



**Catalog Addendum No. 6**  
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## **Associate Degree in Nursing - Admission Requirements**

*(Offered at West Palm Beach and Fort Lauderdale locations) Effective August 18, 2021*

**In order to begin the Associate 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.
- 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).
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 55 (please see the TEAS policy for further information) or earn a minimum score of 80 on each of the following sections on the HESI A2 Exam: Reading Comprehension, Grammar, Vocabulary and Knowledge, Anatomy and Physiology, and Math. The results of the HESI A2 will be accepted for up to one year after the test date of the exam.
- Must sign the Background Check and Drug Screening Acknowledgement

## 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 Academic Affairs using the HCI College Leave of Absence Request form and submit all required supporting documentation. The student must provide the reason for requesting the LOA and indicate the expected date of return, which must be at the beginning of a semester.

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. Student must complete their current semester in order to be eligible for an approved 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. Students must request an extension to their Leave of Absence in writing and wait for approval.

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 date of determination (DOD) will be the date the student was scheduled to return, or the date the student notified the school they would not be returning. 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.

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