



Catalog Addendum No. 8
2021 Catalog, Volume IV
Addendum Effective: September 29, 2021

Veterinary Assisting Diploma Program
35 semester credits: approximately 720 clock hours, 3 semesters, 10 months

Program Description:

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a veterinarian or veterinary technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience. Upon successful completion of the program a diploma is granted.

Admissions Requirement:

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.

Veterinary Assisting Diploma Program - Admission Requirements

In order to begin the Veterinary Assisting Program, 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
- Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 12 (please see the Wonderlic policy for more for further information)
- 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 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.
- 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).

Veterinary Assisting Diploma Program – Clock Hours Breakdown

In Months	10	Theory	390
In Semesters	3	Labs	150
		Externship	180
			720

Veterinary Assisting Diploma Program – Tuition Breakdown

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

Tuition and Application Fee	
Tuition	\$ 18,500
Application Fee	\$ 50
Total Program Cost	\$ 18,550

Per Course: \$1,850

Total Financial Aid Credits: 22

Price Per Semester	
Semester One - Tuition	\$7,400
Semester Two - Tuition	\$7,400
Semester Three - Tuition	\$3,700
Total Program Tuition	\$18,500
A set of required materials, textbooks, and uniforms are provided at no additional cost.	

Veterinary Assisting Diploma Program – Goals and Objectives:

The goal of HCI College's Veterinary Assisting Program is to prepare students to perform a diverse variety of tasks in customer/client service and education; front desk and clerical responsibilities; preparation of exam rooms; and assisting in areas of filling scripts, setting up lab work, and assisting with nursing and animal care. Veterinary assistants work under the supervision of veterinarians and veterinary technicians, through the establishment of standard levels of knowledge, practical experience, and skills.

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida.

Course Code	Course Description	Credits
	Core Courses	
VAT100	Introduction to Veterinary Assisting	4
VAT110	Medical Terminology	4
VAT120	Anatomy and Physiology	4
VAT130	Laboratory Procedures	3
VAT140	Pharmacology	3
VAT150	Radiology	3
VAT170	Veterinary Clinical Procedures	3
VAT180	Hospital and Surgical Procedures	3
VAT200	Externship	4
SLS110	Career Preparation	4

Course Descriptions

SLS110 Career Preparation 4 credit hours

This course provides students with the foundation for job preparation and job searching. Students will identify their qualifications for their chosen career; identify what employers look for in strong candidates; build resumes and cover letters; gain tips on completing applications; job and informational interviewing; as well as job searching, professional networking, and tips for setting up a successful career. This course will also introduce students to the application of basic interpersonal communication skills, with a focus on achieving success in the workplace. Prerequisite(s): None

VAT100 Introduction to Veterinary Assisting 4 credit hours

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center. Pre-requisites: None

VAT110 Medical Terminology 4 credit hours

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Pre-requisites: None

VAT120 Anatomy and Physiology 4 credit hours

In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Pre-requisites: VAT110

VAT130 Laboratory Procedures 3 credit hours

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included.

Pre-requisites: None

VAT140 Pharmacology 3 credit hours

In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions,

Class Size

All students are taught by individualized instruction. The average student ratio is 20:1 for any session. Maximum class size is 30 students per session with exception of bigger classroom that may fit or have room for up to 35 students. Lab size is between 10 and 15 students.

Satisfactory Academic Progress Policy for Veterinary Assisting

In order to demonstrate SAP toward completion of the Veterinary Assisting Program, a student must maintain a 2.0 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 Veterinary Assisting Program ("Maximum Timeframe"). Maximum Time Frame for the Veterinary Assisting Program is exceeded when a student attempts more than 54 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**
- **(FAW) 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 each semester in the program. When evaluated at the end of each semester, a student must achieve the **CGPA** of 2.0 within this document at the end of the corresponding semester. At completion of the program, every veterinary assisting student must have a **CGPA** of at least 2.0 in order to graduate from the Veterinary Assisting Program.

The **quantitative standard** requires students to complete the Veterinary Assisting Program within the Maximum Timeframe of the program. Transfer credits that are accepted by HCI College for credit toward the Veterinary Assisting 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 first seven (7) days of the semester are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the first seven (7) days of the semester, 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 first seven (7) days of the semester are not included as attempted credits in the minimum pace of completion percentage or in the student's GPA/**CGPA**. Courses withdrawn after the first seven (7) days of the semester 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 each semester 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, 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 Academic Affairs, or any such person designated by the Campus President. 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 Academic Affairs and/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 Academic Affairs or designee will notify the student 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.

Note:

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

Refund Schedule for the Veterinary Assisting Program

The refund schedule is as follows:

- Students who withdraw during the first seven (7) days of enrollment (semester) will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the nonrefundable application fee). Students who attend beyond the seven (7) day period will be responsible for 100% of the tuition and fee charges for courses attended in 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.
 - The date of involuntary withdrawal by HCI College for actions that the College may deem to be in violation of its policies and procedures.

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

- (1) Unsubsidized Direct Loan,
- (2) Subsidized Direct Loan,
- (3) Direct PLUS Loan,
- (4) Pell Grant,
- (5) Iraq and Afghanistan Service Grants
- (6) Federal Supplemental Educational Opportunity Grant (FSEOG),
- (7) TEACH Grants