of backgrounds.
Admission Requirements
Applicants should apply for admission order to be officially accepted into a program or class. To begin the application process, the applicant can visit our website at www.HCI.edu or call HCI College at (561) 586-0121 (West Palm Beach campus), (954) 626-0255 (Fort Lauderdale campus), or come into our office for a tour and visit with our Admissions Representative. Please note that all requisite documents are required to be submitted before starting classes.

Emergency Medical Technician Diploma Program - Admission Requirements
In order to begin the Emergency Medical Technician Diploma Program, an applicant must:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past 12 months)\(^1\).
- Pass and have a current (within the past six months) 10 panel drug screen\(^1\).
- Be 18 years of age prior to the start of classes
- Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17 (please see the Wonderlic policy for more for further information)
- Provide a valid Driver’s License or government issued photo ID
- Have a current physical (within the past 12 months) signed by a physician
- Have current PPD, proof of Titers, and proof of current American Heart Association Basic Life Support (BLS)
- Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or may provide a recognized equivalent of a high school diploma, or verification of graduation from an Associate degree or higher program from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the Institution.

\(^1\)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.

Paramedic Diploma Program - Admission Requirements
In order to begin the Paramedic Diploma Program, an applicant must:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past 12 months)\(^2\).
- Pass and have a current (within the past six months) 10 panel drug screen\(^2\).
- 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
- Have current PPD, proof of Titers, and proof of current American Heart Association Basic Life Support (BLS)
- Current license as a Florida State EMT. HCI College EMT graduates must receive their Florida EMT license prior to Semester II of the of the Paramedic Program
- Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalent of a high school diploma, or verification of graduation from an Associate degree or higher program from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the School.
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.

Associate of Science Degree in Emergency Medical Services (A.S. in EMS - Admission Requirements)
(Offered at West Palm Beach Location)

In order to begin the Associate of Science Degree in EMS, an applicant must:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past 12 months)*
- Pass and have a current (within the past six months) 10 panel drug screen*
- 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*
- Have current PPD, proof of Titers, and proof of current American Heart Association Basic Life Support (BLS)*
- 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.
- Be currently licensed as a Paramedic
- Meet HCI College’s technical requirements
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (please see the SmarterMeasure policy for more information).

*Not required if transferring in a Paramedic Program (45 credits)

Associate of Science Degree in Fire Science - Admissions Requirements
(Offered at West Palm Beach location)

In order to begin the Associate of Science Degree in Fire Science, an applicant must:

- Complete and sign an application including payment of the application fee.
- Be 18 years of age prior to the start of classes
- Provide a valid Driver’s License or government issued photo ID
- 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.
- Meet HCI College’s technical requirements
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (please see the SmarterMeasure policy for more information).
Associate Degree in Nursing - Admission Requirements  
(Offered at West Palm Beach and Fort Lauderdale locations) Effective March 5, 2019  
In order to begin the Associate Degree in Nursing, an applicant must:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past six months)\(^1\).
- Pass and have a current (within the past six months) 10 panel drug screen\(^1\).
- Have a current physical (within the past 12 months) signed by a physician
- Be 18 years of age prior to the start of classes.
- Provide a valid Driver’s License or government issued photo ID.
- 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.
- Meet HCI College’s technical requirements
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (please see the SmarterMeasure policy for more information).
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 55 (please see the TEAS policy for further information).

\(^1\)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.

Bachelor of Science Degree in Nursing - Online - Admissions Requirements  
(Offered at West Palm Beach location)  
BSN students are to have completed their Associate Degree in Nursing or equivalent prior to admission. Applicants will receive 60 credits for transfer, of which 15 must be in general education. In order to begin the Bachelor of Science Degree in Nursing, an applicant must:

- Complete and sign an application including payment of the application fee.
- Be 18 years of age prior to the start of classes
- Provide a valid Driver’s License or government issued photo ID
- 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.
- Have a current registered nurse license with completion of their Associate Degree in Nursing or equivalent prior to admission, provide proof of an active RN license, and provide transcripts with proof of completion of their Associate Degree in Nursing.
- Meet HCI College’s technical requirements
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (please see the SmarterMeasure policy for more information).
General Enrollment Requirements

In order to begin the enrollment process at HCI College an applicant must:

- Complete the Application Requirements above
- Complete and sign an enrollment agreement
- Schedule payment of tuition and fees

Vaccination Policy

Nursing and Allied health programs have vaccination requirements, and the requirements vary by program. Details related to these individual requirements are in each program’s handbook.

SmarterMeasure Policy

- All applicants to the Associate Degree in Nursing, the Associate of Science Degree in Fire Science, the Associate of Science Degree in Emergency Medical Services, and the Bachelor of Science Degree in Nursing programs will be required to pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge.
- The SmarterMeasure Learning Readiness Indicator is a web-based assessment which measures a learner's readiness for succeeding in an online and/or technology rich learning program based on non-cognitive indicators of success.
- SmarterMeasure indicates the degree to which an individual student possesses attributes, skills, and knowledge that contribute to success in learning.
- If the prospective student does not achieve the minimum score the first time, they must wait a minimum of 72 hours after the first testing date before taking the test for a second time. If a student is unsuccessful on the second attempt, they must wait 12 months before they are eligible to test again.

Test of Essential Academic Skills (TEAS) Policy

- All Students entering the Nursing Program will be required to achieve a minimum TEAS composite score of 55 to be admitted into the ADN program. The minimum TEAS composite score will be truncated at 55.
- If the prospective student does not achieve the minimum score the first time, they must wait a minimum of 72 hours after the first testing date before taking the test for a second time. If a student is unsuccessful on the second attempt, they must wait 12 months before they are eligible to test again.
- Prospective students seeking to enroll at HCI College may transfer the TEAS score from another institution. In order to transfer the TEAS score, the minimum composite score must be 55 or higher, and must be completed no more than 12 months from the date of enrollment at HCI College.
- HCI College will not permit students who have taken the TEAS at either of its locations to transfer the score to another institution.
- Tests are administered at both the West Palm Beach and Ft. Lauderdale campuses.

Wonderlic Scholastic Level Exam (SLE) Policy

- All Students entering the Emergency Medical Technician program must pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17.
- If the prospective student does not achieve the minimum score the first time, they must wait a minimum of 72 hours after the first testing date before taking the test for a second time. If a student is unsuccessful on the second attempt, they must wait 12 months before they are eligible to test again.
• Once a passing score is earned, the SLE score is valid for 12 months from the date of administration.
• Tests are administered at both the West Palm Beach and Ft. Lauderdale campuses

Advanced Standing/Credit Transfer

HCI College may accept transfer credits for a course completed in other post-secondary institutions when comparable in scope and content to HCI College’s own coursework. HCI College does not accept experiential learning in lieu of transfer credits. HCI College will evaluate the comparability, applicability, source, and age of the previously earned credit; academic preparedness of the student at the time of credit transfer, grade earned for the credit transferred and apply a systematic, consistent process for determining whether to accept the credit earned at other institutions. In order for transfer of credit to be accepted it must meet the minimum criteria:

• Transfer grade must be a “C” or higher for general education courses, and “B” or higher for all nursing core courses
• Transfer course code level must be equal to or greater than the credit to be awarded
• Credit amount must be equal to or greater to be awarded
• Transfer credit must have been earned from a nationally or regionally accredited institution
• All Nursing (NUR) classes must have been completed in the past ten (10) years to be considered for transfer including the following healthcare related classes:
  o BSC 2085C Anatomy and Physiology I
  o BSC 2086C Anatomy and Physiology II
  o DEP 2004 Human Growth and Development
  o HUN 1201 Elements of Nutrition
  o MCB 2010C Microbiology

• Licensed Practical Nurses (LPN) with an unencumbered license upon meeting all other admission criteria will receive transfer credits for the following courses: NUR1023, NUR1022L, and NUR1023L.
• Paramedics with an active license will receive 45 transfer credits towards the Associate of Science Degree in Emergency Medical Services.

A petition for credit for prior training will be evaluated by the Registrar, or the Vice President of Administration. Official transcripts and course descriptions (if the course differs from the state numbering system) are required to approve applicable credit. At a minimum, 25% of the credits required for non-degree and undergraduate degree programs must be completed at HCI College in order to receive a certificate, diploma, or a degree from the school awarding the degree.

Transfer Students must complete the following:

• All General Admissions Requirements
• All program specific Requirements
• HCI College application, application fee, and enrollment agreement
• Request that an official transcript from previous institution(s) be sent to HCI College
• Meet with the appropriate school official to review transcripts for potential transfer of credits

Transferability of Credit

HCI College does not guarantee credit transfer in to or out of the school. Transferability is always at the discretion of the receiving college. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution. The course numbers that appear in this catalog and on transcripts are part of the Florida Statewide Course
Numbering System, which is a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida to enable ease of transfer of credits by identifying courses which are equivalent.

**College-Level Examination Program® (CLEP®) Credit**

HCI College will assess College-Level Examination Program® (CLEP®) exam results to determine if they measure mastery of college-level, introductory course content as defined by the HCI College Catalog. Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions as established by the CLEP Collegeboard at:
https://clep.collegeboard.org/develop-your-clep-program/create-a-clep-policy/sample-clep-policy

HCI College will grant approval on a case by case basis for successful performance on CLEP examinations. HCI College will follow the prescribed credit scores and recommendations established by the CLEP Collegeboard as defined at: https://clep.collegeboard.org/develop-your-clep-program/create-a-clep-policy/sample-clep-policy

- Please review the CLEP Policy for HCI College which is a separate document.

**Re-Admission**

Students who have been previously withdrawn from HCI College (HCI) will have 90 days from the last date of attendance to reapply under the terms of their current enrollment agreement (EA).

**Entrance requirements:**

1. Students who have taken the Wonderlic during the initial enrollment shall be allowed to re-enter with a Wonderlic score of 14, 15 or 17 depending on the original start date if applicable
2. Students who have taken the TEAS during the initial enrollment shall be allowed to re-enter with a TEAS score of 46.5 or 55 depending on the original start date if applicable
3. Take the SmarterMeasure Learning Readiness Indicator and pass with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge.
4. Background check must be completed within six months prior to re-enrollment start date if applicable
5. Drug screening must be completed within six months prior to re-enrollment start date if applicable

After 90 days, all students must reapply for admission and meet all current enrollment requirements of the institution and the program to which they are reapplying. This includes, but is not limited to: the application, application fee, entry exams, background and drug test, physical, current enrollment agreement, no outstanding obligations to the school, and meet satisfactory academic progress.

HCI College reserves the right to deny re-admission to any student based solely on its own discretion. A student who is reapplying to the same program within 12 months of the withdraw date will not have to pay the application fee.

**International Applicants**

Because our mission is to train students for permanent jobs in the United States, we can admit only those who are United States citizens or who possess documents authorizing them to take permanent employment in the U.S.

**Orientation**

New students are required to participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members, who
will play an important part in the student’s academic progress. The registration/orientation session is specific to each program. Please consult with the program director or admissions representative for the time, date and location.

**Criminal History Record Disclosure & Drug Screening**

- Students enrolled in the Emergency Medical Technician Program, Paramedic Program, Associate Degree in Nursing (ADN), and Associate of Science Degree Emergency Medical Services at HCI are subject to a criminal background check and a ten-panel drug screen prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or externship placement requirements, or licensure standards for programs in nursing and allied health.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors (refer to HCI policy for background checks).
- Positive background checks must be approved for waiver by one of the following: Program Director, Dean of Academics, Vice President of Regulatory and Academic Affairs, the Vice President of Administration, the Campus President/Campus Director, and/or Designee.
- A student’s inability to obtain criminal background clearance may preclude opportunities for program completion, clinical/field/hospital placement, ability to sit for National Exams, and job placement.
- Enrollment for students may not be granted when the drug test identifies the use of certain recreational or prescribed drugs. HCI reserves the right to administer drug screenings throughout the period of student attendance.
- Individual traits, such as health, past criminal conduct, work history, drug use, and financial history can adversely impact the student’s ability to sit for exams leading to licensure, and employment opportunities despite successfully passing all academic requirements for graduation.
- The student will be required to sign a Waiver Acknowledgement Form regarding a positive background check, stating that the student is aware that their background may affect the completion of obtaining licensure, externship, or placement in their desired career field.

**Registration Priority**

The following will be considered when selecting and prioritizing applicants for Admission:

- Admission is based on first come first serve basis.
- Completion of the application packet and satisfaction of all pre-requisites for individual programs, including required financial payment.
- A letter will be sent to any student that is not accepted for enrollment.

The following materials are made accessible to the student prior to the first day of class:

- Agendas/Schedules/Program Objectives
- Catalog
- List of textbooks/online textbooks

**Continuous Enrollment Requirements**

Students must be continuously enrolled in the program from the time of entry through graduation.

**Availability/Cancellation**

While the school makes every effort to provide sufficient course sections for students, the school reserves the right to reschedule any start date for a class in which there is insufficient enrollment.
Audit Policy
Students may audit a course based on class/seat availability. To audit a course, students must obtain the permission of the Dean of Academics and/or the Campus President/Director and submit a request at the time of registration. All materials/textbooks and fees are the financial responsibility of the student.

Transcripts and Student Records
The Registrar maintains academic records for each student. The Registrar issues transcripts to students upon successful completion of a program. For additional transcripts the School will issue a transcript only upon receipt of a signed (original), written request form, which is available for download on our website: www.HCI.edu, or from the Registrar’s office. The Registrar will release official transcripts only when the student has met all their financial obligations to the school. Students that meet the requirements of the program in which they are enrolled will receive an official transcript as well as a diploma and/or a degree as applicable.

Tuition and Fees

Application and Registration Fees
An application fee is charged for processing initial applications. All tuition costs and fees are subject to change without notice. Fees will not be changed for currently enrolled students as long as they remain a student in good standing.

Class Tuition and Fees
The Officers establish tuition annually. In addition, special fees are associated with some classes. The schedule of tuition and fees is published with each program/course description in this catalog. Each program will show a breakdown of total costs per course, including books and other materials. All fees are due at the time of registration. A student may not attend classes until all tuition and fees have been submitted. Students withdrawn for non-payment will not be reinstated into their classes, unless there is a documented Institution error that resulted in the withdrawal. No registration will be complete until all fees have been paid in full. In certain programs, students may be required to purchase equipment, uniform components, or insurance.

Current Tuition and Fees (except Nursing ADN and RN to BSN)

| Tuition Rate for Paramedic | $220 per credit hour |
| Tuition Rate for Emergency Medical Technician | $391.67 per credit hour |
| Tuition Rate for Fire Science | $266 per credit hour |
| General Education Courses | $645 per credit hour |
| Application Fee | $150 |
| Non-Refundable Returned Check Fee | $36 |

Current ADN Tuition and Fees

| Tuition Rate | $730 per credit hour |
| Medical Pre-Requisite General Education | $645 per credit hour |
| General Education Courses | $645 per credit hour |
| Application Fee | $50 |
| Non-Refundable Returned Check Fee | $36 |
Current BSN Tuition and Fees

<table>
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<tr>
<th>Service</th>
<th>Amount</th>
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<tr>
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<tr>
<td>Non-Refundable Returned Check Fee</td>
<td>$36</td>
</tr>
<tr>
<td>Non-Refundable Registration Fee Nursing</td>
<td>$450 per semester (includes, Electronic, or hard copy text books)</td>
</tr>
</tbody>
</table>

Payments may be made by check (made payable to HCI College), or credit card. No cash is accepted. HCI College accepts the following credit cards: VISA, MasterCard, American Express, or Discover.

HCI College participates in the Florida Prepaid College Fund* and Bright Futures Scholarships Program*

Florida Prepaid College Board
Contact: (800) 552-4723

Bright Futures Scholarship Program
Contact: (888) 827-2004

Financial Aid is available to those who qualify.

HCI College is approved for participation in various funding programs offered through the Veterans’ Administration. We accept Veterans Benefits and/or Qualifying Dependent Benefits. The GI Bill provides educational funding to veterans, guardsmen, and reservists as well as qualified dependents. The amount of money allotted the student is determined by the Department of Veteran Affairs. If the student drops or withdraws from a course the payment is either lessened or stopped completely as applies. To determine if you are qualified to receive VA Benefits you must contact the Department of Veterans Affairs to obtain a Certificate of Eligibility.

VA Pending Payment Policy: Students Rights and Responsibilities

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

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

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

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

*These Students are required to provide paperwork from Florida Prepaid College Board, Bright Futures, or VA to the Finance Department, Suite 205, prior to completion of registration.*
Financial Services

GENERAL INFORMATION
The United States Department of Education has determined HCI College is an institution eligible to participate in Federal Title IV financial aid programs for its Associate Degree in Nursing program. The Financial Aid Department at HCI College provides assistance to nursing students requesting financial aid to assist with paying tuition and other education-related expenses incurred while in attendance at HCI College. The Financial Aid Department has established procedures to assure fair and consistent treatment of all applicants.

HCI College believes the primary responsibility for educational costs rests foremost with a student and their family. However, financial aid is available to meet the difference between students’ resources and actual needs. The total costs associated with attending HCI College, including but not limited to tuition and fees, books, supplies, room and board, personal expenses, and allowable travel expenses are examined to determine each student’s eligibility for financial aid.

Students requesting financial aid must submit a Free Application for Federal Student Aid (FAFSA) using FAFSA-on-the-Web at www.fafsa.ed.gov. HCI College uses the information submitted by students and their families (if applicable) to determine eligibility for financial aid. The information students submit on the FAFSA is confidential.

HCI College maintains full-time Financial Aid staff to meet students’ needs. Students are encouraged to make appointments with the Financial Aid department to ensure they obtain the funding needed for their college investment.

Every Nursing student is required to pay a portion of their education in the form of monthly cash payments, payable either to HCI College directly or to a third party, as determined by the Financial Aid department.

Financial Options (if applicable and eligible):
1. Apply for Federal Financial Aid Programs
2. Apply for Private Funding
3. Other Sources (check, credit card)

Other sources must be discussed with the Financial Aid Department.

Types of Financial Aid

Financial aid is available for those who qualify. The College’s Financial Aid Advisors will explain all available options. Some of the funding is subject to availability. The amount of Financial Aid Nursing students qualify for is based on each student’s Cost of Attendance, Expected Family Contribution (EFC), enrollment status (full time, ¾ time, ½ time, less-than-half time), and length of attendance within the academic year.

GRANTS

Substantial financial need determines Grant eligibility. Grants are not required to be repaid unless a student becomes ineligible. Students must maintain Financial Aid Satisfactory Academic Progress as defined and outlined in the HCI College Institute Financial Aid Satisfactory Academic Progress Policy.

Federal Pell Grant

A Federal Pell Grant is a financial aid award to assist students with the greatest financial need in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors, as determined by the EFC calculated using the information submitted on the Free Application for Federal Student Aid (FAFSA). Using the EFC number and other criteria, a Pell Grant award is
determined. Students with a bachelor’s degree or higher are not eligible for a Federal Pell Grant even if they are attending an undergraduate program. The Federal Pell Grant is limited to a lifetime of six full-time years of funding, referred to as Pell Lifetime Eligibility Usage (LEU).

Iraq and Afghanistan Service Grant
The Iraq and Afghanistan Service Grant is a financial aid award for students who are not Pell-eligible due only to having less financial need than is required to receive Pell fund, and whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11. A student may receive an Iraq and Afghanistan Service Grant for no more than twelve (12) semesters or the equivalent (roughly six years).

LOANS
HCI College offers a variety of low interest loans to assist students in meeting their educational costs. Educational loans must be repaid. Interest rates vary depending on the type of loan, and a minimum monthly payment may be required while attending HCI College.

Federal Direct Stafford Student Loan
Federal Direct Stafford Student Loans are low interest loans funded directly by the United States Department of Education. The Federal Direct Stafford Student Loans are low interest loans and are guaranteed if students meet the requirements set forth in the Student Eligibility Requirements section later in this section.

Federal Direct PLUS Loans
The Federal Direct PLUS (Parent Loan for Undergraduate Students) Loan program provides non-need-based loans to parents of dependent eligible students. PLUS loan eligibility is based on the parent borrower’s credit worthiness and the student’s Cost of Attendance minus any other financial aid awarded. PLUS loan repayment generally begins sixty (60) days after the final loan disbursement of the academic year, and the interest rate is variable, determined annually by the federal government.

IONTuition
HCI College offers IonTuition, to help our students manage their budget and student loans. Your Financial Aid Advisor will help you register for an account during the admission process.

Financial Aid Procedures
Prospective HCI College students seeking financial aid assistance must create an FSA ID and submit the Free Application for Federal Student Aid (FAFSA).

1. Create your FSA ID at [www.StudentAid.gov/fsaid](http://www.StudentAid.gov/fsaid). Students and parents (if students are dependent) are required to use an FSA ID, made up of a username and password, to access and submit personal data at U.S. Department of Education websites. Your FSA ID is used to confirm your identity and electronically sign your federal student aid documents.


Many funds are limited and are awarded on a first come, first served basis to students who have the greatest financial need. Instructions are available in HCI College’s Financial Aid Department. Students must submit a FAFSA and an appointment must be made with the Financial Aid Director.

After the FAFSA is processed, HCI College will receive an electronic Institutional Student Information Record (ISIR), and the student will receive a Student Aid Report (SAR) from the U.S. Department of Education, usually between
three and thirty days of submission. HCI College highly advises students and parents to review the SAR for accuracy, and if there are any errors, meet with the Financial Aid department for guidance before making any corrections.

If verification is required or if other documentation is requested, all items must be provided to the Financial Aid Director by the designated deadline to avoid processing delays or loss of eligibility. The Financial Aid Director will explain the procedures if this situation arises, since it could occur on a case-by-case basis.

After all documentation is gathered and verified for accuracy, the Financial Aid department will submit relevant paperwork to appropriate agencies and will follow up to ensure financial aid files are processed in a timely manner. The Financial Aid department is the liaison between the outside agencies and lenders, and the students. The Financial Aid department ensures students are aware of their responsibilities, tuition and all other educational costs are paid, lenders receive correct paperwork, and all documents are executed and tracked correctly and accurately.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork necessary to navigate through the financial aid application process. As such, students will be informed when they are required to re-apply for financial aid each academic and/or award year.

**NOTE: A student's financial aid is solely the responsibility of the student.** Each student is responsible for correctly completing all applications and submitting paperwork in a timely manner. If HCI College does not receive a student’s financial aid while the student is in attendance in school, the student is responsible for all tuition and fees due at the time of graduation, expulsion, or withdrawal.

**Student Rights**

All HCI College students have the right to:

- Know when they will receive their financial aid;
- A copy of the documents describing HCI College’s accreditation or licensing;
- Information about HCI College programs, its instructional, laboratory and other physical facilities, and its faculty;
- Information relating to job placement rates;
- Information concerning the cost of attendance;
- Information about the refund policy for students who withdraw;
- Reconsideration of their aid package if they believe a mistake has been made, or if enrollment, or financial circumstances have changed;
- Information regarding how HCI College determines whether a student is making Financial Aid Satisfactory Progress, and if not, the nature of the procedures;
- Information concerning special facilities and services that are available under the Americans with Disabilities Act;
- Information as to financial assistance available, including information on federal, state, local, private, and institutional financial aid programs;
- Information identifying the Financial Services personnel, where they are located on campus, and how, and when they may be contacted;
- Information concerning how financial aid recipients are selected for various programs;
- Information concerning how financial aid eligibility is determined;
- Information regarding how much financial need has been met;
- Information concerning each type and amount of assistance in the financial aid package
Information regarding interest rates on any student loans, the total amount that must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply;

Information regarding Federal Work Study jobs, including the type of job, hours the student must work, a job description including job duties, the rate of pay, and the manner in which payroll is issued;

Know who the academic advisors are and how to contact them;

Information concerning academic and administrative policies;

Fair, equal, and non-discriminatory treatment of all school personnel;

Access to student records;

Freedom of academic expression.

Student Responsibilities

It is the responsibility of each HCI College student to:

Abide by HCI College’s student codes of conduct;

Read, understand, and retain copies of all forms provided by HCI College personnel;

Review and consider all information about HCI College programs prior to enrollment;

Pay special attention to the Free Application for Federal Student Aid (FAFSA), complete it accurately and submit it on time to the right place because errors may delay or prevent financial aid eligibility;

Apply and re-apply for financial aid by the published or advised deadlines;

Provide all documentation, corrections, and/or new information requested by HCI College personnel or agencies to which applications were submitted;

Notify HCI College of any information that has changed since the initial application for financial aid was submitted;

Repay all student loans;

Attend an Exit Interview at the school if any loans were awarded and disbursed;

Notify HCI College and lender(s) of any changes in name, address, or attendance status;

Understand HCI College’s refund policy, outlined in this catalog;

Read the contents of the Enrollment Agreement carefully;

Purchase or otherwise furnish books and supplies;

Abide by the Federal Work Study program requirements, if applicable;

Maintain HCI College property in a manner that does not deface, destroy, or harm it.

Scholarships

HCI College Scholarship Programs

HCI College has made Alumni Scholarships available to those who qualify to HCI College Nursing and Paramedic graduates. The Guidelines and Requirements of these scholarships are outlined in the section “Alumni Scholarships.”

HCI College has a Nursing Program Scholarship available to those who qualify to assist students in completing their program. The Guidelines and Requirements of this scholarship are outlined in the section “Student Success Scholarship.”
HCI College has a Student Success Scholarship available to those who qualify to help and encourage the timely application, preparation, testing, and success on the NCLEX-RN exam for first time testers. The Guidelines and Requirements of this scholarship are outlined in the section “Nursing Program Scholarship.”

**Private Scholarships**

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose recipients that have high grade point averages, large financial need, and/or superior academic and community service qualities.

The HCI College Financial Aid Department will provide a listing of web sites for scholarship resources. Applicants are encouraged to contact agencies within their communities for more information regarding outside scholarships in the area.

**Student Eligibility Requirements**

Every student enrolled in a HCI College Nursing program who meets certain eligibility requirements may qualify for some type of federal student aid, regardless of age or family income. To be eligible for most Title IV need-based aid, students must meet the following requirements:

- Demonstrate financial need (for most programs);
- Be a U.S. citizen or eligible noncitizen;
- Have a valid Social Security number;
- Register (if you haven’t already done so) with Selective Service if you’re a male between the ages of 18 and 25 years old;
- **Maintain satisfactory academic progress;**
- Comply with the requirements of the Anti-Drug Abuse Act, Section 5301 of the Anti-Drug Abuse Act of 1988, which states that if a person is convicted of drug distribution or possession, the court may suspend their eligibility for Title IV Financial Aid. If a student/prospective student is convicted three or more times for drug distribution, he or she may become permanently ineligible to receive Title IV Financial Aid;
- Not be in default on a Federal Perkins Loan (or a National Direct Student Loan), Federal Direct Loan, Federal Stafford Loan, and/or Federal PLUS Loan, or;
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG);
- Agree to use all Federal student aid received solely for educational purposes; • Sign a Statement of Educational Purpose/Certification on refunds and default; and • Be enrolled at least half time (for most programs).

**Alumni Scholarship**

HCI College has made Alumni Scholarships available for graduates of HCI College applicable for the Nursing and Paramedic programs.

**GUIDELINES:** Scholarships will be available for graduates of a HCI College program if they apply and attend another HCI College program (only for Nursing (ADN), Paramedic, and RN to BSN) after graduation. HCI College’s finance department personnel will govern this policy, with the approval of HCI College’s Chief Operating Officer and/or Campus President.

The following requirements must be present to award an Alumni Scholarship:

1. Only graduates from a HCI College program will be eligible for the Alumni Scholarship.
2. The graduate student must have taken all classes at HCI College.
3. The programs that are available for the scholarship are for the Nursing (ADN), Paramedic, and RN to BSN.

4. If a student enrolls in the Nursing (ADN) program, and they are eligible for the Alumni Scholarship, they will be awarded a $1000 scholarship for the Nursing program.
   a. The Alumni Scholarship will be broken up and awarded by semesters.
   b. Currently the Nursing program is 5 semesters ($200x5).
   c. Each semester the student will be awarded $200 towards tuition.

5. If a student enrolls in the Paramedic program, and they are eligible for the Alumni Scholarship, they will be awarded $450 towards their program tuition.
   a. The Alumni Scholarship will be broken up and awarded by semesters.
   b. Currently the Paramedic program is 3 semesters ($150x3).
   c. Each semester the student will be awarded $150 towards tuition.

**Working Nurse Scholarship**

HCI College has made the Working Nurse Scholarship available for current RNs and AS in Nursing graduates of HCI College applicable for the BSN program.

If a student enrolls in the BSN program, they are eligible for the Working Nurse scholarship.

   d. The Working Nurse Scholarship will be broken up and awarded by semesters.
   e. Currently the BSN program is 7 semesters ($1,736 each for 1 – 5 and $1,735 each for 6-7).
   f. Each semester the student will be awarded either $1,736 or $1,735 based on the semester towards tuition.

6. The Working Nurse Scholarship may only be used for tuition. It cannot be used for anything except tuition (i.e. it cannot be used for books, eBooks, fees, etc.).

7. Student must meet all financial obligations to the school.

**Nursing Program Scholarship**

HCI College has made the Nursing Program Scholarship available for current students and graduates of HCI College applicable for the Nursing program.

**GUIDELINES:** Scholarships will be available for current and graduates of HCI College Nursing Program for those who qualify if they apply and meet the following requirements. HCI College’s finance department personnel will govern this policy, with the approval of HCI College’s Chief Operating Officer and/or Campus President.

The following requirements must be present to award an Alumni Scholarship:

1. Only current students and graduates from HCI College’s Nursing program will be eligible for the Nursing Program Scholarship.
2. The current or graduate student must be in good standing.
3. The current or graduate student must have submitted the completed NCLEX-RN application and exhibits to the Florida Board of Nursing with HCI College paying the testing fee.
4. The current and graduate student must have taken and successfully completed all classes at HCI College.
5. Current students must pass the ATI Predictor with a minimum of 95% and complete any remediation plan recommended by the Director of Nursing. Graduate students must pass the ATI Predictor with a minimum of 95%; if taken more than 60 days prior, complete any remediation plan recommended by the Director of Nursing. HCI College will pay for any fees associated with the remediation plan.
6. Upon review and approval of the Director of Nursing, the official transcript will be sent to the Florida Board of Nursing for authorization for a test date.
7. Students must notify the Director of Nursing of their test date via email.
8. After verification of passing NCLEX-RN on first attempt as evidenced by official NCSBN Report, student will receive a tuition credit of $1,000. The student must test within 45 days of receiving Authorization to Test (ATT) from the Board of Nursing in order to receive the tuition credit of $1000.

Student Success Scholarship

GUIDELINES: The Student Success Scholarship will be available for active HCI College students who qualify in order to assist students in successfully completing their program.

The following requirements must be met to award a Student Success Scholarship:

1. The programs that are available for the scholarship are Nursing (ADN), Paramedic (Diploma), and Emergency Medical Services (AS in EMS).
2. The student must attempt a minimum of six credits and meet and maintain Satisfactory Academic Progress (SAP) standards as outlined in the Catalog for each semester.
3. The student must maintain a minimum of 3.5 GPA for each Semester.
4. The Student Success Scholarship will be awarded on a semester basis with HCI College contributing $250 per semester credit toward the student’s subsequent semester tuition after attainment of the 3.5 GPA standard in Semester one or later Semesters not to exceed $1,000. The scholarship will apply to the following semester after the student maintains the 3.5 GPA, meets SAP, and attempts a minimum of six credits.
5. Eligibility for the Student Success Scholarship shall immediately terminate should the student fail to meet any of the above requirements.

*Note: HCI College reserves the right to alter, modify or terminate the Nursing Program Scholarship and/or Student Success Scholarship at any time at the sole discretion of the school. To receive the scholarship tuition credit, student must comply with all written requirements. Failure to comply at any point will result in immediate termination of tuition credit. A reduction of tuition could result in a modification of the student’s Title IV Financial Aid Award.

Brent Braunworth EMS Scholarship

GUIDELINES: A limited number of annual Brent Braunworth Scholarships will be available through county fire departments to nominate a deserving individual in good standing in the community and HCI College toward tuition reimbursement for completion of the online general education courses toward completion of the AS in EMS degree.

Withdrawal Procedures

1. Notice of withdrawal should be made in person by submitting a Withdrawal Form to the Registrar, and the date of determination will be the date the student submits the Withdrawal Form. The Withdrawal Form and procedure may be obtained from HCI College’s Registrar in Suite 101 at the West Palm Beach Campus or in Suite 101 at the Fort Lauderdale Campus or on HCI College’s website: www.HCI.edu.
2. If a student is withdrawn by the school for absenteeism based on the attendance policy, the student’s last date of attendance will be the withdrawal date. The date of determination will be no later than 14 days after the student’s last date of attendance.
3. If a student is withdrawn by the school for failure to maintain required grades or passing rate, the date of determination will be no later than 14 days after the student’s last date of attendance, which will be the same day as the last failed exam or make-up exam.
4. The student understands and agrees that the school may change locations during the course of my enrollment. Further, the student understand that should they decide to discontinue their enrollment on or after the date of that relocation, that their refunds (if any) will be calculated using this policy.
Refund Policy

Cancellation/Withdrawal Refund Policy

HCI College offers a refund to students who withdraw from the program, or to the sources from which the student’s prepaid fees came, according to the schedule outlined below. This refund is based on tuition. Any student wishing to withdraw should complete and sign a Withdrawal Form. The Withdrawal Form and procedure may be obtained at HCI College’s registration desk in Suite 101 at the West Palm Beach Campus or Suite 101 at the Fort Lauderdale Campus or on HCI College’s website: www.HCI.edu.

A Student wishing to cancel an enrollment or withdraw may complete a Withdrawal/Cancellation Form. This form is available at www.HCI.edu or from the Registrar in Suite 101 at the West Palm Beach Campus or Suite 101 at the Fort Lauderdale Campus.

HCI College will refund monies paid by students in the following manner:

- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making payment.
- Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the non-refundable application fee.
- Any textbooks and uniform polo shirts that were issued must be returned to the school unused to receive the refund for those items.
- Refunds will be made within 30 calendar days of date of the cancelation with proper submission of a Withdrawal/Cancellation Form by the student. Written notification may be submitted by email, fax or in person.
- Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

Return to Title IV Funds (R2T4) Policy

The requirements for federal financial aid when a student withdraw are separate from the Institutional Refund Policy, as such a student may still owe a balance to the Institution for unpaid institutional charges. Federal regulations specify how the Institution must determine the amount of Federal financial aid the student is entitled to have earned when a student withdraws from the Institution.

The percentage amount of Federal financial aid a student has earned during a semester/pay period is calculated based on the total number of calendar days completed in a semester/pay period divided by the total number of calendar days in the payment period. For students who withdraw during the semester/pay period the school will perform the return calculation on a payment period basis.

The amount of assistance earned is determined on a pro-rata basis, up through the 60% point in each semester/pay period. For example, if you completed 30% of your semester/pay period, you earn 30% of the FSA assistance you were originally scheduled to receive. After the 60% point of the semester/pay period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Any time a student begins attendance in at least one course but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal or graduate, the institution must review to see if it is necessary to recalculate the student’s eligibility for funding received based on a revised enrollment status and the cost of education.

The Order of the Return of Title IV Funds

The return of Title IV funds under the Federal Refund Policy follows a specific order, as follows:
Institutional Refund Policy

The refund schedule is as follows:

1. All monies paid will be refunded* if the applicant is not accepted by the College, or if the student cancels within three (3) business days after signing the Enrollment Agreement and making payment. The applicant that has not visited the College facility prior to signing the Enrollment Agreement will have the opportunity to withdraw without penalty within (three days) following either the regularly scheduled orientation procedures or following a tour of the College facilities and inspection of equipment. The nonrefundable Application is fully refundable (not to exceed $150).

2. *Returned check fees and transfer credit fees are non-fundable.

3. Withdrawal after the third business day, but before the first day of class, will result in a refund of all monies paid except for the non-refundable application fee (not to exceed $150).

4. Any textbooks, uniforms, and equipment issued must be returned to the College unused to receive full refund for those items.

5. Refunds will be made within 30 calendar days of date of the cancelation with proper submission of a Withdrawal/Cancellation Form by the student. Written notification may be submitted by email at tandrews@hci.edu, faxed to (561) 471-4010, or in person to the Business Office Manager.

6. Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

*Tuition for the EMT program will be refunded on a pro-rated basis. The pro-rata refund will apply to the proportion of the Semester taught of the Enrollment Term (as defined by Program).

Refund Schedule for EMT

<table>
<thead>
<tr>
<th>Proportion of Semester Taught</th>
<th>Tuition Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% through and including 40%</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>More than 40% and including 50%</td>
<td>40%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>0% (No Tuition Refund)</td>
</tr>
</tbody>
</table>

Refund Schedule

HCl College will refund tuition paid by a Student in the following manner:

- Students who withdraw during the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the $150 nonrefundable application fee). Students who attend beyond the 14 day add/drop period
for core courses and seven day add/drop period for General Education courses will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).

- The Withdrawal Date for refund computation will be one of the following:
  - The date Withdrawal/Cancellation Form signed by Student.
  - The date of withdrawal for unsatisfactory progress.
  - The date of withdrawal for excessive absences will be the last date of attendance.

Grading System

Student performance is recorded in grades as follows:

A = 90-100 = 4 grade points  Excellent
B = 80-89 = 3 grade points  Very Good
C = 70-79 = 2 grade points  Good
D = 60-69 = 1 grade point  Poor
F = 0-59 = 0 grade points  Failure
I = Incomplete
T = Transfer
AU = Audit
P = Pass *(For certain designated courses only. See Course Descriptions below)
NC = No Credit
R = Re-Take
NS = No Show (Does not calculate into attempted credits)
W = Withdrawn (withdrawal at student’s request)
WA = Withdrawn (withdrawal for academic-related reason)
WX = Withdrawn for Excessive Absences
Z = Withdrawn (withdrawal before add/drop period)
TR = Internal grade used by the School to indicate a transfer of shift

Note: The institution will utilize C., D. and F. grades on transcripts. C., D., F. grades do not fulfill graduate requirements. Students who have earned C., D., F. grades on their transcripts must repeat the course and pass with the appropriate grade in order to fulfill graduation requirements.

GPA and CGPA Calculations

- The Grade Point Average (GPA) is calculated for all students.
- The GPA is calculated at the end of each semester period by dividing the grade points earned by the total credits attempted for that evaluation period.
- Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative grade points earned by the total cumulative credits.
- The number of grade points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits for the course.

Grades and reports of a student’s progress may be mailed, posted, or given to the student at the end of each semester. Students may request an unofficial copy of their grade history at any time.
Florida Statewide Course Numbering System

The course numbers that appear in this catalog and on transcripts are part of the Florida Statewide Course Numbering System (SCNS) of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida to provide a “seamless system of articulation” which enable easy transfer of credits among member institutions by identifying courses which are equivalent. This system has been developed and instituted by The Florida Department of Education to assure transferability of courses between participating institutions. The SCNS website is [http://scns.fldoe.org/](http://scns.fldoe.org/). From this page, please find information on course numbers, course offerings, and descriptions of various disciplines throughout the state of Florida.

Acceptance of Equal Courses Authority by Receiving Institution

1007.24(7) Florida Statute States: “Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The [Florida] Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.”

Appeal Procedures

A formal appeal will be entertained in instances in which there is evidence of discrimination or factual error on the part of the faculty/staff member. Mere disagreement with a faculty/staff member’s professional judgment is not sufficient grounds for an appeal. Any appeal made by students concerning a decision, grade, or evaluative comment shall be initiated within one week of the day the decision, grade, or evaluative comment was given.

The initial step is for the student to consult the faculty/staff member who issued the decision, grade or evaluative comment for reconsideration. If, after consultation with the faculty/staff member, the student wishes to pursue the issue, the student should submit in writing an appeal to the Dean of Academics. The Dean of Academics and the Program Director, conducting the investigation should consult the parties involved, gather all pertinent information, and review the relevant facts. At the conclusion of the investigation, the Program Director and the Dean of Academics shall either convene the Appeals committee or issue a finding in writing, that will decide the matter.

Attendance Policy

The administration and faculty of HCI College recognize that proper attendance is essential to achieve the required knowledge, skills, and competencies in each student’s educational pursuits. Cultivation of positive habits is as important as the acquisition of knowledge and the development of skills needed later in life. Consistent attendance is required to complete each program as scheduled. If a student is suspended, must repeat a course due to lack of academic progress, or withdraws and re-enters, HCI College is unable to ensure completion of the student’s program
in the prescribed amount of time. In this event, the Director of the relevant program will work with the student to determine what is required to complete the program and the student will be scheduled to complete any remaining courses at the earliest availability of the course, in accordance with the normal schedule and on a space-available basis.

The school must be able to ensure potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions, and externships. On time attendance is a crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class (lecture, lab, externship, and/or clinical) for the entire duration of the instruction period. Students will not be excused from part of a class to attend to personal business. The only excused absences are for illness and or emergency, at the discretion of HCI College’s leadership. HCI College recognizes that there are times when a student cannot attend class or arrives late because of unusual circumstances. The attendance policies have been formulated to allow for those circumstances, while at the same time ensuring that each student attends class a sufficient amount of time to master the subject matter and meet the minimum criteria for National Education Standards. Makeup work is given at the discretion of the Instructor.

Attendance Didactic

Absences are based on programmatic requirements that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Each program contains a specific absence policy – please see student handbooks.

- Any student that does not attend the full class time will be marked as Tardy or Left Early. Continued excessive tardiness or missed class time could lead to disciplinary action up to and including program or course dismissal.
- A tardy may be defined as 10-15 minutes past the documented class start time.
- Students are responsible for the material covered in ALL scheduled classes: lectures, reading assignments, practical sessions and testing sessions. This work must be made up and cannot be skipped.
- Subject material cannot always be written as notes during classes; therefore; it is important to attend each session.
- No more than two consecutive absences are allowed in the EMT Program. On the third absence or 14 consecutive days from the last day of attendance, the student will be withdrawn for excessive absences within the term.
- No more than two consecutive absences per semester are allowed in the Paramedic Program. All clock hours missed must be completed in order to graduate.
- On the third absence or 14 consecutive days from the last day of attendance, the student will be withdrawn for excessive absences within the term; the date of the student’s withdrawal is the date of the last attendance.
- No more than two consecutive absences per semester are allowed in the Nursing Program. On the third absence or 14 consecutive days from the last day of attendance, the student will be withdrawn for excessive absences within the term; the date of the student’s withdrawal is the date of the last attendance.
- If a student is absent in excess of the program requirements, the student will be automatically withdrawn.

Online Course Attendance Policy

Regular online attendance is vital to student academic success and is required for all students. Attendance is tracked on a weekly basis. Attendance is recorded by completing academic activities. Each day a student submits an academic activity, they will be marked as present (in attendance). The date of the last academic activity will serve as the official Last Day of Attendance (LDA). Students are required to complete a minimum of one academic activity each week to be marked in attendance. Attendance is recorded on the day of the submission regardless of the assignment due date. Students who fail to submit at least one academic activity per week will be marked absent for the respective
week. A student who fails to complete at least one academic activity for 14 consecutive days within the term will be dropped from the course. An academic week starts on day one (1) of the course and runs in a seven (7) day cycle.

The following items are considered academic activities:

- Participating in a faculty led Threaded Discussion, or Blog.
- Participating in a course group within the online classroom.
- Submission of an assignment and/or posting comments to a drop box in the online classroom.
- Submission to the online classroom of an assessment, quiz, exam, pre-unit test, post-unit test, or practice exam.

Note: Emailing your course faculty member does not count as an academic activity.

Meeting the attendance requirements does not indicate that the student has completed all the required coursework for the week and attendance is not the same thing as participation. The faculty determines participation requirements and how they relate to a student’s grade.

**Attendance - Clinical/Lab/and Externships**

Clinical externships are critical to academic success. The Absence Policy in the clinical or externship setting is based on programmatic requirements that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Each program contains a specific absence policy.

- **Only under extenuating circumstances is any student permitted to miss a clinical or field hours.** In this instance a student is allowed only one clinical or field absence per semester. A second absence may result in failing the clinical portion of the course and academic withdrawal from the program, at the discretion of HCI Leadership.
- Other attendance requirements for externships are explained in detail within the program requirements.
- See Programmatic student handbooks for more information.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance; enrollment status (full-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the Registrar at their campus.

FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send out résumés to potential employers as part of a graduate’s job search program.
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 Dean of Academics 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 Dean of Academics and/or Campus President/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 Dean of Academics 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**

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester One</td>
<td>2.00</td>
</tr>
<tr>
<td>Semester Two</td>
<td>2.12</td>
</tr>
<tr>
<td>Semester Three</td>
<td>2.21</td>
</tr>
<tr>
<td>Semester Four</td>
<td>2.33</td>
</tr>
<tr>
<td>Semester Five</td>
<td>2.48</td>
</tr>
</tbody>
</table>

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 may be recertified for benefits when the student meets the CGPA requirement or meets the minimum 67% Completion Rate requirement for progression.

**Academic Financial Aid Grievance Process**
HCI College may only approve an appeal by a student if it is determined the student will meet Satisfactory Academic Progress based on the qualitative and/or quantitative standards in the next SAP review period.

To request the opportunity to appeal a dismissal, the student must submit a written request to the Dean of Academics and/or Campus Director/President or designee. 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.

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** (not all inclusive):
• 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
• Work-related transfer during the term
• Change in work schedule during the term
• Natural disaster
• Family emergency
• Financial hardship such as foreclosure or eviction
• Loss of transportation where there are no alternative means of transportation

The Dean of Academics and Campus Director/President 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 Dean of Academics and/or Campus Director/President or designee will notify the student within twenty-four hours of the determination of the Academic Financial Aid Grievance.

If the student’s appeal is granted, they will be placed on Academic Financial Aid Probation at the start of the following semester. As part of Academic Financial Aid Probation, the student must create, agree with, and sign a written Academic Action Plan for Improvement, which documents that they will be required to attain a 2.0 CGPA and/or complete their program within 150% of the maximum timeframe by the next evaluation period. The student is eligible to receive Title IV funding while on AFAP.

If a student appeals and is denied the appeal, they must remain out of school for one semester/pay period after the SAP review period in which the appeal was denied.

A student who has been dismissed may reapply to HCI College after remaining out of school for one full semester/pay period. At that time, a student’s academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved, and if the program can be completed within the maximum 150% timeframe.

If both standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively.

**Required Grades**

A grade of (80%) or higher is required for all Paramedic Exams
A grade of (80%) or higher is required for all Emergency Medical Technician Exams and Emergency Medical Services
A grade of (70%) or higher is required for all General Education Courses and Fire Science Courses
A grade of (80%) or higher is required for all Nursing Core and (70%) or higher for General Education Courses

A 95% predictability score on the ATI Comprehensive predictor is required to pass course: NUR2943L. It is a 180-item test (three hours long) that offers assessment of the student’s comprehension and mastery of nursing content and integration of NCLEX Client Need categories similar to the percentage of items on the NCLEX-RN. Any student who receives anomaly warnings from ATI based on the ATI Predictor must retake an ATI Predictor on campus and achieve a minimum of 95%. Any student who receives anomaly warnings from ATI during enrollment in Virtual ATI
(VATI) may be required to repeat additional remediation and exams online or on campus. as recommended by the Coach or Director of Nursing prior to release of the students name to the Florida Board of Nursing. If student is deemed to be 100% complete by their ATI Coach, but the Coach is unable to award Greenlight based on anomaly warnings, the student will be required to repeat, retest, or remediate as determined by the Director of Nursing and or the ATI Coach.

Nursing Exit Exam Policy
In the final semester, students are required to achieve a minimum score of 95% on the Predicted Probability of Passing NCLEX-RN ATI Proctored Exam - the Comprehensive Predictor Test (CPT). Students who score below a 95% on the CPT will be permitted one re-take upon completing the two-week remediation program. Failure to achieve a score of 95% for the second time will result in repeating the Nursing Capstone (NUR2943L). If a student fails to meet the required score at the end of the second attempt of the Leadership portion of Nursing III, the student will be dismissed.

Leave of Absence Policy and Procedure
HCI College recognizes there may be times during a student's enrollment where unforeseen circumstances may prevent a student from continuously attending classes. In the event of such extenuating circumstances, a student may apply for a Leave of Absence (LOA). Examples of acceptable reasons for an LOA are jury duty, military duty, or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). To be eligible to apply for a leave of absence, a student must have completed one full semester at the school and be in good academic standing.

Procedure
Students must apply for a LOA with the Dean of Academics using the HCI College Leave of Absence Request and submit all required supporting documentation. The student must provide the reason for requesting the LOA and indicate the expected date of return.

Students need to be current in any financial obligations to the school and must continue to make their tuition payments while on a Leave of Absence. If the student is a recipient of Federal Financial Aid, the student is required to meet with the Financial Aid office prior to HCI College granting the LOA. The Financial Aid office will advise the student of the effects of an LOA, including the student's failure to return on the approved date and their loan repayment terms. The Leave of Absence does not begin until the student has received written approval back from HCI College granting permission for the approved time frame. Students taking an approved LOA do not incur any additional charges for the period of the approved leave.

Approval
A Leave of Absence is granted at the discretion of HCI College if it is able to establish a reasonable expectation of the date of the student's return from the LOA. A Leave of Absence may be granted for a period not to exceed 180 days. However, a second LOA may be granted as long as the total number of days does not exceed 180 days in any twelve-month period.

In the event, the Leave of Absence is not granted, the student is required to register for and attend classes or withdraw from the school.

Return from Leave of Absence
Upon the student's return from the LOA by the approved return date, they will be permitted to continue the coursework they began prior to the Leave of Absence. Refer to the LOA Policy for more information.
If a student does not resume attendance on the date set forth in the official LOA form, they will be withdrawn from the school. The student's date of determination for withdrawal will be the date the student began the Leave of Absence. Tuition: charges and refund calculations will be determined based on that date and will be applied to the student’s account. A student who has received Federal student loans will have their grace period calculated using the LOA beginning date, which may cause the student loan to enter repayment immediately if the grace period has been exhausted.

Students returning early from a Leave of Absence will continue to have the days counted towards the LOA time with no attendance or credit given until reaching the approved return date.

Repeat Course Policy

A course in which a letter grade of “D” or “F” (“C” for the ADN nursing core courses) has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at HCI College. Students may only receive federal financial aid funding for one repetition of a previously passed course.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

Regardless if a student is eligible or not eligible for Federal Financial Aid funding, no course may be repeated more than once. If a student fails the same course two times, they will be dismissed from the institution. The student may request the opportunity to appeal a dismissal; the student must submit a written request to the Dean of Academics and/or Campus Director or designee.

Students who repeat a course for which they have received a letter grade of “D”, “F”, or “C” for nursing core classes must notify the Registrar’s Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., “A”, “B”, “C”) has been earned may not be repeated for grade average purposes. Courses may not be repeated for grade average purposes after graduation.

NOTE: Veterans’ Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a “C” or “D” grade. Students should speak with the Financial Aid Department for further details.

Graduation Requirements

To be eligible for graduation and receive a diploma and, or a degree as appropriate, the student must have:

- Completed the required clock and credit hours for the program in which they were enrolled.
- Repeated and successfully completed any failed courses, with the understanding that the maximum timeframe shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program.
- Completed at least 25% of the course requirements of the program at HCI College.
- Met all financial obligations to the school.
- Satisfactorily met all program-specific requirements.

Notice of Non-Discrimination and Harassment

HCI College does not tolerate any form of employee or student harassment, either verbal or physical, be it based on race, color, religion, gender, national origin, age, physical handicap, medical condition, marital status, sexual
orientation, or any other classification protected by law. Further, the school will not discriminate in policy or action based on the above. Questions concerning policies and procedures for filing grievances should be directed to the Office of the President.

School’s Right to Change Catalog Requirements

This catalog and its contents are subject to change, as the school deems necessary and appropriate. Students will normally follow the requirements in effect at the time of their admission. However, students and the Institution are bound by the agreement signed at the time of the student’s enrollment unless the student signs a new agreement. Furthermore, requirements of other regulatory bodies may influence a student’s program requirements. Possible changes include, but are not limited to, graduation requirements, admissions requirements, tuition, fees, curricula, and course content. The school will provide adequate notice of any change. Students are responsible for making themselves aware of any changes.

The Americans with Disabilities Act of 1990 - The Rehabilitation Act of 1973, Section 504

HCI College recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the Institution, provided such accommodation would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the Office of the President. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning HCI College for its alleged noncompliance with The Americans with Disabilities Act of 1990.

The following individual is HCI College’s Section 504 Coordinator: Dr. Arlette Petersson, Vice President of Academic and Regulatory Affairs, HCI College, 1764 N. Congress Avenue, West Palm Beach, FL 33409; Telephone (561) 586-0121; Fax (561) 471-4010; Email: .

Sexual Harassment

HCI College strives to provide a work environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is also a violation of The APA Code of Conduct. It is the policy of HCI College that sexual harassment of employees or students is regarded as unprofessional and demonstrative of improper conduct. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature. Conduct of this nature is improper whether 1) submission to the conduct is either an explicit or implicit term or condition of employment or student status; 2) submission to or rejection of the conduct is used as a basis of employment or student standing; 3) the conduct has the effect of substantially interfering with an individual’s work or academic performance; or 4) the sexually suggestive conduct or language has the effect of causing uncomfortable living or working conditions. All employees and students of HCI College are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment.

Reporting Discrimination or Harassment

Students who believe they have been the victim of sexual or other harassment or discrimination should immediately report the matter to the Office of the President. Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the President of HCI College or follow
the HCI College student grievance policy. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the President. All complaints of harassment will be investigated promptly and will be kept confidential to all extents possible. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any student or employee found to have engaged in harassment.

Reporting Health or Safety Hazards

Students should immediately report health or safety hazards to the nearest available school representative and then to the President. Any accident or injury, no matter how slight, must also be reported immediately.

Campus Security Report

HCI College is a safe campus. Students and employees should report any theft, vandalism or any crime no matter how minor to the college President. A campus security report is published annually by HCI College to the Commission of Independent Education on the following website: https://www.hci.edu/2016-11-10-15-52-15/campus-security-policy

All students and employees should take reasonable precautions, such as not leaving personal possessions unattended and seek an escort to one’s vehicle after dark.

Drugs and Alcohol Policy

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all locations on the property of, or as part of any of the activities of HCI College. We recognize the dangers of drug and alcohol abuse and it is our policy to ensure that our campuses are free of drug and alcohol abuse. A pamphlet describing the health risks associated with the use of illicit drugs and the abuse of alcohol, including a description of the applicable legal sanctions for the unlawful possession or distribution of drugs or alcohol, is available to students and staff from the Student Services office. The illicit possession, use, or distribution of drugs or alcohol by any of HCI College’s students or staff on the college’s premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus President/Director.

Academic Policies and Student Responsibilities

All students enrolled at HCI College assume an obligation to conduct themselves as responsible members of the community at all times, to respect the personal and property rights of others, and to support the educational mission of the school. The school insists that its students demonstrate personal and professional integrity in addition to academic excellence. Violations will be met with consequences up to and including dismissal from the institution, at the discretion of the HCI Management Team and the Vice President of Academic Affairs.

Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. One of the most important standards of conduct at HCI College is the individual’s responsibility to the classroom community. This entails not only being attentive and respectful in class, but also helping one another toward success.
Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the school shall be liable for sanctions up to and including dismissal from the school.

Any student suspected of violating these standards will be referred to the President’s office to investigate the allegations. The investigation is conducted by the Campus President/Director, the Dean of Academics, the Director of the Program, and a faculty representative. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will be provided an opportunity to respond to the allegations in writing and/or in person. The committee may elect to exonerate the student, issue a warning to the student, place the student on an administrative leave of absence, place the student on general probation, or dismiss the student from the school. Students will be informed in writing of the disciplinary action as well as the conditions that must be met in order to remove the disciplinary action. Each student, while in attendance at HCI, assumes the responsibility of becoming familiar with and abiding by the standards of conduct expected by the school after receiving a copy at orientation.

The student will:

- Abide by all local, state and federal laws
- Abide by all school policies
- Abide by all conditions of school warning, probation, or suspensions
- Assist other students with clean-up of lab, classroom, and other areas used for instruction

The following actions are violations of the Student Conduct Code, these violations include but are not limited to:

- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the school.
- Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism.
- Falsification or alteration of school documents, attendance records, or identification cards.
- Using the computer password of another or in any way accessing computer files other than one’s own.
- Forgery, issuing bad checks, or not paying financial obligations to the school.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of the school.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on school property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the school community.
- Discrimination towards any individual or group, verbal, or nonverbal.
- Any physical altercation with another person on school property.
- Breach of any school discrimination or harassment policy.

Academic Dishonesty/Plagiarism

The school seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student for that class. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The school further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student’s responsibility to seek clarification
from the course instructor about how much help may be received in completing an assignment, exam, or project and what sources may be used.

HCI College has implemented the use of URKUND anti-plagiarism software for the use of our faculty and students. *Students found guilty of academic dishonesty or plagiarism shall be liable for sanctions up to and including dismissal from the school.*

**Exposure Policy Student/Employee**

**DEFINITIONS**

1. **Contact** - Defined as touching or close enough to come in contact with respiratory droplets, blood, blood products, or body fluids on intact skin, clothing, or personal protective equipment (i.e. mask, gown, shoe covers, eye protection).

2. **Exposure** - Defined as contact with blood, blood products, or body fluids through non-intact skin (i.e. lacerations, abrasions, puncture wounds, or needle sticks) or through contact with the mucous membranes (i.e. mouth, eyes, nose, etc.).

**PROCEDURE**

In the event of an exposure to blood, blood products, bodily fluids, or other hazard:

1. Any necessary first aid treatment will be rendered by available, appropriate personnel. The Exposed Student or employee shall, as soon as practical, wash the affected skin area(s) thoroughly with soap and water or with any available alcohol-based cleanser. If it is a mucus membrane related exposure (eyes, nose, or mouth) please follow the manufacturer Material Safety Data Sheet (MSDS), physician orders, or federal safety and first aid guidelines.

2. The exposed student or employee shall, as soon as possible, notify the lead/clinical instructor, or supervisor of the incident. The lead/clinical instructor will notify the associated Program’s Director or supervisor.

3. The Program Director will decide whether or not to call Dr. Keehn or Dr. Roach to act as the student’s Designated Infection Control Officer (D.I.C.O.). If the decision is made to do this, Dr. Keehn or Dr. Roach will advise the student whether the “exposure” was significant or not. If Dr. Keehn or Dr. Roach is unavailable, then the E.R. Physician can act in this capacity. The Lead/Clinical Instructor should monitor this closely and supervise the process.

4. The student or employee will seek emergency care via the Hospital/Emergency Department from which the source patient was treated at/transported to.

5. The Emergency Department Physician will provide pre-counseling to both the Exposed Student or employee and Source Patient. The Exposed Student or employee shall request, per Florida State Statute 381.004, that the examining physician order a blood draw on the Source Patient for Rapid HIV, Hepatitis B surface antigen, and Hepatitis C antibody. The Exposed Student or employee’s blood draw shall include a Rapid HIV, Hepatitis B surface antibody, and Hepatitis C antibody. The Rapid HIV results shall be provided to the Exposed Student or employee and Source Patient immediately. The Exposed Student or employee will be given the option for prophylactic HIV “cocktail” within one (1) hour of exposure. The Emergency Department Physician will provide post counseling.
6. The exposure form will be completed by the Exposed Student or employee and turned into the associated Program Director along with all copies of medical care and treatment reports; as soon as possible, post medical treatment.
Exposure Flow Chart for Students and Employees

If exposed wash/clean the affected area ASAP. Contact your Supervisor/Instructor.

Go with the source patient to the Emergency Room. Consult either Health Career Institute’s D.I.C.O. or the ER Physician about the significance of the exposure. Keep in touch with your Supervisor/Instructor.

If the exposure is significant ask to have the patient’s blood drawn per F.S.S. 381.004 for Rapid HIV, Hepatitis B surface antigen, and Hepatitis C antibodytesting.

If the exposure is significant, consult the D.I.C.O. or ER Physician whether to wait on “cocktail” or not while you wait for the Rapid HIV test.

If Rapid test is positive take “cocktail.” Follow up with your personal Physician.

If Rapid test is negative do not take “cocktail.” Follow up with your personal Physician for the other tests taken.
Dress Code

All students are required to adhere to the following dress code:

- No jewelry with the exception of a watch with a second hand and a solid metal wedding band
- Hair must be a ‘natural’ color, pulled back, up and off the collar, and clean for both men and women
- Men must be clean shaven (see exceptions in the Nursing Student Handbook)
- Closed toe sturdy shoes with socks, no sandals or flip flops
- No body art or piercings should be showing with the exception of one small (1/4 inch or 4mm) set of post earrings to be worn in the earlobes.
- Head coverings are permitted for religious reasons or by physician note. Color must be white or black.

EMT and Paramedics students are required to wear a school sanctioned polo shirt and slacks that are dark blue or black. No denim jeans. Shoes/boots must be black, sturdy, and worn with black socks. A black belt is also part of the uniform.

Nursing students are required to wear navy blue scrubs embroidered with school name, logo, and name tag. Shoes must be white, sturdy, and worn with white socks. A white short or long-sleeved shirt may be worn under the scrub top.

No Smoking Policy

HCI College provides a non-smoking work and study environment. Those who wish to smoke during breaks must go outside do so. Under no circumstances may one smoke within 50 feet of any building entrance.

Violations of the Student Conduct Code and policies may result in, reprimand, probation, suspension, or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.

Student Grievance/Complaint Policy

A grievance is a claim, a complaint, or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee, including those on the ground and online. HCI College has a formal procedure to resolve complaints and concerns that students may have about the implementation of the policies and procedures that govern the institution. The institutional community benefits from prompt resolution of any issue that may arise. The student grievance/complaint procedure will be followed only in cases where there is not a grievance procedure governing a specific policy.

Students should initially discuss the grievance with their instructor or program director immediately. An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to:

1. Disciplinary action taken for a violation of student conduct standards
2. Admissions decisions
3. Tuition and fee matters
4. Financial awards or policies, including satisfactory academic progress
5. Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the academic appeals process; concerns about nonacademic matters should first be addressed directly with the head of the department or departments involved.
Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted their ability to study or participate in the program.

A student wishing to escalate their complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person/instructor involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible.
2. If the dispute cannot be resolved within 72 hours the student is encouraged to make an appointment to discuss it with the Program Director.
3. If there are continuing concerns the student should submit them in writing to the Dean of Academics. The written complaint must be submitted within seven calendar days of the incident or notification of termination. *The grievance document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is grieving the decision, and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances. If the grievance is ongoing the Dean of Academics will involve Campus President/Director.
4. The Dean of Academics and the Campus President/Director will oversee the gathering of additional data about the issue or incident as necessary.
5. If the dispute cannot be resolved, it will be referred to the Campus Appeals Committee. The student reserves the right to call in to the Committee meeting and present their complaint. The committee will consist of: the heads of the applicable departments, the Systems Registrar, the Director of FA, the Dean of Academics, or their designee. They will meet with the student if requested and/or otherwise assess and develop a resolution to the complaint. A response from the Campus Appeals Committee must be provided to the student within a reasonable time. All decisions by the Campus Appeals Committee are final.
6. Under extraordinary circumstances the dispute may be unresolved by the Campus Appeals Committee, at this time the grievance will escalate to the Office of the President or students may address their concerns to the State Licensing Authority and/or the College’s accrediting body. Students who reside out of state may contact any of the agencies listed below or the Campus President for information about agencies in their local area.

**Student Complaint Right**

**ACCREDITING AGENCY - Accrediting Commission of Career Schools and Colleges (ACCSC)**  
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201
A copy of the ACCSC Complaint Form is available at the school and may be obtained at www.HCI.edu, by contacting the HCI College Campus President or online at www.accsc.org.

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Accreditation

8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
Telephone: (214) 703-8445

STATE LICENSING AUTHORITY – Commission for Independent Education
The U.S. Department of Education requires we provide you with contacts with the Florida Commission for Independent Education (CIE) whom you may contact in case you have an issue. We also remind and encourage students to attempt to resolve complaints with the institute itself. Applicable HCI College policies describing HCI College’s Student Grievance Procedure and student complaint procedure can be found in the HCI College’s Catalog. Students wishing to refer matters to the CIE may contact that agency by letter to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
Email to: cieinfo@fldoe.org
www.fldoe.org/policy/cie

Additional information is available at: http://www.fldoe.org/policy/cie/file-a-complaint.shtml. Schools licensed by the Commission for Independent Education.

Confidential Hotline
HCI College has contracted with Lighthouse Services, a third party, to provide a confidential hotline where students are welcome to offer comments, suggestions, and report an issue. Lighthouse can be reached at 844-510-0068 or at www.lighthouse-services.com/hci. There are posters with the contact information throughout the campus.

School Bulletin Board
Please check the school bulletin board located in the entrance hallway at the West Palm Beach campus and in the student lounge at the Fort Lauderdale campus on a regular basis for official announcements, updates, and job opportunities.

Student Services Overview
HCI College strives to create a professional working environment so that students become comfortable and familiar with the modern workplace. At the same time, the school has created common spaces where students, faculty, and staff can relax and converse. A great deal of the value of a HCI College education is in the network of supportive relationships one develops while in school and maintains afterward.
Student Advising
HCI College strives to provide a welcoming supportive environment for both current and potential students paying close attention to individual needs. HCI College is concerned with assisting students in integrating the myriad and varied schedule(s) required by our programs with the many aspects of their lives while supporting personal growth and development. Services include but are not limited to: academic advisement, referral to various community agencies, and academic tutoring for students who need further assistance to ensure satisfactory progress through the program(s). HCI College will always endeavor to provide assistance to any and all students including those students requiring special attention. Academic advising and tutoring is coordinated by the program instructor. The program instructors/directors serve as advisors and assist students to receive extra time in the course.

Tutoring Services
Tutoring services are available to promote student academic success. There are faculty and peer tutors to assist students with specific course content. There is ongoing tutoring available as noted on the white board in the nursing office. All other tutoring is by appointment coordinated through the Program Director.

HCI College provides online tutoring services for nursing and general education courses 24 hours a day 7 days a week through Tutor.com.

Enrollment Verification
Students may obtain a letter from the President verifying their enrollment. The request must be made in writing and must include the student’s name, address, phone number, student identification number, information to be released, the reason for the release, and the location to which the letter should be sent.

Transcript Requests
Students will be provided one official transcript of their grades upon completion of their program of study. Requests for transcripts are made to HCI College registrar. The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. Official Transcript or Records request forms are available for download on our website: www.HCI.edu/admissions/enroll-forms. Telephone and or Fax requests for transcripts cannot be processed.

Placement and Career Services
The primary emphasis of placement assistance at HCI College is on the employability of our graduates and their success in the professional world. While no school can guarantee employment, and HCI College makes no guarantee of employment, HCI College strives to help each of its graduates in finding employment in their field of training. HCI College obtains and posts job listings from various sources, including: alumni referrals, employers who regularly seek out quality entry-level staff and our many community partners (Extern Sites, Chamber of Commerce, etc.)

Textbooks
Required textbooks are included in the program’s tuition. A list of all required textbooks with detailed information can be obtained from the Dean of Academics.

Library and Educational Resources
HCI College provides curriculum support and educational resources housed in the library in Suite 204 at the West Palm Beach Campus and in Suite 235 at the Fort Lauderdale Campus. The library contains current text materials, diagnostic training documents, reference materials, major and current titles in program areas and reference
databases. HCI College is a member of the Library Information Resources Network (LIRN), an online educational database that provides increased access to articles, journals as well as a myriad of reference sources. A professionally trained librarian is on staff to assist the students as well as the faculty and staff at HCI College. The Library is open Monday – Friday, 9:00 am - 7:00 PM and/or during operational hours and by appointment.

**Physical Facilities and Equipment**

The main and Branch of West Palm Beach campus schools, the facilities they occupy, and the equipment they utilize, fully comply with all federal, state, and local ordinances and regulations, including those requirements as relates to fire, health and building safety. The HCI College main campus is located at 1764 North Congress Avenue in West Palm Beach, Florida 33409. The main school occupies approximately 11,273 square feet and is comprised of classroom facilities, administrative offices, a library, computer lab, laboratory, simulation rooms, staff and student lounges, and a conference room. HCI College has added additional space for offices. The institution will be occupying suite 101 which is approximately 3,338/RSF and suite 102 which is approximately 800/ RSF at 1760 North Congress Avenue, West Palm Beach, Florida 33409. The additional space is within the same compound as the current campus. It is approximately 100 feet from the current campus to the additional space. The new space will house the Admissions, Financial Aid, and Registrars departments. There will not be any academic programs held at this space.

The Fort Lauderdale Branch of West Palm Beach is located at 1201 W. Cypress Creek Road, Fort Lauderdale, FL 33309. The branch campus occupies approximately 20,000 square feet and is comprised of classrooms, administrative offices, a library, a student lounge, a staff and faculty lounge, laboratories, and a simulation room to house the Nursing, Paramedic, and EMT programs. The student capacity of the class/lecture rooms range up to 50 students. The Laboratories will accommodate up to 25 students. The classrooms and laboratories are outfitted with updated equipment to meet all training needs. Student restroom area is conveniently located on campus. Both campuses offer ample (free) parking available in close proximity to the classrooms. Although the schools do not provide housing, transportation, or childcare for students, faculty, or staff, there are lodging options close to the facilities and public transit bus lines run nearby. HCI College will always endeavor to provide assistance to any and all students including those students requiring any special attention.

**Academic Calendar**

HCI College operates on a year-round calendar system divided into three semesters per year (January, May and September). Each program is divided into consecutive weekly sessions within those semesters. HCI College is closed in observance of the following holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas. A complete 2019 – 2024 Academic Calendar is located at the back of the Catalog which is found online at www.HCI.edu.

HCI College defines an academic year as attempting a minimum of 24 credit hours/30 weeks. Each semester is 15 weeks in length.

**Homework and Make-Up Work**

Students will be allowed, at the discretion of the Program Director, to make up work for course work missed. Students must have all make-up work complete before they are released on externship. Students should plan on about an hour of homework per week per credit unit. In other words, for a typical three-credit course, there will be at least three hours of homework per week. Therefore, a full-time student for EMT can regularly expect 12-15 hours of homework per week and the same for paramedic that extends into three semesters. While having a computer is strongly recommended, it is not an absolute requirement for completing one’s program. Students are welcome to
use computers available on campus in the computer lab to do homework. Consult the current schedule for evening and study hours. Please see Student Services for Library hours as well as information about local public libraries.

Clock/Credit Hour Description
A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution, comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

- Fifteen (15) clock hours in a didactic learning environment = One (1) semester credit hour
- Thirty (30) clock hours in a supervised laboratory setting of instruction = One (1) semester credit hour
- Forty-Five (45) clock hours of externship = One (1) semester credit hour
- Two (2) clock hours of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives for every fifteen (15) clock hours.
- Every clock hour consists of 50 minutes of instruction followed by a 10-minute break.

1A didactic learning environment is one that is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.
2A supervised laboratory setting of instruction is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.
3An externship is a component of a program that meets the Commission’s externship standards and is offered in a bona fide occupational setting for which training, and education are provided; the externship component may occur throughout the course of a program or as a capstone requirement.
4Out-of-class work/preparation is that which students engage in to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student’s work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

Diploma Programs

Emergency Medical Technician & Paramedic
(Offered at West Palm Beach and Fort Lauderdale locations)

HCI College currently offers the following non-degree/diploma programs:

- Emergency Medical Technician (EMT)
- Paramedic

The Diploma of Completion indicates that the student has achieved the competencies and acquired the skills designated in the National Education Standards which prepares the student to sit for state and/or national certification. The student must obtain state and/or national certification prior to employment.

Instructional Modes for All Programs
Lecture Hours: Classroom instructional hours.
Lab Hours: Applied professional projects and procedures under the supervision of an instructor.
Externships: Practicum professional experience in the public safety agencies with a local EMS Provider and supervised by a preceptor, practical professional experience in the local area hospital supervised by a clinical instructor.

Testing
Weekly and daily tests are given to evaluate student progress in the classroom. The midterm, end term, and final exams are cumulative and must be passed with applicable minimum grades. There is only one make-up exam for any test or exam given. Failure to pass the make-up will result in the student being withdrawn for unsatisfactory progress.

Psychomotor/Skills
Students must show competency in all required skills. Pass/Fail criteria for the Final Practical Skills Evaluation Exam are as follows:

- Fail up to three stations - retake the station with a different evaluator.
- Fail any station on a retake - meet with Program Director for direction.
- Fail two or more stations on the second attempt - meet with Program Director for direction.
- A final scenario is also presented at the end of the course that the student must successfully negotiate. This scenario is graded on a pass/fail basis.

Affective Learning
The student will be evaluated on skill competency, professionalism as well as conscientiousness and interest in learning both in the classroom and in the field.

Written Exams
Exams are given to evaluate the student’s progress in the program. The midterm and final exams are cumulative and must be passed with a minimum score of 80% for the EMT and 80% for the Paramedic program.

General Rules Regarding Exams in EMS Programs
Passing grade for the EMT program is 80%.

- If the student does not achieve at least an 80% percent average after completing the mid-term exam, the student will be academically withdrawn.

Passing grade for Paramedic program is 80%.

- If the student does not achieve at least an 80% percent average after completing the mid-term exam, the student will be academically withdrawn.

All students must take all exams on the date it is scheduled. If a student misses an exam without an excused absence from the Program Director, the student can only receive a maximum score of 80% on the make-up exam for EMT and Paramedic.

Graduation Requirements for EMS Programs
The final decision as to whether the student passes is determined by and is at the sole discretion of the Medical Director and or EMS Director. The determination is based on an overall assessment of the students’ performance including but not limited to overall grade average, clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study, and judgment exhibited by the student throughout the course. It must be
stressed that grade point average is not the sole determinant of successful completion of the program. Upon verification that all graduation requirements are met, the graduate will receive the diploma within 14 days of course completion.

*Most Clinical Sites are within 50 miles of the school; however, there are some site(s) located up to 100 miles from the school. All travel arrangements are the responsibility of the student.

Emergency Medical Technician (EMT) Program Description
(Offered at West Palm Beach and Fort Lauderdale locations)

12 semester credits: approximately 300 clock hours, 1 semester, 4 months

The Emergency Medical Technician Program (EMT) is designed to prepare the student for a career in Emergency Medicine and in preparation to meet educational level competencies according to the most current National EMS Education Standards. The EMT performs basic life-supporting skills including: patient assessment, opening airways, restoring breathing, controlling blood loss, treating victims of shock, immobilizing fractures, bandaging wounds, childbirth assistance, caring for heart attack patients, poison and burn victims, and transportation of patients. Upon graduation the student will be eligible to sit for the National Registry Emergency Medical Technician (NREMT) exam. This entry-level program consists of lectures, labs, clinical rotations and field ride times. The EMT program follows the most current National Emergency Medical Services Education Standards from the U.S. Department of Transportation. It is also in compliance with the State of Florida Statute 401 and the F.A.C. 64J of the Florida Department of Health Bureau of EMS. The student will be expected to satisfactorily complete all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service, pre-hospital provider and or other specialized service becoming a vital link in the health care team chain. Upon successful completion of the program a diploma is granted. This is a pre-requisite for Paramedic. 300 clock hours, 12 college credit hours.

EMT Program - Admissions Requirements
Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- The student must meet all HCI College entrance requirements for the EMT Diploma Program.

EMT Program - Clock Hour Breakdown

<table>
<thead>
<tr>
<th>In Months</th>
<th>4</th>
<th>Theory</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Semesters</td>
<td>1</td>
<td>Labs</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externship *</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIV</td>
<td>Included in lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL CLOCK HOURS:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Ride Time</td>
<td>70 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Hospital</td>
<td>24 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
EMT Program - Tuition Breakdown

The College’s tuition charges for its EMT program is presented below. A set of required materials, textbooks, and uniforms are provided at no additional cost.

<table>
<thead>
<tr>
<th>Tuition and Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Total Program Cost</td>
</tr>
</tbody>
</table>

EMT Program - Goals and Objectives

The goal of HCI College’s EMT Program is to produce competent, entry-level Emergency Medical Technicians to serve in career positions in the state of Florida. In accordance with the 1994 EMT Department of Transportation (DOT) National Curriculum, this goal will be accomplished through the following objectives:

- To develop in the student an understanding of the Emergency Medical System, including, but not limited to the roles and responsibilities of the EMT.
- To prepare the EMT to provide quality care, to function competently and effectively in a pre-hospital system as an EMT.
- The graduate EMT will be able to demonstrate basic life support skills and the knowledge to utilize those skills in patient encounters.
- To prepare the EMT student to take the Florida State EMT certification exam.
- To make clear and assist the graduate EMT in the recognition of their need for continuing education.
- *Most Clinical Sites are within 50 miles of the school, however, there are some site(s) located up to 100 miles from the school. All travel arrangements are the responsibility of the student.*

EMT Program - Course Descriptions

**EMS 1119C  EMT Lecture/Lab Combined**
This course is designed to introduce the student to Emergency Medical Care through classroom lecture and practical application in a laboratory setting. This includes familiarization with the human body, vital signs, and the importance of patient history, AIDS, Blood Bourne Pathogens, CPR, use of ventilation, oxygen therapy, and patient situational control as well as examination and assessment of the patient. Also discussed is appropriate medication administration for the EMT, bleeding, shock, soft tissue injuries and their care. 150 Lecture Clock Hours; 56 Lab Clock Hours; 10 credits

**EMS 1431  EMT Hospital/Field Combined**
This is the clinical portion of the course. It allows students to correlate the information obtained in the lecture and laboratory portion with patient care. It offers students the opportunity to demonstrate competency in the skills learned in the laboratory. Students will be assigned to specific EMS providers and hospitals to complete a required number of hours of field/clinical time.
The student will be under the direct supervision of paramedic preceptors, nurses, and physicians. **94 Clock Hours; 2 credits**

**Paramedic Program Description** *(Offered at West Palm Beach and Fort Lauderdale locations)*

**12 Months 45 Credits**

The paramedic program prepares the graduate to function in a pre-hospital setting at an advanced level and to be able to demonstrate this advanced knowledge in patient assessments, administration of medications, EKG monitoring, and advanced resuscitation procedures. The program consists of lectures, labs, hospital and ride times in accordance with the latest National EMS Standards. The Paramedic Program will prepare the student to take the Florida State Paramedic exam. Upon successful completion of the program a Diploma is granted. This may be applied as credit earned to an A.S. in EMS.

**Paramedic Program - Admissions Requirements**

Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- The student must meet all HCI College entrance requirements for the Paramedic Program.

**Paramedic Program - Clock Hours Breakdown**

<table>
<thead>
<tr>
<th>In Months</th>
<th>12</th>
<th>Theory</th>
<th>422</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Semesters</td>
<td>3</td>
<td>Labs</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externship *</td>
<td>540</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIV</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>TOTAL CLOCK HOURS:</strong></td>
<td><strong>1,112</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*ride time – 340 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*hospital time – 200 hours</td>
<td></td>
</tr>
</tbody>
</table>

**Paramedic Program - Tuition Breakdown**

The College’s tuition charges for Paramedic program is presented below. A set of required materials, textbooks, and uniforms are provided at no additional cost.

<table>
<thead>
<tr>
<th>Tuition and Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Total Program Cost</td>
</tr>
</tbody>
</table>

**Per Credit Hour:** ........................................... $220.00

**Total Credits:** ................................................. 45
PRICE PER SEMESTER

SEMESTER I
Tuition .................................................$3,300

SEMESTER II
Tuition .................................................$3,300

SEMESTER III
Tuition ...................................................$3,300

Total Paramedic Program Tuition: $9,900

Paramedic Program - Goals and Objectives
The goal of HCI College’s Paramedic Program is to produce competent, paramedics to serve in career positions in the state of Florida. In accordance with the most current National EMS Education Standards this goal will be accomplished through the following objectives:

- To prepare the student to demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to their role as an entry-level Paramedic.
- To prepare the student to demonstrate technical and entry-level proficiency in all psychomotor skills necessary to fulfill the role of Paramedic.
- To assure that the student will, as a Paramedic, demonstrate affective personal behaviors consistent with professional demeanor.
- To prepare the student to manage a team of rescuers, to supervise and perform assessment of the scene and patient, and to apply current patient care protocols given a pre-hospital emergency scenario.
- To assure that the student will contribute in a positive manner to the learning environment, will be an active participant in the teaching and learning process, and will seek learning opportunities outside of the classroom.
- To prepare the student to demonstrate clinical competence while assigned patient care responsibilities.
- To familiarize the student with the hospital environment. This includes but is not limited to: policies, practices, equipment, and skills as they relate directly and/or indirectly to the Paramedic in the field.

Paramedic Program - Course Descriptions

LECTURE & LAB COURSES EMS 2620C – Paramedic I (Semester I - Lecture Lab Combined)
This course presents the objectives contained in Modules I, and II of the most current National EMS Education Standards the Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include: role and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, air-way management, venous access, medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology. This course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program. 142 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester.
EMS 2621C – Paramedic II (Semester II - Lecture Lab Combined)
The course presents the objectives contained in Modules III, and IV, of the most current National EMS Education Standards Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics, and psychiatric emergencies. The following trauma emergencies include: burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock. Course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program. 140 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester.

EMS 2622C – Paramedic III (Semester III - Lecture Lab Combined)
The course presents the objectives contained in Modules VI, VII, & VIII of the most current National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive EMS System in the care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. 140 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester.

HOSPITAL/FIELD COMBINATION COURSES
EMS 2664L - Paramedic I Hospital/Field Combination (Semester I) EMS 2665L - Paramedic II Hospital/Field Combination (Semester II) EMS 2668L - Paramedic III Hospital/Field Combination (Semester III)

These courses present the objectives contained in Modules I through VII of the most current National EMS Education Standards for the Paramedic. These courses allow students to correlate all of the didactic background in the paramedic course with advanced patient care and offer the students opportunities to demonstrate competency in the skills learned. Students will be assigned to specific EMS Providers and hospitals to complete required number of hours of field/clinical time. Students will perform various emergency medical modalities and procedures under direct supervision of paramedic preceptors, nurses and physicians. The courses are completed on a Pass/Fail basis and must be passed to continue in the Paramedic program. Students are not considered as graduates or will be issued any graduation credential until all requirements of the program including externships and required paperwork are complete. 180 Externship Clock Hours; 4 credits per semester for each externship course.

Paramedic Program - Graduation Requirements
The Paramedic student must complete the following to be considered for graduation; these requirements must be met prior to sitting for the final exam:

- Complete all classes, labs and clinical hours as stated above.
- Complete all skills evaluations; and complete certification in ACLS, PALS, and ITLS or PHTLS.
- Pass each module exam, comprehensive mid-term and cumulative final with minimum of 80%. *
- Demonstrate competencies in required critical tasks including passing a comprehensive final scenario.
- All required paperwork has been turned in and checked by EMS program Director, including the required number of patient contact reports. This stipulation must be met each semester as well as prior to the Cumulative Final.
- Receive final approval (release) from the EMS Program Director and the Medical Director before registering for the State of Florida Certification.

*Most Clinical Sites are within 50 miles of the school, however, there are some site(s) located up to 100 miles from the school. All travel arrangements are the responsibility of the student.
*The Paramedic Program computes the cumulative grade as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>35%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>25%</td>
</tr>
<tr>
<td>Final</td>
<td>25%</td>
</tr>
<tr>
<td>MyBrady</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Associate of Science Degree in Emergency Medical Services
(Offered at West Palm Beach location)
24 Months 60 Credits

A.S. EMS Program Description
The Associates of Science Degree in Emergency Medical Services prepares individuals who are seeking career advancement and increased employment opportunities in the field of Emergency Medical Services. The combination of the EMT-Paramedic curriculum and the general education courses offered by HCI College will enable the student to obtain an Associate of Science Degree in Emergency Medical Services.

A.S. EMS Program - Admissions Requirements
Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- The student must meet all HCI College entrance requirements for the A.S EMS Program.

A.S. EMS Program - Goals and Objectives
The goal of HCI College’s Associate in Science in Emergency Medical Services is to prepare the student with the knowledge, skills and competencies needed to advance their career in the field of health and public safety, and to develop and promote these competencies so as to serve in new and advanced career positions in Emergency Medical Services in the State of Florida. These career advancements aim to enable graduates to collaborate and consult with agencies and other organizations that are committed to the community.

- The student will demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to their role in EMS.
- The student will demonstrate technical proficiency in all psychomotor skills necessary to fulfill their role in EMS.
- The student will demonstrate affective personal behaviors consistent with professional demeanor.
- The student will demonstrate the ability to manage a team of rescuers, to supervise and perform assessment of the scene and patient, and to apply current patient care protocols given a pre-hospital emergency scenario.
- The student will be familiar with the hospital environment including but not limited to policies, practices, equipment, and skills as they relate directly and or indirectly to the field.
A.S. EMS Program - Course Listing

REQUIRED/CORE COURSES ................................................................................................................. 45 Credits
EMS 2620C ................ Lecture Lab Combined Semester I
EMS 2621C ................ Lecture Lab Combined Semester II
EMS 2622C ................ Lecture Lab Combined Semester III
EMS 2664L ................. Hospital\Field Combination Semester I
EMS 2665L ................. Hospital\Field Combination Semester II
EMS 2668L ................. Hospital\Field Combination Semester III

GENERAL EDUCATION COURSES – EMS ................................................................. 15 Credits
ENC1101……………………English Composition I – 3 credits
ENC1102……………………English Composition II or SPC 2608 Communications – 3 credits
MGF1106…………………..Liberal Arts Mathematics or MTA 1030 Intermediate Algebra – 3 credits
PSY2012…………………….Introduction to Psychology – 3 credits
AMH2010………………….History of the USA: A Survey to 1877 – 3 credits

OR Any Course That Meets College Level Transferability or Program Requirements as Approved by HCI College. At least two general education courses must be taken at HCI College if the student completed the Paramedic program at HCI College.

Total: 60 Credits

Note: if transferring in a qualified Paramedic Program (45 credits), the student must complete 15 credits of General Education Courses through HCI College in order to be issued the AS in EMS degree.

EMS (EMT and Paramedic) Program Curriculum and Course Descriptions

EMT Course Descriptions
EMS 1119C EMT Lecture/Lab Combined
This course is designed to introduce the student to Emergency Medical Care through classroom lecture and practical application in a laboratory setting. This includes familiarization with the human body, vital signs, and the importance of patient history, AIDS, Blood Bourne Pathogens, and CPR, use of ventilation and oxygen therapy and patient situational control as well as examination and assessment of the patient. Also discussed is appropriate medication administration for the EMT as well as bleeding, shock, soft tissue injuries and their care. 150 Lecture Clock Hours; 50 Lab Clock Hours; 10 credits

EMS 1431 EMT Hospital/Field Combined
This is the clinical portion of the course. It allows students to correlate the information obtained in the lecture and laboratory portion with patient care. It offers students the opportunity to demonstrate competency in the skills learned in the laboratory. Students will be assigned to specific EMS providers and hospitals to complete a required number of hours of field/clinical time.
The student will be under the direct supervision of paramedic preceptors, nurses, and physicians. 50 Clock Hours; 2 credits

Paramedic Course Descriptions
Lecture Lab Combined EMS 2620C – Semester I
This course presents the objectives contained in Modules I, and II of the most current National EMS Education Standards the Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical
system in advanced pre-hospital care of the emergency patient. Topics studied include: role and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, air-way management, venous access, medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology. This course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program. **142 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester. Prerequisites: EMS 1119c, EMS 1431**

**Lecture Lab Combined  EMS 2621C – Semester II**

The course presents the objectives contained in Modules III, and IV, of the most current National EMS Education Standards Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics, and psychiatric emergencies. The following trauma emergencies include: burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock. Course must be completed with a grade of B (80% grade average) or better to continue in the Paramedic program. **140 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester. Prerequisites: EMS 1119c, EMS 1431**

**Lecture Lab Combined  EMS 2622C – Semester III**

The course presents the objectives contained in Modules VI, VII, & VIII of the most current National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive EMS System in the care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. **140 Lecture Clock Hours; 50 Lab Clock Hours; 11 credits per semester. Prerequisites: EMS 1119c, EMS 1431**

**HOSPITAL/FIELD COMBINATION**

EMS 2664L - Semester I  EMS 2665L - Semester II  EMS 2668L - Semester III

These courses present the objectives contained in Modules I through VII of the most current National EMS Education Standards for the Paramedic. These courses allow students to correlate all of the didactic background in the paramedic course with advanced patient care and offer the students opportunities to demonstrate competency in the skills learned. Students will be assigned to specific EMS Providers and hospitals to complete required number of hours of field/clinical time. Students will perform various emergency medical modalities and procedures under direct supervision of paramedic preceptors, nurses and physicians. The courses are completed on a Pass/Fail basis and must be passed to continue in the Paramedic program. Students are not considered as graduates or will be issued any graduation credential until all requirements of the program including externships and required paperwork are complete. **180 Externship Clock Hours; 4 credits per semester for each externship course. Prerequisites: EMS 1119c, EMS 1431**

**General Education Course Descriptions**

**ENC 1101 English Composition I.................................................................3 credits**

Writing skills are enhanced by good reading skills. This course is designed to develop and enhance clear, effective written communication skills utilizing various rhetorical methods.
PSY 2012 General Psychology .................................................................3 credits
This course will introduce the student to the description and understanding of analysis of human behavior through the study of individuals, and their interaction, in the social and physical environments.

ENC 1102 English Composition II .......................................................3 credits
As a continuation of English Composition I this course is designed with an emphasis on the development of a more in depth analytical and argumentative writing style. Readings are employed as a basis for these writings emphasizing literature & research.

MGF 1106 Liberal Arts Mathematics ...................................................3 credits
This course will give the student the ability to utilize mathematical and computational skills essential for success in a myriad of areas and everyday situations. It will give the student skills needed in probability and statistics sets, logic, and geometry.

AMH 2010 History of the USA: A Survey up to 1877 ..........................3 credits
Triumph and tragedy pervade the history of these United States. This course provides an interpretative overview of the economic, social, political and cultural forces up to 1870 that have made the United States what it is today.

CGS 1100 Microcomputer Applications .............................................3 credits
To be comfortable with computers and their technology, the student will in this course have hands on experience with word processing, electronic spreadsheets, Power Point, and database management software. Also included in the course is a brief overview of microcomputer concepts. All applications software utilized will be Windows-based.

A.S. EMS Program - Graduation Requirements
The final decision as to whether the student passes is determined by and is at the sole discretion of the Medical or EMS Director. The determination is based on an overall assessment of the students’ performance including but not limited to overall grade average clinical performance evaluation, attitude, general performance, knowledge of clinical areas of study, and judgment exhibited by the student throughout each course. It must be stressed that grade point average is not the sole determinant of the granting of a degree. In addition, successful completion of all General Education requirements; each class must be passed with a grade of ‘C’ or higher and have current Paramedic license in the State of Florida. (See page 14)

A.S. EMS Program - Tuition & Fees
The College’s tuition charges for the A.S. EMS program is presented below. A set of required materials, textbooks and uniforms are provided at no additional cost.

<table>
<thead>
<tr>
<th>Tuition and Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Total Program Cost</td>
</tr>
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</table>

Paramedic Tuition & Fees...............$9,900 (see page 60 for cost breakdown)
General Education Classes...............$9,675 (1,935.00 per class)
Total Tuition........................................$19,575
Associate of Science Degree in Fire Science
(Offered at West Palm Beach location)

60 Credit Hours 24 Months

A.S. Fire Science Program Description
The Fire Science Program is offered for Certified Fire Fighters who are seeking career advancement. This program will provide the training and courses required for certification as Fire Officer I, Fire Officer II, and Fire Inspector and will prepare the graduate for career advancement in a variety of technical and supervisory positions within the fire service. All fire science courses are approved by the Florida State Fire College. Prospective students are encouraged to consult with the Academic Advisor prior to enrolling as there are special requirements. These courses in conjunction with general education classes and electives culminate to a potential AS in Fire Science will enable the firefighter to further their career as well as serve the community in a higher capacity. Upon successful completion of all requirements an Associates of Science in Fire Science is granted. Graduates with an Associates of Science degree now have a strong educational base on which to build.

A.S. Fire Science Program - Admissions Requirements
Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- The student must meet all HCI College entrance requirements for the A.S Fire Science Program.

**ENROLLMENT IS ONGOING**
The approximate length of study required to successfully complete requirements towards an Associate Degree is 24 months.

A.S. FIRE SCIENCE Program Goals and Objectives
The goal of HCI College’s Associate in Science in Fire Science is to promote the foundation of leadership and administration skills required in the Fire Service, and to develop and promote these competencies to serve in new and advanced career positions in the Fire Service in the State of Florida. These career advancements aim to enable effective collaboration and consultation with agencies and other organizations that are committed to the community. The student will:

- Have knowledge of hazards and related safety practices applicable to fire science technology.
- Successfully perform tasks related to fire protection, prevention, and administration.
- Demonstrate an understanding of personal and work characteristics that promote effective job performance.
- Use mathematical data and reasoning skills as they relate to the fire service.

A.S. Fire SCIENCE Program - Graduation Requirements
The A.S. in FS Student must successfully complete all requirements of the program, with a grade of “C” or higher, of each of the following:

- 36 required/core course credits
- 15 General Education requirement credits
- 9 Elective credits
A.S. FIRE SCIENCE Program - Tuition & Fees

Application Fee ........................................... $150
Fire Science Classes ............................. $11,970 (798.00 per class)
General Education Classes ............. $ 9,675 (1,935.00 per class)
Total Program Cost ......................... $ 21,645

A.S. FIRE SCIENCE Program - Course Listing

REQUIRED/CORE COURSES ................................................................. 36 Credits
FFP 1505 ........................ Fire Prevention Practices
FFP 1540 ........................ Private Fire Protection Systems I
FFP 1740 ........................ Fire Service Course Delivery
FFP 2120 ........................ Building Construction For The Fire Service
FFP 2720 ........................ Company Officer
FFP 1510 ........................ Fire Codes & Standards
FFP 1810 ........................ Fire Fighting Tactics & Strategy I
FFP 2811 ........................ Fire Fighting Tactics & Strategy II
FFP 2610 ........................ Fire Investigation Origin & Cause
FFP 2741 ........................ Fire Service Course Design
CGS 1100 ....................... Microcomputer Applications

GENERAL EDUCATION COURSES ................................................. 15 Credits
ENC 1101 ........................ English Composition I
ENC 1102 ........................ English Composition II
MGF 1106 ........................ Liberal Arts Mathematics
PSY 2012 ........................ General Psychology
AMH 2010 ........................ History of the USA: A Survey to 1877

OR  Any Course That Meets College Level Transferability & Program Requirements

ELECTIVES .............................................................. 9 Credits
Choose three (3) of the following:
Offered at HCI College
FFP 2780 ........................ Fire Department Administration
FFP 1301 ........................ Fire Hydraulics
FFP 1302 ........................ Fire Apparatus & Equipment

OR  Any Fire Science Course That Meets College Level Transferability & Program Requirements as indicated below
(Not offered at HCI College)
FFP 1824 ........................ I-200 Basic ICS (1.5 credits)
FFP 1825 ........................ I-300 Intermediate ICS (1.5 credits)
FFP 1832 ........................ Emergency Response to Terrorism (1.0 credit)
FFP 2700 ........................ Ethical & Legal Issues For the Fire Service
FFP 2111 ........................ Fire Chemistry
FFP 2604 .................................. Fire Investigation & Arson
FFP 2401 .................................. Hazardous Materials I (For Emergency Operations)
FFP 2402 .................................. Hazardous Materials II
FFP 2423 .................................. Hazardous Materials III
FFP 2630 .................................. Latent Investigation
FFP 2541 .................................. Private Fire Protection Systems II
FFP 2706 .................................. Public Information Officer

TOTAL: 60 Credits

Fire Science Program - Course Descriptions

FFP 1301 Fire Hydraulics ...................................................................................... 3 credits
This course presents an overview of fire characteristics and covers the relationship between flow and pressure and & mathematical hydraulic formulas. The course content includes: velocity and discharge, nozzle and engine pressure and loss thereof, pump theory, pump rating and pressure and vacuum gauges. Prerequisite for: FFP1302 (Part of Pump Operator)

FFP 1302 Fire Apparatus and Equipment ............................................................. 3 credits
This course covers the laws, rules, and driving techniques for emergency vehicles. A review of fire service hydraulics, fire ground evolutions, and a driving course make up the practical portion of the course. The evolution portion includes the use of pre-connected lines tandem pumping, drafting, relays, and master streams. The student should possess a basic understanding of fire stream hydraulics prior to entering this course. Prerequisite: FFP1301 (Part of Pump Operator)

FFP 1505 Fire Prevention Practices ...................................................................... 3 credits
Fundamental information regarding the history and philosophy of fire prevention is provided in this course. Information including organization and operation of a fire prevention bureau, the use of fire codes, identification and correction of fire hazards, the relationships of fire prevention with built in fire protection systems, fire investigation, and fire life safety education make up this course. (Part of Fire Inspector I, Fire Officer I, and Special Fire Safety Inspector)

FFP 1540 Private Fire Protection Systems I .......................................................... 3 credits
This course provides information relating to design features and the operation of fire alarm systems, special hazard, fire suppression systems, water supply for fire protection, and portable fire extinguishers. Prerequisite for: FFP2541 (Part of Fire Inspector I, Fire Officer I, and Fire Investigator I)

FFP 1740 Fire Service Course Delivery .................................................................. 3 credits
This course explores the methods and means of adult learning principles and the imparting of information therein. The course emphasizes techniques applicable in a myriad of teaching situations as well as measuring the effectiveness of the utilization of these techniques. Prerequisite for: FFP2740 (Part of Fire Officer I, Fire Instructor I & II)

FFP 1510 Codes and Standards ............................................................................. 3 credits
This course is designed to provide the student with a fundamental knowledge of the role of code enforcement in a comprehensive fire program and will familiarize the student with the five basic units of NFPA 101. *(Part of Fire Inspector I, and Special Fire Safety Inspector)*

**FFP 1810 Fire Fighting Tactics & Strategy I ........................................................... 3 credits**
This course provides an in-depth analysis of the principles of fire control through the utilization of personnel, equipment, and extinguishing agents on the fire ground. **Prerequisite for:** FFP2811 *(Part of Fire Officer I)*

**FFP 2120 Building Construction for the Fire Service ............................................. 3 credits**
The focus of the course is on firefighter safety. This course will provide information that relates to fire and life safety. Areas covered are the elements of construction and design of structures. These are key considerations when inspecting structures, planning operations, and operating at emergencies. *(Part of Fire Inspector I, Fire Investigator I, and Fire Officer I)*

**FFP 2521 Construction Documents & Plans Review ................................................. 3 credits**
This course provides for the application of fire codes and standards in developing an understanding of a buildings fire protection feature including the design of fire alarm systems, water-based fire suppression systems, water supply for fire protection and egress arrangements through evaluation of 2D drawings and schematics. *(Part of Fire Inspector I)*

**FFP 2541 Private Fire Protection Systems II ................................................................... 3 credits**
This course concentrates on the study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems and detection systems and devices. Each system is discussed as to its need, construction and preventive maintenance and individual use. **Prerequisite for:** FFP2541 *(Part of Fire Safety Inspector I, Fire Officer I, and Fire Investigator I)*

**FFP 2610 Fire Investigation Origin & Cause ................................................................... 3 credits**
This course is designed to provide the student with the fundamental technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire starter, and types of fire causes. *(Part of Fire Investigator I, Fire Inspector II, and Fire Officer II)*

**FFP 2720 Company Officer ................................................................................... 3 credits**
In this course the student is introduced to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the company officer’s perspective. *(Part of Fire Officer I)*

**FFP 2741 Fire Service Course Design .................................................................... 3 credits**
This course provides the fire service instructor with the concepts, knowledge and skills necessary to design, schedule and implement fire service training curriculum. The instructor will develop the skills needed to locate resources, coordinate instructors, schedule classes and facilitate courses for a variety of groups within the private and public sectors in order to accomplish the fire service educational mission.

**FFP 2780 Fire Department Administration........................................................... 3 credits**
This course presents the principles of management theory in its application to the fire service. It examines the organizational and leadership tools for fire service administrators including approaches to administration, planning and implementation, and community risk management.
FFP 2811 Fire Fighting Tactics & Strategy II ............................................................... 3 credits
This course is designed with emphasis on company operations, logistics strategy and use of mutual aid and conflagration control. The course is intended for officers who may be in command of fires or other emergencies that involve coordination with large numbers of staff and or equipment.
Prerequisite: FFP1810 (Part of Fire Officer I)

General Education Course Descriptions

ENC 1101 English Composition I.................................................................................... 3 credits
Writing skills are enhanced by good reading skills. This course is designed to develop and enhance clear, effective written communication skills utilizing various rhetorical methods.

PSY 2012 General Psychology ....................................................................................... 3 credits
This course will introduce the student to the description and understanding of analysis of human behavior through the study of individuals, and their interaction, in the social and physical environments.

ENC 1102 English Composition II ................................................................................... 3 credits
As a continuation of English Composition I this course is designed with an emphasis on the development of a more in depth analytical and argumentative writing style. Readings are employed as a basis for these writings emphasizing literature & research.

MGF 1106 Liberal Arts Mathematics ............................................................................. 3 credits
This course will give the student the ability to utilize mathematical and computational skills essential for success in a myriad of areas and everyday situations. It will give the student skills needed in probability and statistics sets, logic, and geometry.

AMH 2010 History of the USA: A Survey up to 1877....................................................... 3 credits
Triumph and tragedy pervade the history of these United States. This course provides an interpretative overview of the economic, social, political and cultural forces up to 1870 that have made the United States what it is today.

CGS 1100 Microcomputer Applications ......................................................................... 3 credits
To be comfortable with computers and their technology, the student will in this course have hands on experience with word processing, electronic spreadsheets, Power Point, and database management software. Also included in the course is a brief overview of microcomputer concepts. All applications software utilized will be windows-based.

Associate Degree in Nursing (ADN) (Offered at West Palm Beach and Fort Lauderdale locations)
72 Credit Hours   approximately 20 Months

Nursing Program Description
This degree program focuses on: wellness of self and others; technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment; critical care concepts; and professional development. Upon graduation, the student is awarded an Associate Degree in Nursing (ADN) and is eligible to take
the National Council Licensure Exam (NCLEX-RN) to become a registered nurse (RN) and subsequently seek
employment in the field. The program is approved through the Florida State Board of Nursing.

The nursing program at HCI College is committed to providing the best education for students seeking an Associate
Degree in Nursing. The program is designed to provide educational and clinical experiences leading to employment
in beginning positions as registered nurses in hospitals or comparable facilities.

Associate of Science Degree in Nursing (ADN) - Admissions Requirements
Registration is considered complete only when the following requirements have been met and the date of such has
been indicated on the application.

- The student must meet all HCI College entrance requirements for the Associate Degree in Nursing.

Nursing Program - Goals and Objectives
After successful completion of the program, the student will obtain an Associate’s Degree in Nursing, thereby
allowing the student to take the National Council of State Boards of Nursing exam. Upon successful completion of
this exam, the student will be awarded the Registered Nursing Licensure by the State of Florida. The end of program
student learning outcomes for the Associate Nursing program are:

1. Utilize critical thinking, the nursing process, and evidence-based practice to deliver best practice for optimal
   patient outcomes.
2. Provide quality, safe, evidence-based, patient-centered care through teamwork and collaboration. Use
   knowledge, skills, and attitude/emotional intelligence to assure coordination and continuity of care for
   patients across the lifecycle in a variety of healthcare settings from preventive- to end-of-life care.
   Understand the application of quality data and metrics as an opportunity to benchmark care delivery.
3. Integrate culturally competent decision making accomplished through communication, collaboration, and
   mutual respect for patients, significant others, and the interprofessional care management team.
4. Incorporate legal and ethical guidelines into practice and promote lifelong learning and professionalism
   through consensus building and conflict resolution.
5. Use technology to reduce error, remain current, educate patients and nurses, communicate essential
   information and document care.

Nursing (ADN) Program - Tuition & Fees
The College’s tuition charges for Nursing (ADN) program is presented below. A set of required materials and textbooks
are provided at no additional cost. The only additional charge is the application fee of $50.

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<tbody>
<tr>
<td>Tuition</td>
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<tr>
<td>Application Fee</td>
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<tr>
<td>Total Program Cost</td>
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<thead>
<tr>
<th>Semester I - V Tuition &amp; Fees ..........</th>
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**Nursing Program - Graduation Requirements**

- General Education courses must be taken in their course sequencing and must be taken prior to the nursing courses. In some cases, the Vice President of Academic and Regulatory Affairs may make an exception.
- The Student must maintain a “B” grade in all nursing core courses and a “C” grade in general education courses for program continuation and graduation.
- The student must complete 100% of all required *clinical/simulation hours.
- Complete the proctored Specialty Exam for each semester as required with only two (2) attempts per semester permitted (a second attempt with remediation process completed and is at the sole cost of the student.
- Achieve a 95% predictability score on the ATI Comprehensive Predictor. If a student does not achieve a 95% predictability score, they will have one opportunity to retake the ATI Comprehensive Predictor after completing two weeks of prescribed remediation.
- Achieve “Green Light” status with Virtual ATI (VATI). Students must achieve “Green Light” status no later than 30 days from the last day of the term. Students who fail to achieve “Green Light” status within that timeframe will be dismissed from the nursing program. Students who are dismissed may be eligible to re-take the Capstone if they have not exhausted the course repeat policy. **Any student who receives anomaly warnings from ATI based on the ATI Predictor test or during enrollment in Virtual ATI (VATI) must retake an ATI Predictor on campus and achieve a minimum of 95% as well as complete additional remediation as needed.**
recommended by the Director of Nursing prior to release of the student name and transcript to the Florida Board of Nursing.

- The student must complete a minimum of 72 credit hours.
- Meet all financial obligations to the school.

Upon successful completion of the program and graduation requirements listed above:

- Graduated students may be qualified to sit for the National Council Licensing Exam (NCLEX-RN).

The Application Form and Application Fee in this packet should be submitted prior to submitting the Enrollment. All required documents must be submitted with enrollment agreement. Tuition and related fees are due in full at time of registration and acceptance of the enrollment agreement.

**Nursing Program - Course Listing**

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Lecture</th>
<th>Lab</th>
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Nursing Program - Course Descriptions

NUR1023 Nursing I, Lecture, 5 credits
NUR1022L Nursing I, Lab, 2 credits
NUR1023L Nursing I, Clinical, 3 credits
This course introduces the student to the integrated processes, client needs concepts, and quality and safety in nursing care. The student will demonstrate the understanding of fundamental knowledge, skills, and competencies in the safe and effective care of the client across the lifespan. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608.

NUR2140 Introduction to Pharmacology for Nursing, Lecture, 3 credits
This course introduces the student to the pharmacological concepts and principles related to safe administration of pharmacological and parenteral agents. Students will develop an understanding of the mechanism of drug action, dosage calculation, and assessment of expected outcomes related to each major drug classification. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608.

NUR1213 Nursing II, Lecture, 7 credits
NUR1213L Nursing II, Clinical, 3 credits
This course prepares the student to provide and manage care of the client with acute and chronic medical-surgical health issues across the lifespan. In addition, the student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principals. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608, NUR1023, NUR1022L, NUR1023L, NUR2140.

NUR2520 Psychiatric Nursing, Lecture 3 credits
NUR2520L Psychiatric Nursing, Clinical, 1 credit
This course prepares the student to support the emotional, mental, and social wellbeing of the client experiencing stressful events, as well as the client with acute and chronic mental illness. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608, NUR1023, NUR1022L, NUR1023L, NUR2140.

NUR2261 Nursing III, Lecture, 5 credits
NUR2261L Nursing III, Clinical, 4 credits
This course is a continuation of Nursing II in preparing the student to provide and manage care of the client with acute and chronic medical-surgical health issues across the lifespan. The student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principals. Special populations such as obstetrics, newborn, and pediatrics will also be covered. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608, NUR1023, NUR1022L, NUR1023L, NUR2140, NUR1213, NUR1214L, NUR1213L, NUR2520, NUR2520L.

NUR2943 Nursing Capstone, Lecture, 6 credits
This course requires the student to demonstrate competency in application and analyzing care of the client across the lifespan. The student will receive feedback and develop a custom remediation plan to improve knowledge, skills, and competencies prior to the final written and psychomotor performance assessment. Prerequisites: BSC2085C, ENC1101, MGF1106, PSY2012, MCB2010C, HUN1201, BSC2086C, DEP2004, SPC2608, NUR1023, NUR1022L, NUR1023L, NUR2140, NUR1213, NUR1214L, NUR1213L, NUR2520, NUR2520L.
Note: Most Clinical Sites are within 50 miles of the school, however, there are some site(s) located up to 100 miles from the school. All travel arrangements are the responsibility of the student.

**General Education Course Descriptions**

**ENC 1101 English Composition I**...........................................................................................................3 credits
Writing skills are enhanced by good reading skills. This course is designed to develop and enhance clear, effective written communication skills utilizing various rhetorical methods.

**PSY 2012 General Psychology**.................................................................3 credits
This course will introduce the student to the description and understanding of analysis of human behavior through the study of individuals, and their interaction, in the social and physical environments.

**BSC 2085C Human Anatomy and Physiology I** ...........................................4 credits
First semester of a two-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. Includes the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems. Prerequisite for BSC 2086 C. This is a lecture science course where a corequisite lab is required.

**BSC 2086C Human Anatomy and Physiology II** .......................................4 credits
Second semester of a two-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. A continuation of BSC2085, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. This is a lecture science course where a corequisite lab is required.

**DEP 2004 Human Growth and Development**............................................3 credits
This course explores the effects of genetic, psychological, maturational and social factors at various stages during the lifespan.

**HUN 1201 Elements of Nutrition** ...............................................................3 credits
This course provides an in-depth view of digestion, absorption, and the metabolic pathways of the nutrients and hormonal regulation of these pathways. Factors related to regulating energy needs, current government dietary guidelines, specific lifecycle needs and research-based standards for analyzing nutrient adequacy are examined. Concerns with food-borne illness and water contamination are also reviewed.

**MCB 2010C Microbiology** ........................................................................4 credits
This fundamental course in Microbiology is designed to fulfill the needs of nursing students as well as other allied health majors. The course stresses the structure, nutrition, growth, control, metabolism, and introductory genetics of bacteria. An introduction to fungi, parasites, and viruses is included. Laboratory experience in techniques and primary isolation will be provided. Lab fee required.

**MGF 1106 Liberal Arts Mathematics** .........................................................3 credits
This course will give the student the ability to utilize mathematical and computational skills essential for success in a myriad of areas and everyday situations. It will give the student skills needed in probability and statistics sets, logic, and geometry.
SPC 2608 Speech .......................................................................................................... 3 credits
Emphasizes the link between the fundamental theories in speech communication and effective public speaking. Includes practical training and study in public presentation skills, audience analysis, speech construction and problem-solving using lecture and experiential learning format.

Bachelor of Science RN to BSN Program (Offered at West Palm Beach location)
120 Credit Hours 12-24 Months

The framework of the RN to BSN program includes wide broad areas of knowledge, skills performance, critical thinking, caring, professionalism, and collaboration. These areas will be reflected in the program outcomes, which will be incorporated into competencies throughout the BSN program.

RN to BSN Program Description
The nursing program at HCI College is committed to providing the best education for students seeking a Bachelor of Science Degree in Nursing (BSN). This degree program focuses on: wellness of self and others; continues to expand on technical nursing skills across the lifespan; critical care concepts; and professional development, including leadership and management. Upon graduation, the student is awarded a Bachelor of Science degree in nursing (BSN) and can subsequently seek a higher level of employment in the nursing field.

RN to BSN Admissions Requirements
Registration is considered complete only when the following requirements have been met and the date of such has been indicated on the application.

- The student must meet all HCI College entrance requirements for the RN to BSN Program.

Students are given the following directions:
However, you choose to access the course, you must have a computer that is in good working condition. On-line courses move quickly through the material and usually require frequent computer work, along with frequent access to the Internet. Having a computer that is in bad repair, or a poor connection to the Internet, would be like taking a traditional course without a book or any handouts and only attending the lectures part of the time. Here is a list of some of the hardware/software you will need for an on-line course:

Technical Requirements:
- A PC with Windows 2000, XP, Vista, or later version
- Office 2000 Premium or later version
- 233 MHz Premium Processor (minimum) to 733 MHz
- Any Internet Service Provider (ISP) such as Google Chrome, FireFox, etc.
- A printer
- Email software such as Outlook, Outlook Express, or Gmail

In addition to having these hardware/software elements, you should be knowledgeable about your word processing software. You should also be able to connect to the Internet without assistance. You should know how to surf the Web and how to do simple Web searches. You should know how to send and receive email messages as well as how to send and retrieve attachments to email messages.
RN to BSN - Goals and Objectives

After successful completion of the program, the student will obtain a Bachelor of Science in Nursing. The goals and objectives for HCI College’s Bachelor Nursing program are comprised from our mission statement and core values:

- Engage in learning, and professional development of others.
- Integrate knowledge, ethical principles, and clinical excellence in nursing.
- Integrate a holistic approach to patients.
- Show compassion, caring, and empathy at all times toward patients.
- Demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to their role in Nursing.
- Demonstrate technical proficiency in all psychomotor skills necessary to fulfill their role in Nursing.
- Demonstrate affective personal behaviors consistent with professional demeanor.
- Familiarity with the hospital environment including (but not limited to) policies, practices, equipment, and skills as they relate directly and or indirectly to the field of Nursing.

RN to BSN Core Courses - Tuition & Fees

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>Tuition (8 credits)............................$ 2,000</td>
</tr>
<tr>
<td></td>
<td>Total Semester I...............................$ 2,000</td>
</tr>
<tr>
<td>Semester II</td>
<td>Tuition (9 credits)............................$ 2,250</td>
</tr>
<tr>
<td></td>
<td>Total Semester II..............................$ 2,250</td>
</tr>
<tr>
<td>Semester III</td>
<td>Tuition (9 credits)............................$ 2,250</td>
</tr>
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<td></td>
<td>Total Semester III.............................$ 2,250</td>
</tr>
<tr>
<td>Semester IV</td>
<td>Tuition (9 credits)............................$ 2,250</td>
</tr>
<tr>
<td></td>
<td>Total Semester IV..............................$ 2,250</td>
</tr>
<tr>
<td>Semester V</td>
<td>Tuition (9 credits)............................$ 2,250</td>
</tr>
<tr>
<td></td>
<td>Total Semester V...............................$ 2,250</td>
</tr>
<tr>
<td>Semester VI</td>
<td>Tuition (9 credits)............................$ 2,250</td>
</tr>
<tr>
<td></td>
<td>Total Semester VI..............................$ 2,250</td>
</tr>
<tr>
<td>Semester VII</td>
<td>Tuition (7 credits)............................$ 1,750</td>
</tr>
<tr>
<td></td>
<td>Total Semester VII............................$ 1,750</td>
</tr>
</tbody>
</table>

RN to BSN - Graduation Requirements

- The Student must successfully complete all nursing and general education courses with a minimum grade of a “C”.
- All financial obligations to HCI College are paid in full.
- Student must complete a minimum of 120 credit hours, with the last 30 credit hours to be earned at HCI College.
### GENERAL EDUCATION COURSES

**Credit Conversion**:  
15 Lecture Hours = 1 Credit Hour  
30 Lab Hours = 1 Credit Hour

<table>
<thead>
<tr>
<th>Course # and Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinic/Simulation</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO3020 &amp; 3020L: Human Biology with Lab</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHM3010 &amp; 3010L: Organic Chemistry with Lab</td>
<td>45</td>
<td>30</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PHI3334: Philosophy &amp; Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUT3100: Nutrition Diet Therapy and Nutrition Care in Disease</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>AML3000: American Literature</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY4070: Developmental Psychology</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>STA3100: Statistics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours**  
315 Theory Hours  
60 Lab Hours  
0 Clinic/Simulation  
23 Credit Hours  

### Nursing Core Classes

<table>
<thead>
<tr>
<th>Course # and Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinic/Simulation</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR3825: Transitional Nursing Role Perspectives</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR3125: Advanced Pathophysiology for Nursing</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR3119: Heritage of Nursing Concepts/Theories</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR3069: Advance Health Assessment</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR3678: Nursing Care for the Geriatric Patients</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR3164: Nursing Research and Informatics</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR4827: Leadership and Management in Professional Nursing</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR4636: Community Health Nursing</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR4107: Nursing Perspectives/Global Trends</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR4847: Clinical Decision Making/Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NUR4655: Nursing in a Multicultural Society</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
RN to BSN - Course Descriptions

NUR3825 Transitional Nursing Role Perspectives .......................................................... 3 Credits
Role expectations for baccalaureate nurse; development of a professional self-concept; interface of personal and professional growth; transition from task to theory will be explored and real-world experience discussed. Legal issues in nursing will be discussed in detail as well as the historical and current issues affecting healthcare today.

NUR4107 Nursing Perspectives/Global Trends .............................................................. 3 credits
This course is focused on the major challenges of health care on a global level. The role of the nursing profession within the global community is emphasized, centered on meeting Millennium Development Goals. Using the concepts of Transformational Leadership, this course assists the learner in recognizing and addressing the major challenges facing global health care.

NUR3119 Heritage of Nursing Concepts/Theories ......................................................... 3 credits
Focus is on philosophical and theoretical foundations of nursing as a profession. The student is introduced to the history of nursing through defining concepts and the development of theories across the last century. Teaching strategies are designated to enhance students' abilities and skills to bridge the theory practice gap and expand their knowledge regarding theoretical

NUR3164 Nursing Research and Informatics ................................................................. 3 credits
Concepts in research, healthcare informatics, trends and exploring innovative strategies and applications are introduced and used to document in the electronic health record. Students learn the relationship between nursing research and utilization of evidence-based practice and how to apply it when documenting in the patient’s record. This course also explores the research process as a foundation for acquiring skills needed to access, critically appraise and synthesize literature.

NUR3069 Advance Health Assessment .......................................................................... 3 credits
The registered nurse student will learn a knowledge base which details the physiological, pathophysiological and psychological aspects of performing a complete and comprehensive health assessment in a variety of environments within diverse populations of health care clients.

NUR3678 Nursing Care for the Geriatric Patient ............................................................ 3 credits
The course implements topics that focus on the recommended competencies as developed by the American Association of Colleges of Nurses (AACN) for the baccalaureate nurse. Emphasis is placed on the aging population and the need for a transformational leadership in a health workforce that is capable of delivering competent care to older adults. The second half of the course emphasizes the growing vulnerable population focusing on the leadership role of the nurses in advocacy, cultural competence, and ethical issues specific to social justice and distribution of resources.
NUR4847 Clinical Decision Making/Critical Thinking .......................................................... 3 credits
This course provides a conceptual understanding of the logical and critical thought processes required of the professional nurse.

NUR4655 Nursing in a Multicultural Society ................................................................. 3 credits
The course presents concepts in trans-cultural nursing focusing on the nurse leader developing cultural competency while learning more about the health/illness beliefs of patients. The course is developed to provide the cultural foundation of existing models related to trans-cultural nursing and allows the nurse leader to identify key components impacting the cultural diversity of identified sub-cultures. Health care delivery within the United States is also discussed with a focus on the Institute of Medicine report on Standards of Care as it applies to health disparities.

NUR4827 Leadership and Management in Professional Nursing ................................. 3 credits
Leadership and management theories will be explored incorporating critical thinking, conflict management, decision making, and problem-solving skills. A primary focus of this course is to enhance professional nurses’ understanding of the concepts and skills needed to be effective leaders in today’s health care arena.

NUR4636 Community Health Nursing ................................................................. 3 credits
This course examines the role of the nurse in dealing with family crisis, gerontological problems, child-bearing, child raising families, and medical-surgical conditions within the context of the community. Assessment of the community and its healthcare delivery system epidemiology is studied within the social structure of families and communities.

NUR4945 Capstone Experience ..................................................................................... 4 credits
This course allows the students to integrate, synthesize knowledge and skills from other courses completed in the BSN program. The course is designed to enhance students' awareness of the main challenges that face the healthcare system, with emphasis on their professional roles and potentials in improving the quality of care using research and leadership skills.

NUR3125 Advanced Pathophysiology for Nursing ...................................................... 3 credits
This course teaches the advanced study of pathophysiology and symptomatology across the life span. The focus is on alterations in physiologic functions and manifestation of disease. Signs, symptoms and diagnostic findings of common alterations are presented. Students will also gain an understanding of nursing interventions to promote adaptation.

General Education Course Descriptions

AML 3000 American Literature ..................................................................................... 3 credits
This course explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements.

PSY 4070 Developmental Psychology ......................................................................... 3 credits
The focus of this course will be on individual development from early childhood to late adolescence. At a general level we will examine the genetic and biological contributions to individual development, the social contextual contributions, and the interaction between these two general sets of variables. Specific topics will include: behavioral genetics, temperament, parent child relations, sibling relations, peer relations, the self, intelligence, emotional development, and problems of social development (antisocial behavior, depression).
STA 3100 Statistics ................................................................. 3 credits
The main objective of this course is to learn probability, discrete distributions, continuous distributions, bivariate
distributions, and functions of random variables.

CHM 3010 & CHM 3010L - Organic Chemistry with Lab................................. 4 credits
This course consists of an introduction to the classification, structure, reactions, and reaction mechanisms of carbon
compounds. The laboratory portion of the class represents the chemistry concepts. Using models, chemistry
experiments and multimedia, the student will obtain a representative explanation of the conceptual lessons taught
in the lecture component of this course.

PHI 3334 - Philosophy & Critical Thinking.......................................................... 3 credits
This course provides the fundamentals of effective problem solving both in theory and practice. This course covers
problem solving, logical reasoning, critical analysis of information, and cooperative learning. Students will use
research methods and evaluating any problems by applying a logical process to its solution.

BIO 3020 & BIO 3020L - Human Biology with Lab........................................ 4 credits
Course examines human form and function and the relationship of humans to other living things. Fundamental
biological principles as they apply to the human are explored. The course is intended for liberal arts students who do
not currently plan to major in the biological or health sciences. The lab component compliments the theory.

NUT 3100 Nutrition Diet Therapy and Nutrition Care in Disease .................... 3 credits
In this course students will learn the principles of diet therapy and nutrition care in disease to prepare them with
entry level, holistic knowledge of the use of nutrition care to meet patients’ therapeutic needs both in an inpatient
care, outpatient care and rehabilitation setting.

Distance Learning Online General Education Courses
HCI College offers general education requirements through distance learning. Courses can be taken, depending on
availability, at the student’s convenience. The inclusion of General Education in every degree program reflects HCI
College’s conviction that successful, satisfying lives require a wide range of skills and knowledge. These skills include
the ability to reason logically and quantitatively and to communicate effectively; an understanding of the sciences
that makes sense of the natural environment; a familiarity with the cultural movements that have shaped societies
and their values. General Education augments and rounds out the specialized training students receive in their majors
and aims to cultivate a knowledgeable, informed, literate human being.

It is imperative that the student understand and respect confidentiality regarding discussions, information sharing
and not to, at any time, divulge answers or course information that would present an unfair advantage to current
and/or future students. Any student enrolled in an online course and or courses is expected to abide by all HCI College
rules, regulations and policies as previously presented herein. Distance Learning/Online HCI College students have
access to and receive the same services as commuter students.

General Education Objectives
HCI College offers general education courses through Distance Learning that challenge the student to acquire skills
and knowledge that are desirable not only for personal enrichment but enable the student to enhance and further
their professional lives. The General Education Curriculum is designed to enable the student to:

- Master basic skills in English, Mathematics, Social Science & The Humanities
- Communicate accurately and effectively in both verbal & written form
• Gain and apply critical thinking skills in order to analyze complex material
Requirements to meet these objectives include, but are not limited to, with a grade of ‘C’ or higher, completing all homework assignments, and activities.

**Academic Guidelines**

Academic guidelines are the same for Distance Learning/Online General Education as for other courses/programs offered at HCI College.

**Student Verification Statement**

HCI College requires that the school verify the identity of students when course materials and/or course assessment activities are conducted either partially or entirely online. A student’s login and password are intended to provide the student with secure access to course materials and are also intended to help the school meet this mandate. If HCI College feels that at any time the student on-line is not the same student that is registered participating in class discussions, completing quizzes or exams, and is not the student who is registered to complete all class work, the school may require the use of a proctor for exams in distance-delivered (Internet) courses. This requirement will then provide a second level of student identity verification. Finally, an instructor may require students to use a webcam during exams, as another means of student identity verification through voice and visual recognition. If HCI College feels that the student is not the one completing the class work the student will be dismissed for academic dishonesty. This includes any form of cheating and/or plagiarism (page 20 of HCI College catalog, student conduct code). HCI College protects student privacy and will notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

**Technical Requirements**

On-line courses require access to technology that is accessible to you at times whenever you can get to it. This means that you have to have access to a computer that is connected to an Internet account with some provider such as AOL or MSN. This must be a good connection that is dependable and accessible. Most people find it necessary to have their own PC, but you can come into HCI College and use the computer lab. However, you choose to access the course, you must have a computer that is in good working condition. On-line courses move quickly through the material and usually require frequent computer work, along with frequent access to the Internet. Having a computer that is in bad repair, or a poor connection to the Internet, would be like taking a traditional course without a book or any handouts and only attending the lectures part of the time. Here is a list of some of the hardware/software you will need for an on-line course:

- A Pentium I or faster PC or Apple Computer
- A CD-ROM drive (Most courses will not use CD-ROMs)
- Any Internet Service Provider (ISP) such as AOL or MSN and others
- A 56K modem
- A printer
- Word processing software such as Microsoft Word
- An e-mail account of your own
- E-mail software, such as Outlook or Hotmail

In addition to having these hardware/software elements, you should be knowledgeable about your word processing software. You should also be able to connect to the Internet without assistance. You should know how to surf the Web and how to do simple Web searches. You should know how to send and receive email messages as well as how to send and retrieve attachments to email messages.
Distance Learning Orientation - How Online Courses Work

The first on-line course that you take with HCI College will start with an orientation that is given to you the day that you sign up for class. This orientation will include a password and an ID that is required each time you sign into the class. This information will also be emailed to you with instructions once your enrollment is completed. Be sure to carefully write down any access codes, passwords, or user IDs that you will need to access the course material. You will be required to enter this information exactly as it was originally written in order to access the content of your course. This is also for verification that ensures that you are the same student who is participating in class discussions, completing all required coursework, including quizzes, tests and exams and receives academic credit.

Getting in Touch

Once you sign into a class you should find your instructor’s email address. Be sure to record all such information. Many students report that they have much more contact with on-line instructors than with those who teach traditional classes. It is a good idea to contact your instructor as soon as you know you will be taking the class. Your instructor can tell you how your class is organized and what you need to know to begin. In many cases, the instructor will send you the initial documents or information via email whenever you contact them. Your instructor will receive the class roster on the first day of the semester and will attempt to contact you. One of the biggest problem’s instructors have in teaching an online class is the initial contact with the students. If the class roster contains information about you that is incorrect or incomplete it may delay, or make it impossible, to get in touch with you. For these reasons, get in touch with your instructor as soon as possible. After the class starts being sure to check your email messages every day for correspondence with your instructor. It is very important that every time you send email to your instructor, you list in the Subject Line the name of the course you are taking, or some other pertinent information that lets the instructor know what the message is about.

Additionally,

- Be sure to write every message to your instructor as though it were a letter or assignment.
- Use complete sentences and good grammar.
- Do not use "net speak" or abbreviations.
- Do not use slang or informal language.
- Use good paragraphs and do not type in all caps (capitalization).
- It is okay to use bold or italics to emphasize a point, but using all capitals is the ‘net equivalent’ of shouting. When submitting assignments by attachments, be sure to put your name at the top of the document, just as you would an assignment you were turning in by hand.
- Double-space assignment attachments so that they are easier to read, and your instructor can make notes to you.

Distance Learning Assignments

On-line courses are, by nature, independent, "directed study" courses. Your instructor will direct your studies, but you will have to work independently to complete the assignments. When and where you do these assignments is up to you. However, deadlines are usually given and must be observed. At the completion of their online courses, many students have reported that keeping up is easy to do if you try to remain disciplined in getting your work done on time. Online classes typically have a fairly high attrition, or dropout, rate because of a student tendency to fall behind on assignments.

The actual work of on-line classes may come in many diverse forms. However, most courses taught on-line will require more activities and writing assignments than traditional classes. Occasionally, an instructor will have pages on the course website to provide content for the class. Often, these pages will contain hypertext, or words and phrases that have imbedded codes in them. By simply clicking on the hypertext, you will move to other pages or
websites that have additional information about the topic at hand. Another approach for your assignments may be that your instructor will place files with the activities or assignments on a web page for you to download or to view while online. You can usually use the "PRINT" button on your browser to print out the directions or assignments.

**Distance Learning Exams/Quizzes**

Assessment is an important part of any educational process. Test/exams/quizzes also have another very important purpose: They give feedback about how effective the instruction has been. Instructors may use any or all of several methods of assessing the learning process and product.

**Proctored Exams** are often used in online classes. In this approach, students must visit the college campus, or some other approved site, to take the exam under the supervision of someone who is approved by the instructor. Many times, the student makes an appointment to take the exam at a time that is convenient to themselves and the proctor (examiner).

**Online Exams** are tests that are posted on the course’s web page and taken while connected to the Internet. These exams are very convenient for the student but must be taken with careful attention to the instructions given by the instructor. Security is very important in this case and the exam may be available for only a short period of time.

"**Take Home Exams**" In this case the exam may look more like another assignment. Your instructor may send you a file with the exam questions for you to download and print. You then answer the questions and turn-in your responses by email, fax, or by hand. Many instructors have a special area of their Course Site called **Dropbox**, or **Digital Dropbox**. Dropbox is an online data storage and file sharing technology. Instructors check both share and receive the work via Dropbox. Dropbox will only let the student who left the document pick-up a corrected, or graded, document.

**Surveys** may be used to assess students’ experience with the materials and methods of the on-line class. Colleges and instructors often use surveys to get students’ perceptions about how effective the instruction has been. Sometimes these surveys are the equivalent of the Course Evaluations that are conducted in regular classes each semester. Take these instruments seriously and give candid and useful feedback about the course and the instruction. This information is not available to the instructor until the course is finished and grades have been determined. In this case, every attempt is made to ensure that students’ comments are confidential, and the names of the students are not available to the instructor, and you may be asked to visit a separate web site to complete this type of survey. Your instructions will tell you which of these are being used.

**Distance Learning Discussions**

Discussions are invaluable parts of college classes. Therefore, they are almost always used in online classes. There are many ways in which discussions may be conducted. Generally, there are two types of discussions: synchronous or asynchronous. Synchronous discussions are "real-time" discussions that are similar to chat rooms. In this setting, students and instructors go to a common webpage or "chat room" and conduct a live discussion. Be sure to note whether these activities are mandatory and if so, how they count in determining your final grade for the course. Sometimes instructors will make available an outline, or "lecture notes" for the discussion. Some general ground rules for "virtual classroom" behavior are:

- Pay Attention
- Have a back-up plan: Be prepared in case there is equipment or other element failure.
General Education Course Descriptions

**ENC 1101 English Composition I**.................................................................3 credits
Writing skills are enhanced by good reading skills. This course is designed to develop and enhance clear, effective written communication skills utilizing various rhetorical methods.

**ENC 1102 English Composition II**............................................................3 credits
As a continuation of English Composition I this course is designed with an emphasis on the development of a more in depth analytical and argumentative writing style. Readings are employed as a basis for these writings emphasizing literature & research.

**SPC 2608 Speech** ......................................................................................3 credits
Emphasizes the link between the fundamental theories in speech communication and effective public speaking. Includes practical training and study in public presentation skills, audience analysis, speech construction and problem-solving using lecture and experiential learning format.

**MGF 1106 Liberal Arts Mathematics** .....................................................3 credits
This course will give the student the ability to utilize mathematical and computational skills essential for success in a myriad of areas and everyday situations. It will give the student skills needed in probability and statistics sets, logic, and geometry.

**PSY 2012 General Psychology** .................................................................3 credits
This course will introduce the student to the description and understanding of analysis of human behavior through the study of individuals, and their interaction, in the social and physical environments.

**CGS 1100 Microcomputer Applications** ..................................................3 credits
To be comfortable with computers and their technology, the student will in this course have hands on experience with word processing, electronic spreadsheets, Power Point, and database management software. Also included in the course is a brief overview of microcomputer concepts. All applications software utilized will be windows-based.

**AMH 2010 History of the USA: A Survey up to 1877**.............................3 credits
Triumph and tragedy pervade the history of these United States. This course provides an interpretative overview of the economic, social, political and cultural forces up to 1870 that have made the United States what it is today.
Administrator and Faculty
Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Affiliations</th>
<th>Education and Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedro De Guzman</td>
<td>President and Chief Executive Officer HCI Corporate</td>
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<tr>
<td>Petersson, Arlette</td>
<td>Vice President of Academic and Regulatory Affairs</td>
<td>Ed.D., Dowling College, MBA Dowling College, MA Adelphi University, BA Union College</td>
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<tr>
<td>Miller, Ryan</td>
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<td>MBA Savannah State University</td>
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<td>Riling, Dean</td>
<td>Vice President of Administration HCI Corporate</td>
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<tr>
<td>Lane, Johanna</td>
<td>Vice President of Student Services HCI Corporate</td>
<td>BBA Northwood University</td>
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<tr>
<td>Shelpman, David</td>
<td>Campus President West Palm Beach</td>
<td>MHRM Keller Graduate School, BS DeVry University, AAS Daymar College</td>
</tr>
<tr>
<td>Gelow, Zac</td>
<td>Campus Director Fort Lauderdale</td>
<td>MBA Savannah State University</td>
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Medical Directors

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<tr>
<td>Keehn, DO. FACOEP, Dr. Steven</td>
<td>Medical Director West Palm Beach</td>
<td>Doctor of Osteopathic Medicine Nova Southeastern University</td>
</tr>
<tr>
<td>Roach, Dr. James</td>
<td>Medical Director Fort Lauderdale</td>
<td>Doctor of Osteopathic Medicine Nova Southeastern University</td>
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### Managers and Staff

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<tr>
<td>Bernadette Shaia</td>
<td>Senior Staff Accountant</td>
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<td>Atkinson, Kacey</td>
<td>Regional Director of Financial Aid</td>
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<td>MBA, MS</td>
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<td>Williams, Anna</td>
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<td>Braunworth, Brent</td>
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<td>West Palm Beach &amp; Online</td>
<td>BA</td>
<td>Florida Atlantic University</td>
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<tr>
<td>Botting, Phil</td>
<td>EMS Director</td>
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<tr>
<td>McClung, Vanessa</td>
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<tr>
<td>Edwards, Lorna</td>
<td>Student Services Coordinator</td>
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<td>Wallace, Richard</td>
<td>Career Services Advisor</td>
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<td>MS Minot State University</td>
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<td>Ruiz, Carmen</td>
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<td>Andrews, Tangela</td>
<td>Business Office Manager</td>
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<td>Moritz, Dana</td>
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<td>Garcia-Menocal, Carlos</td>
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**Nursing Faculty and Support**

**West Palm Beach**

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<td>DeVevo, Knolan</td>
<td>Director of Nursing</td>
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<tr>
<td>Goodwin-Esola, Marlene</td>
<td>Part-time Nursing Instructor</td>
<td><strong>MSN</strong> University of Pennsylvania</td>
<td><strong>BSN</strong> Trenton State College</td>
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<tr>
<td>Sheffield, Christopher</td>
<td>Part-time Nursing Instructor</td>
<td><strong>BSN</strong> Capella University</td>
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<td>Shelpman, Rebecca</td>
<td>Academic Administrative Assistant - Nursing</td>
<td><strong>BA</strong> Ohio University</td>
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<tr>
<td>Assevero, Tara</td>
<td>Nursing Clinical Coordinator –</td>
<td><strong>MBA</strong> American InterContinental University</td>
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<td>Aldrich, Cecelia</td>
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<td>Augustin, Grace</td>
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<td><strong>BSN</strong> Lynn University</td>
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<td>Bakhit, Lyla</td>
<td>Part-time Nursing Instructor</td>
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<td>Barthold, Rose</td>
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<td>Brady, Lisa</td>
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<td>Cain, Dr. Norma</td>
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<td>Cain, Sharon</td>
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<td>Carr, Sarah</td>
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<td>Christmas, Christina</td>
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<td>Dennis, Alicia</td>
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<td>Graham, Naywona</td>
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<td>Johnson, Maxine</td>
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<td>Leandre, Catrina</td>
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<td>Marriott, Kamla</td>
<td>Part-time Nursing Instructor</td>
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<tr>
<td>McIndoe, Sandra</td>
<td>Part-time Nursing Instructor</td>
<td>MSN Grand Canyon University, BSN Kaplan University</td>
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<tr>
<td>San Antonio, Carol</td>
<td>Part-time Nursing Lab Instructor</td>
<td>MSN, Pediatric Nurse Practitioner University of Hartford</td>
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<td>Shultz, Jennifer</td>
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<td>Francois, Natacha</td>
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<td>Levy, Tianah</td>
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**Fire Sciences Faculty**

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<tr>
<td>Braunworth, Brent</td>
<td>Program Director</td>
<td>BA Public Affairs Florida Atlantic University Florida State Fire Instructor III</td>
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<tr>
<td>Calderon, Sue Ellen</td>
<td>Part-time Instructor</td>
<td>MA Public Administration Fire Inspector I and II Fire Investigator Plans Examiner</td>
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<tr>
<td>Kendrick, Patrick</td>
<td>Part-time Instructor</td>
<td>MS, Executive Fire Service Leadership Grand Canyon University AS Fire Science Technologies Palm Beach State College</td>
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<tr>
<td>McCue, Trevor</td>
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<td>BA, Fire Officer 1 Fire Officer 2 Inspector 1 and 3</td>
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<tr>
<td>Regan, William</td>
<td>Part-time Instructor</td>
<td>BS Exercise Physiology Florida Atlantic University Fire Instructor1- III Safety Inspector</td>
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**Emergency Medical Services Faculty**

*West Palm Beach*
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<tr>
<td>Botting, Phil</td>
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<td>Braunworth, Cory</td>
<td>EMS/EMT Instructor</td>
<td>AS/EMS</td>
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**General Education Instructors and Online Instructors**

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Appendix

ACCSC Complaint Form

Name of Complainant: 

Address: 

City: State Zip Code: 

Telephone Number: 

School Name: 

School Address: 

School City: State Zip Code: 

Telephone Number: 

INSTRUCTIONS

1. Please attach a statement describing the nature of the complaint. The statement should include a description of
the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals
involved.

2. In order for a complaint to be processed and considered by the Commission, you must give written permission
for the complaint to be forwarded to the school for a response. If you do grant the Commission permission,
please sign your name in the space provided below.

STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL

I certify that the information I have provided is correct to the best of my knowledge and grant permission for the
complaint to be forwarded to the school for a response.

Signature: Date: 

The response and the complaint will be kept on file for future reference.

SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard / Suite 302
Arlington, Virginia 22201
The *Higher Education Opportunity Act* (HEOA) of 2008 requires that Institutions make available to their student’s information regarding placement rates, including the methodology and time frame applicable to the rates. Data is taken directly from the Annual Reports submitted to *Accrediting Commission of Career Schools and Colleges* (ACCSC) for the reporting period based on the length of the program in months and the Florida Board of Nursing for NCLEX-RN licensure pass rates by calendar year. This information is compiled based on the requirements of our accrediting body and state regulations. Information is maintained, tracked and updated in our student data base system.

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<th>Length in Months</th>
<th>Reporting Period</th>
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<th>Placement (Employed in Field/Available for Employment)</th>
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Key:
No Exam: Licensure/Certification not required to work in the State of Florida.
(-) : No Graduates in the reporting year indicated, meaning no placement or licensure activity during this time period.

Consumer Information Guide & Student Right to Know - Fort Lauderdale
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**Key:**
No Exam: Licensure/Certification not required to work in the State of Florida.
( - ) : No Graduates in the reporting year indicated, meaning no placement or licensure activity during this time period.

Note: The Nursing program in Fort Lauderdale began 2/8/2017. No graduates are expected until 6/23/2018.
## HCI College - West Palm Beach Campus 2019 Calendar

<table>
<thead>
<tr>
<th>Terms</th>
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<th>Holidays</th>
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Winter Break 12/22/2019 - 1/5/2020

## HCI College - West Palm Beach Campus 2020 Calendar

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Winter Break 12/20/2020 - 01/10/2021

## HCI College - West Palm Beach Campus 2021 Calendar

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Winter Break 2/19/2021 - 01/09/2022
## HCI College - West Palm Beach Campus 2022 Calendar

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### Spring Break
1/17/2022 - MLK Jr. Day

### Orientation
Wed - 1/5/2022 - EMT & PARA
Thurs - 1/6/2022 - Nursing
Thurs - 3/3/2022 - Nursing Mid

## HCI College - West Palm Beach Campus 2023 Calendar

<table>
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<tr>
<th>Term Code</th>
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### Summer Break
5/30/2022 - Memorial Day

### Orientation
Wed - 5/4/2022 - EMT & PARA
Thurs - 5/5/2022 - Nursing
Thurs - 7/7/2022 - Nursing Mid

## Winter Break 12/18/2022 - 01/08/2023

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### Thanksgiving Break
11/24/2022 - 11/25/2022

### Orientation
Wed - 08/31/2022 - EMT & PARA
Thurs - 09/01/2022 - Nursing
Thurs - 10/27/2022 - Nursing Mid

## Winter Break 12/17/2023 - 01/07/2024

<table>
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### Thanksgiving Break
11/23/2023 - 11/24/2023

### Orientation
Wed - 08/30/2023 - EMT & PARA
Thurs - 08/31/2023 - Nursing
Thurs - 10/26/2023 - Nursing Mid
Academic Calendar 2019 - 2024: Fort Lauderdale (Branch of West Palm Beach)

### HCI College - Fort Lauderdale Campus 2019 Calendar

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