HCI COLLEGE

Student Catalog

2026 - 2027

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West Palm Beach, FL 33409

1201 W. Cypress Creek Rd.
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West Palm Beach
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Table of Contents

Campus Locations & Information: 10

Mission Statement 11

History 11

Accreditation, Certifications, Licenses & Memberships 12

Accredited by: 12

The Accrediting Commission of Career Schools and Colleges (ACCSC) 12

Licensed by: 12

Commission for Independent Education (CIE) – Florida Department of Education (FLDOE) 12

Program Approvals: 13

The Florida Department of Health (DOH), Florida Board of Nursing (FBON) 13

The Accreditation Commission for Education in Nursing (ACEN) 13

Member of: 14

Florida Department of Education (FLDOE), Statewide Course Numbering System (SCNS) 14

Statement of Legal Control: 14

Program Advisory 15

Academic and Professional Standards 15

Outcome Assessment 16

Commitment to Diversity 16

Admissions - Requirements and Procedures 17

General Enrollment Requirements 17

Admission Requirements by Program 18

Veterinary Assisting Diploma Program – Admission Requirements 18

Medical Assisting Diploma Program – Admission Requirements 18

Optometric Technician Diploma Program – Admission Requirements 18

Practical Nursing Diploma Program – Admission Requirements 19

Associate Degree in Nursing – Admission Requirements 20

HCI College Policies and Procedures 21

Vaccination Policy 21

SmarterMeasure Policy 21

Test of Essential Academic Skills (TEAS) Policy 21

Advanced Standing/Credit Transfer 22

Transferability of Credit 23
College-Level Examination Program® (CLEP®) Credit 24
Re-Entry 25
Entrance Requirements: 25
Notice for Practical Nursing Re-Entry Applicants: 25
Re-Entry Process and Directions 26
International Applicants 26
Orientation 27
Criminal History Record Disclosure and Drug Screening 27
HCI College's Right to Change Catalog Requirements 28
Availability/Cancellation 28
Leave of Absence (LOA) Policy and Procedure 29
Procedure 29
Eligibility 30
Approval 30
Return from Leave of Absence (LOA) 31
COVID-19 Related Issues 31
Academic Policies and Student Responsibilities 31
Student Email Communication 31
Copyright Infringement 32
Academic Dishonesty/Plagiarism 32
Dress Code* 34
Personal Hygiene and Grooming Policy 35
Drugs and Alcohol Policy 36
No Smoking/Vaping Policy 36
Student Code of Conduct 37
Violations of the Student Code of Conduct 38
Restroom Designation 40
Notice of Non-Discrimination and Harassment 41
The Americans with Disabilities Act of 1990 – The Rehabilitation Act of 1973, Section 504 41
Section 504 Coordinator: 41
Title IX Compliance 42
Title IX Coordinator: 42
Sexual Harassment 43

Reporting Discrimination or Harassment **43**
Family Educational Rights and Privacy Act (FERPA) **44**
Privacy of Student Records 44
FERPA Disclosure 45
If a student wishes to file a complaint, please contact the Department of Education: 45
Access, Review, and Challenge of Records 46
Exposure Policy Student/Employee **47**
Reporting Health or Safety Hazard **47**
Campus Security Report **47**
Emergency Preparedness Plan **47**
Student Grievance/Complaint Policy **48**
A student wishing to escalate their complaint should follow the steps listed below: 49
Student Complaint Right **50**
State Licensing Authority 50
Accrediting Agency 50
U.S. Department of Veteran Affairs 51
Audit Policy **51**
Repeat Course Policy **52**
Submitting a Third Attempt Appeal (Associate Degree in Nursing Core Courses) 54
Transcripts and Student Records **55**
Transcript Requests 55
Student Records Requests 55
Satisfactory Academic Progress Policy (SAP) **56**
SAP Academic Requirements by Program: 56
Veterinary Assisting and Medical Assisting Diploma Programs 56
Practical Nursing and Optometric Technician Diploma Programs 57
Associate Degree in Nursing 57
All Programs 58
Treatment of incompletes, course completers, withdrawals, repetitions, transfer credit, audited courses, leaves of absence, and official grade changes. 59
Financial Aid Warning (AFAW) 60
SAP Appeal (AFAP) 61

Academic Plan 62
SAP Appeal Process 63
Readmission to HCI College Following Dismissal for Failure to Meet SAP 64
Tuition and Fees 65
Application and Registration Fees 65
Tuition and Fees by Program 65
Payment Methods 66
Veteran Benefits 67
Veteran Affairs Pending Payment Policy: Students Rights and Responsibilities 67
Return of Federal Armed Forces Tuition Assistance 68
Unused TA Policy 68
Financial Aid and Tuition Assistance 69
General Information 69
Financial Options (if applicable and eligible): 69
Student Eligibility Requirements 70
Requirements for Federal Financial Aid 70
Financial Aid Procedures 72
Student Responsibilities 73
Types of Financial Aid 73
Grants 73
Federal Pell Grant 73
Loans 74
Direct Unsubsidized Stafford Loan 74
Direct Plus Loan (For Parents) 74
Aggregate Limits for Subsidized/Unsubsidized Loans 75
Student Rights 76
Student Responsibilities 77
Scholarship Programs 78
HCI College Associate Degree in Nursing Scholarship* 78
Alumni Career Advancement Scholarship for Practical Nursing* 79
Withdrawal Procedures 80
Add/Drop Period 81
Refund Policies 82

Cancellation Refund Policy....82
Institutional Refund Policy....83
Return to Title IV Funds (R2T4) Policy....84
Grading System....86
GPA and CGPA Calculations....87
Florida Statewide Course Numbering System....88
Acceptance of Equal Courses Authority by Receiving Institution....88
Academic Appeal Policy & Procedures....89
Submitting an Academic Appeal:....89
Course Load Policy....90
Attendance Policy....91
Attendance....92
Additional Program-Specific Attendance Policies....93
Attendance – Didactic and Lab Classes....93
Attendance – Clinical and Externships....93
Online Course Attendance Policy....94
Secure Testing Environment Policy....95
Dosage Calculation Test....96
Associate Degree in Nursing Program....96
Practical Nursing Diploma Program....96
Graduation Requirements....96
Student Services Overview....97
Student Advising....97
Tutoring Services....97
Enrollment Verification....98
Placement and Career Services....98
Textbooks and/or eBooks....98
Library and Educational Resources....98
Physical Facilities and Equipment....99
Academic Calendar....100
Homework and Make-Up Work....100

Clock/Credit Hour Description **101**

Instructional Modes for All Programs **102**

Program Offerings **103**

Veterinary Assisting Diploma Program 103

Curriculum Description – Veterinary Assisting Diploma Program 103

Objectives – Veterinary Assisting Diploma Program 103

Admissions Requirements – Veterinary Assisting Diploma Program 103

Graduation Requirements – Veterinary Assisting Diploma Program 104

Tuition and Fees – Veterinary Assisting Diploma Program 104

Tuition Breakdown Per Course – Veterinary Assisting Diploma Program 105

Clock Hours Breakdown – Veterinary Assisting Diploma Program 105

Course Listing – Veterinary Assisting Diploma Program 106

Financial Aid Semester Credit Breakdown – Veterinary Assisting Diploma Program 107

Course Descriptions – Veterinary Assisting Diploma Program 108

Medical Assisting Diploma Program 111

Curriculum Description – Medical Assisting Diploma Program 111

Objectives – Medical Assisting Diploma Program 111

Admissions Requirements – Medical Assisting Diploma Program 111

Graduation Requirements – Medical Assisting Diploma Program 112

Tuition and Fees – Medical Assisting Diploma Program 112

Tuition Breakdown Per Course – Medical Assisting Diploma Program 113

Clock Hours Breakdown – Medical Assisting Diploma Program 113

Course Listing – Medical Assisting Diploma Program 114

Financial Aid Semester Credit Breakdown – Medical Assisting Diploma Program 115

Course Descriptions – Medical Assisting Diploma Program 116

Optometric Technician Diploma Program 119

Curriculum Description – Optometric Technician Diploma Program 119

Objectives – Optometric Technician Diploma Program 119

Admissions Requirements – Optometric Technician Diploma Program 120

Graduation Requirements – Optometric Technician Diploma Program 120

Tuition and Fees – Optometric Technician Diploma Program 120

Tuition Breakdown Per Course – Optometric Technician Diploma Program 121

Course Listing – Optometric Technician Diploma Program 122

Course Descriptions – Optometric Technician Diploma Program 123

Practical Nursing Diploma Program 126

Curriculum Description – Practical Nursing Diploma Program 126
Objectives – Practical Nursing Diploma Program 126
Admissions Requirements – Practical Nursing Diploma Program 127
Graduation Requirements – Practical Nursing Diploma Program 127
Tuition and Fees – Practical Nursing Diploma Program 127
Tuition Breakdown Per Semester – Practical Nursing Diploma Program 128
Course Listing – Practical Nursing Diploma Program 129
Financial Aid Semester Credit Breakdown – Practical Nursing Diploma Program 130
Course Descriptions (Core Courses) – Practical Nursing Diploma Program 131
Associate Degree in Nursing Program 137
Curriculum Description – Associate Degree in Nursing Program 137
Objectives – Associate Degree in Nursing Program 137
Admissions Requirements – Associate Degree in Nursing Program 138
Graduation Requirements – Associate Degree in Nursing Program 138
Tuition and Fees – Associate Degree in Nursing Program 138
Tuition Breakdown Per Semester – Associate Degree in Nursing Program 139
Course Listing – Associate Degree in Nursing Program 140
Course Descriptions (General Education Courses) – Associate Degree in Nursing Program 141
Course Descriptions (Core Courses) – Associate Degree in Nursing Program 143
General Education 146
General Education Objectives 146
Distance Education Courses/Online Learning 147
Academic Guidelines 147
Student Verification Statement 147
Recommended Technical Requirements for On-Campus and Online Courses: 148
Distance Education/Online Learning Orientation – How Online Courses Work 148
Administrators and Faculty 149
Managers and Staff 149
Nursing Faculty and Support 155
West Palm Beach 155
Fort Lauderdale 160
Optometric Technician Faculty and Support 163
Fort Lauderdale 163
Medical Assisting Faculty and Support 164
West Palm Beach 164

Fort Lauderdale 164
Veterinary Assisting Faculty and Support 165
West Palm Beach 165
Fort Lauderdale 165
General Education/Online Faculty and Support 166
Appendix – ACCSC Complaint Form 168
Consumer Information Guide & Student Right to Know 169
West Palm Beach 169
Florida Board of Nursing NCLEX-RN Pass Rate Data 170
Fort Lauderdale 171
Florida Board of Nursing NCLEX-RN Pass Rate Data 172
Florida Board of Nursing NCLEX-PN Pass Rate Data 172
HCI College Academic Calendar 2026 – 2028: 173
West Palm Beach (Main Campus) 173
HCI College - West Palm Beach Campus 2026 Calendar 173
HCI College - West Palm Beach Campus 2027 Calendar 174
HCI College - West Palm Beach Campus 2028 Calendar 175
HCI College Academic Calendar 2026 – 2028: 176
Fort Lauderdale (Branch of West Palm Beach) 176
HCI College - Fort Lauderdale Campus 2026 Calendar 176
HCI College - Fort Lauderdale Campus 2027 Calendar 177
HCI College - Fort Lauderdale Campus 2028 Calendar 178
Modular Academic Calendar 2026 – 2028: 179
West Palm Beach and Fort Lauderdale Campuses 179
HCI College Modular Academic Calendar 2026-2028 179
Addendum 1 181
HCI College Student Catalog - Volume IX.1 181
Addendum 2 189
HCI College Student Catalog - Volume IX.2 189
Addendum 3 200
HCI College Student Catalog - Volume IX.3 200

Campus Locations & Information:

HCI College West Palm Beach #2077

(Main Campus) & Administration

Offices located at:

1764 North Congress Avenue
West Palm Beach, Florida 33409
-
1760 North Congress Ave, Suite 101
West Palm Beach, FL 33409
-
1756 North Congress Avenue, 2nd Floor
West Palm Beach, Florida 33409

Office:
(561) 586-0121

Office Hours:

Monday-Thursday: 8:30 AM to 8:00 PM
Friday: 8:30 AM to 4:00 PM

HCI College Fort Lauderdale #5625

(Branch of West Palm Beach)

Offices located at:

1201 W. Cypress Creek Road, Suite 101
Fort Lauderdale, Florida 33309

-

Office:
(954) 626-0255

Office Hours:

Monday-Thursday: 8:30 AM to 8:00 PM
Friday: 8:30 AM to 4:00 PM

www.HCI.edu

Mission Statement

The mission of HCI College is to provide education and training to students for a career in various areas within the healthcare and technical fields, and to prepare them for employment in their chosen field that serves the community.

History

Health Career Institute (now HCI College) was founded in 1993. Initially, the Institute conducted American Heart Association (AHA) courses on a custom basis for physicians, nurses, and EMS providers. In 2013, the Associate Degree in Nursing program was introduced.

In 2016, the U.S. Department of Education granted HCI the ability to award qualifying students Federal Student Aid. In 2017, HCI added a branch campus in Lauderdale Lakes.

In 2019, HCI moved its Lauderdale Lakes branch to a newly remodeled 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 became known as it is today, HCI College.

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 College offers general education and professional programs at the Diploma and Associate Degree levels in healthcare fields. These programs are designed to instill knowledge and skills under the current standards of professional practice and foster the values of higher education and social responsibility.

Accreditation, Certifications, Licenses & Memberships

HCI College

A Postsecondary, Vocational College

West Palm Beach (Main Campus) & Fort Lauderdale (Branch of West Palm Beach)

Accredited by:

The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
License #M072133 West Palm Beach (Main Campus)
License #BR072560 Fort Lauderdale (Branch of West Palm Beach)

Licensed by:

Commission for Independent Education (CIE) – Florida Department of Education (FLDOE)

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this College may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200
Toll-free telephone number: (888) 224-6684
License #2077 West Palm Beach (Main Campus)
License #5625 Fort Lauderdale (Branch of West Palm Beach)

Program Approvals:

The Florida Department of Health (DOH), Florida Board of Nursing (FBON)

4052 Bald Cypress Way, Bin C-02
Tallahassee, Florida 32399-3252
(850) 488-0595

Program Approved:
Practical Nursing diploma program offered at West Palm Beach (Main Campus) and Fort Lauderdale (Branch of West Palm Beach)

NPPN # US701237 West Palm Beach Campus (Main Campus)
NPPN # US70120900 Fort Lauderdale (Branch of West Palm Beach)

Program Approved:
Associate Degree in Nursing program offered at West Palm Beach (Main Campus) and Fort Lauderdale (Branch of West Palm Beach)

NPRN #US70414600 West Palm Beach Campus (Main Campus)
NPRN #US70413500 Fort Lauderdale (Branch of West Palm Beach)

The Florida Department of Health (DOH), Florida Board of Nursing (FBON) provides program approvals and is not a licensing body.

The Accreditation Commission for Education in Nursing (ACEN)

HCI College, West Palm Beach Campus
The Associate Degree in Nursing program at HCI College at the West Palm Beach (Main) campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

The effective date for initial accreditation of the associate nursing program at HCI College's West Palm Beach campus is May 5, 2023.

HCI College, Fort Lauderdale Campus

The Associate Degree in Nursing program at HCI College at the Fort Lauderdale (Branch of West Palm Beach) campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

The effective date for initial accreditation of the associate nursing program at HCI College's Fort Lauderdale campus is July 18, 2024.

Member of:

Florida Department of Education (FLDOE), Statewide Course Numbering System (SCNS)

General Education courses in the Associate Degree in Nursing program are approved for academic transfer through the Florida Statewide Course Numbering System (SCNS). Copies of the approvals and licenses for Health Career Institute/HCI College are on display in West Palm Beach (Suite 200 of the 1764 building/Suite 101 of the 1760 building) and in Fort Lauderdale (Suite 101 lobby).

Statement of Legal Control:

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

Program Advisory

HCI College has Advisory Boards for all its programs. The Advisory Boards consist of current students, graduates, public safety and healthcare employees, 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 once a year to discuss issues such as new program development, curricula, 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.

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 maintaining respectful interpersonal relationships with all individuals.

HCI College is committed to developing 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 college is its emphasis on outcome-based education. Rather than awarding students credit based on the amount of material covered or classroom hours completed, the College identifies specific competencies for each course and program. Students must acquire and perform these skills with proficiency to earn credit. HCI College is committed to continuous improvement through the policies, procedures, and practices involved in implementing the College's educational programs. The faculty designs the assessment strategies employed by HCI College 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; disciplines in which the credentials are offered; and 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 college levels.

Commitment to Diversity

HCI College prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. The curricula provide a medium in which students can develop the skills, knowledge, and attitudes essential to working with people from various backgrounds.

Admissions - Requirements and Procedures

Applicants must apply for admission to be officially accepted into a program or class. Admission is based on a first-come, first-served basis of qualified applicants. To begin the application process, the applicant can visit the College website at www.HCI.edu, call HCI College at (561) 586-0121 (West Palm Beach), or (954) 626-0255 (Fort Lauderdale), or come into our office for a campus tour and visit with an Admissions Representative.

Please note that applicants are required to submit all requisite documents before starting classes. Acceptance of any of the documents listed on the following pages is at the sole discretion of the College.

General Enrollment Requirements

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

1. Complete and sign the HCI College Application and HCI College Enrollment Agreement;
2. Provide valid identification, as follows:
   i. A Driver's License or Government Issued Photo ID; or
   ii. For applicants enrolling as minors, a Florida high school-issued photo ID may be accepted for initial enrollment purposes. The College may require updated or additional identification during enrollment to verify student identity. If identity verification is required for financial aid purposes, the student may be required to provide official documentation, such as a Social Security Card.
3. Provide proof of High School graduation (Diploma); or
   i. Successful completion of the General Education Development test (GED); or
   ii. Verification of graduation from an associate degree or higher program from an accredited college or university; or
   iii. Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that do not result in the awarding of an associate's degree, but that are acceptable for full credit toward a bachelor's degree at any institution; or
   iv. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully

completed, including credit hours transferred into the bachelor's degree program;

4. Schedule payment of tuition and fees; and
5. Complete the additional program-specific Admission Requirements.

Admission Requirements by Program

In addition to meeting HCI College's General Enrollment Requirements, applicants must satisfy the specific admission criteria outlined below for their chosen program.

Veterinary Assisting Diploma Program – Admission Requirements

(Offered at the West Palm Beach and Fort Lauderdale locations)

In order to begin the Veterinary Assisting Diploma Program, an applicant must:

1. Complete the General Enrollment Requirements; and
2. Pass the Student Assessment for Distance Education.

Medical Assisting Diploma Program – Admission Requirements

(Offered at the West Palm Beach and Fort Lauderdale locations)

In order to begin the Medical Assisting Diploma Program, an applicant must:

1. Complete the General Enrollment Requirements; and
2. Pass the Student Assessment for Distance Education.

Optometric Technician Diploma Program – Admission Requirements

(Offered at the Fort Lauderdale location)

In order to begin the Optometric Technician Diploma Program, an applicant must:

1. Complete the General Enrollment Requirements.

Practical Nursing Diploma Program – Admission Requirements

(Offered at the West Palm Beach and Fort Lauderdale locations)

In order to begin the Practical Nursing Diploma Program, an applicant must:

1. Complete the General Enrollment Requirements;
2. Pass a FDLE Level II criminal background check conducted upon enrollment;[1]
3. Pass a 10-panel drug screen conducted upon enrollment;[2]
4. Complete a pre-entrance physical examination and all required titers and vaccinations through HCI College's approved vendor;
5. Provide a current American Heart Association BLS Card; and
6. Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 40 (please see the TEAS policy for further information); or
   i. Earn a minimum score of 70 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 two years after the test date of the exam; or
   ii. Provide proof of completion of an earned associate degree *(Associate of Science, Associate of Applied Science, or Associate of Occupational Science only)* or higher from an accredited institution. In addition, applicants with accepted foreign translated degrees are required to pass the Wonderlic Contemporary Cognitive Ability Test with a minimum score of 17 or higher.

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

Associate Degree in Nursing – Admission Requirements

(Offered at the West Palm Beach and Fort Lauderdale locations)

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

1. Complete the General Enrollment Requirements;
2. Must sign the Background Check and Drug Screening Acknowledgement[3];
3. Complete a pre-entrance physical examination and all required titers and vaccinations through HCI College's approved vendor;[4]
4. Provide a current American Heart Association BLS Card;
5. 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); and
6. Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 50 (please see the TEAS policy for further information); or
    i. 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 two years after the test date of the exam; or
    ii. Provide proof of completion of an earned associate degree *(Associate of Science, Associate of Applied Science, or Associate of Occupational Science <u>only</u>)* or higher from an accredited institution. In addition, applicants with accepted foreign translated degrees are required to pass the Wonderlic Contemporary Cognitive Ability Test with a minimum score of 17 or higher; or
    iii. Is a current Licensed Practical Nurse (LPN) in the State of Florida.

[3] *Id.*

[4] Required prior to entering Nursing core classes.

HCI College Policies and Procedures

Vaccination Policy

Nursing and allied health programs have vaccination requirements; 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 program 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 that 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 for 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 90 days before they are eligible to test again.

Test of Essential Academic Skills (TEAS) Policy

- All students entering the Associate Degree in Nursing (ADN) program will be required to achieve a minimum TEAS composite score of 50 to be admitted into the ADN program. The College does not round up on the score.
- All students entering the Practical Nursing (PN) program will be required to achieve a minimum TEAS composite score of 40 to be admitted into the PN program. The College does not round up on the score.
- If the prospective student does not achieve the minimum score for 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 90 days before they are eligible to test again, and each attempt thereafter.

- 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 50 or higher for the ADN program/40 or higher for the PN program and completed no more than 24 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 College.
- Tests are administered at both the West Palm Beach and Fort 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 all general education courses and must have been successfully completed prior to the prospective student's start date to be considered for transfer with the exception of the following courses which must have been completed in the past five (5) years from the prospective student's start date:
    - BSC 2085C Anatomy and Physiology I
    - BSC 2086C Anatomy and Physiology II
    - MCB 2010C Microbiology
    - DEV 2004 Human Growth & Development
    - HUN 1201 Elements of Nutrition
- Transfer course code level must be equal to or greater than the credit to be awarded.
- Credit amount must be equal to or greater than the credit amount to be awarded.
- Transfer credit must have been earned from a nationally or regionally accredited institution.
- HCI College will not accept transfer credits for Nursing Core classes.

Official transcripts will be received by the registrar's office within seven days of the applicant's term start. In some cases, the Campus President may make an exception.

A petition for credit for prior training will be evaluated by the Registrar or the Vice President of Academic Affairs. 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 diploma or degree from the College.

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; and
- Meet with the appropriate College 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 College. 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 that are equivalent.

College-Level Examination Program® (CLEP®) Credit

HCI College recognizes many adult college students do not have the opportunity to receive college transfer credits for various general education courses. Therefore, HCI College will review the results of the CLEP for credit examination.

CLEP is a national program of examinations that can be used to evaluate non-traditional college-level education. It provides students the ability to advance in their program by passing the CLEP exam. A student must receive a converted score of 50 points or higher to receive transfer credit for the course. A converted score of 50 is equivalent to a "C" grade for the course. HCI College will only accept the following CLEP exams:

- College Composition – Equivalent to ENC1101 English Composition I
- Introductory Psychology – Equivalent to PSY2012 General Psychology
- College Mathematics – Equivalent to MGF1106 Liberal Arts Mathematics

The general education courses listed above must have been completed in the past ten (10) years from the prospective student's start date to be considered for transfer.

Official CLEP transcripts must be received by the Registrar's office no later than the first day of the term the student is scheduled to start.

Re-Entry

Students who have withdrawn from HCI College will have 90 days from the last date of attendance to reapply under the terms of their current Application and Enrollment Agreement.

Entrance Requirements:

1. Re-Entry applications must be submitted fourteen (14) calendar days or greater prior to the re-enrollment start date;
2. A background check must be completed within six (6) months prior to the re-enrollment start date if applicable; and
3. Drug screening must be completed within six (6) months prior to the re-enrollment start date if applicable.
4. A pre-entrance physical examination and all required titers and vaccinations must be completed through HCI College's approved vendor within twelve (12) months prior to the re-enrollment start date if applicable

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

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

Notice for Practical Nursing Re-Entry Applicants:

Students previously enrolled in the 12-month PN program who re-enter in the 16-month PN program are considered new enrollees for academic progression purposes. Enrollment in the 16-month PN program constitutes a full academic reset. Accordingly, progression, repeat, and dismissal policies are applied prospectively from the start of the 16-month PN program, and any prior repeat attempts, progression determinations, or academic standing under the 12-month PN program are not carried forward.

Re-Entry Process and Directions

Students that are interested in resuming their previous program of study must email the appropriate email group below at the campus that they would like to attend. In the email the following information is required:

1. What was the reason you were unsuccessful at graduating on the first attempt in the program?
2. What has changed that will ensure your success in the program?
3. What is the plan to get back on track with Academics and life as a college student?
4. Submit documentation for any extenuating circumstance that occurred to cause you to cease attendance. Example: medical emergency, death of a family member, financial hardship, changes to work schedule, etc.
5. Letter must come from the student requesting to be re-admitted, to the Dean of Academic Affairs.

***NOTE*: Answering all of the above questions is a requirement of the Re-Entry Process. If all questions are not addressed, the re-entry will be automatically denied.**

If you are interested in re-entering, please email the appropriate campus:

- West Palm Beach Campus: Re-EntryWPB@HCI.edu
- Fort Lauderdale Campus: Re-EntryFTL@HCI.edu

International Applicants

HCI College's mission is to train students for permanent jobs in the United States. Therefore, HCI College can admit only those who are United States citizens, legal permanent residents, or who possess documents authorizing them to take permanent employment in the United States upon graduation.

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 College and introduce them to Staff and Faculty members, who will play an important role 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 and Drug Screening

- Students enrolling in the Practical Nursing and Associate Degree in Nursing programs at HCI College are subject to an FDLE Level II criminal background check and a ten-panel drug screening 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 College policy for background checks).
- Positive background checks must be approved for waiver by the Program Director or the Dean of Academic Affairs.
- 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 certain recreational or prescription drug use. HCI College reserves the right to administer drug screenings without notice 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.

HCI College's Right to Change Catalog Requirements

The HCI College Student Catalog and its contents are subject to change, as the College deems necessary and appropriate. Students will normally follow the requirements as outlined in the current Student Catalog. Requirements of 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 College will provide adequate notice of any change. Students are responsible for making themselves aware of any changes.

Availability/Cancellation

While HCI College makes every effort to provide sufficient course sections for students, the College reserves the right to reschedule any start date for a class for up to one semester. If the start date cannot be rescheduled and is therefore cancelled, all monies will be refunded within 30 days of the scheduled start date.

Reasons for delay can include, but are not limited to:

- Insufficient enrollment;
- Instructional limitations;
- Sudden and unexpected emergency;
- Natural disasters;
- Public health emergency;

HCI College will do its best to accommodate a student's preferred section. However, preferred sections are not guaranteed throughout the life of the program. If a preferred session is full, the student will be scheduled in an alternate section based on the College's availability.

Leave of Absence (LOA) Policy and Procedure

A Leave of Absence is defined as a temporary period of time in which a student is not actively attending but is still considered an active student. HCI College recognizes that extenuating circumstances may prevent a student from continuously attending classes. A request for an LOA due to academic performance, financial hardships, childcare or transportation issues, or to delay the return of unearned Title IV funds, is not considered an extenuating circumstance.

The maximum period of time allowed for an approved LOA, per Federal Guidelines, is 180 days within a 12-month period (this includes any additional leaves). HCI College must be able to establish a reasonable expectation that the student will return from the LOA prior to approval. If a student does not meet the conditions for an approved LOA, the student is considered to have ceased attendance and will be withdrawn from the College.

All requests for an LOA must be approved by the Vice President of Academic Affairs prior to starting the LOA period.

Procedure

All LOA requests are required to be submitted to the Dean of Academic Affairs office. The Leave of Absence Request form and all required supporting documentation must be submitted in advance of the semester/term, unless documented unforeseen circumstances prevent the student from doing so. Students who take an LOA within a semester/payment period past the add/drop period, understand that tuition charges will apply, and the classes will count towards attempted credits which impacts Satisfactory Academic Progress.

The student must provide the reason for requesting the LOA and indicate the expected date of return. The expected date of return must be at the beginning of a semester, and the student must complete the courses started prior to the LOA.

The student must be current in any financial obligations to the College and must continue to make their tuition payments while on an LOA. **If the student is a recipient of Federal Financial Aid, the student is required to meet with the Financial Aid department prior to HCI College granting the LOA.** The Financial Aid department will advise the student of the effects of an LOA, including the student's failure to return on the approved date which

will result in a Return to Title IV calculation, return of any unearned aid, and a possible balance with the institution.

The LOA does not begin until the student has received written approval 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.

Eligibility

To be considered eligible for an LOA, the student is required to:

1. Have successfully completed a minimum of one (1) semester/term in their current program of study;
2. Confer with the Dean of Academic Affairs office prior to the submission of the Leave of Absence Request Form;
3. Be in good academic standing;
4. Be absent of any hold(s) (e.g., disciplinary, financial, etc.) which would prohibit enrollment; and
5. Submit a Leave of Absence Request Form detailing the reason(s) for the request and an expected date of return along with all required supporting documentation. Medical LOA requests must be accompanied by medical documentation. Military LOA requests must accompany a copy of the military orders indicating the duration of service.

Approval

An LOA is granted at the discretion of HCI College if the College can establish a reasonable expectation of the date of the student's return from the LOA. An LOA may be granted for a period not to exceed 180 days.

In the event the LOA is not granted, the student is required to register for, and attend classes, or withdraw from the College and be subject to a Return to Title IV calculation if receiving federal aid.

Return from Leave of Absence (LOA)

Students returning from an LOA by the approved return date set forth on the official LOA form will only be permitted to return at the start of a semester/payment period. If a student does not return from an LOA, the date of determination (DOD) will be the date the student was scheduled to return from the LOA. If a student on LOA notifies HCI College that they are not returning prior to their scheduled return date, the DOD used is the date that the student notified the College that they will not be returning.

COVID-19 Related Issues

HCI College will temporarily permit students who wish to take an approved LOA due to COVID-19-related concerns or limitations, to take such leave, even if the student notifies the College in writing after the approved leave of absence has begun. Students must complete the HCI College LOA request using the procedure outlined above.

Academic Policies and Student Responsibilities

All students enrolled at HCI College assume an obligation to always conduct themselves as responsible members of the community, respect the personal and property rights of others, and support the College's educational mission. The College 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 College at the discretion of the HCI College Management Team and the Campus President.

Student Email Communication

Students enrolled at HCI College are expected to conduct all communication (electronic and otherwise) in a professional manner. Faculty and staff will reply to student questions or concerns within two (2) to three (3) business days, Monday through Friday, during normal business hours (8:00AM-5:00PM). Emails will not be responded to on the weekend. It is strongly recommended that students first attempt to communicate with their instructor or Program Director while on campus.

Active students are required to communicate via their HCI College issued student email address. Official HCI College email accounts are available for all enrolled students. The addresses are all in the following format: [FirstNameLastName]@student.hci.edu. Student

email communications not sent via the student's official HCI College issued email address may not be responded to in a timely manner.

Please contact techsupport@hci.edu for assistance with any student email issues or concerns.

Copyright Infringement

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office or online at www.copyright.gov.

HCI College students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may be subject to civil and criminal liabilities. The penalties for violation may be found at www.copyright.gov.

Academic Dishonesty/Plagiarism

The College 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. Students must document any source used through standard scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The College further considers the 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. Students are responsible for seeking clarification from course instructors about how much help they may receive in completing an assignment, exam, or project and what sources they may use.

HCI College has implemented the use of 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 College.

Dress Code*

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

- Clothing must be clean, pressed, in good condition and fit appropriately;
- No jewelry except for a watch with a second hand and a solid wedding band;
- Hair must be a "natural" color, pulled back, up and off the collar, and clean for both men and women;
- Closed toe sturdy shoes with socks. No sandals or flip flops; and
- No body art or piercings should be showing except for one small (1/4 inch or 4mm) set of post earrings to be worn in the earlobes.

Practical Nursing students are required to wear black scrubs embroidered with the College 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.

Associate Degree in Nursing students are required to wear navy blue scrubs embroidered with the College 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.

Optometric Technician students are required to wear business casual clothing. Students must wear a white lab coat provided by HCI College during designated laboratory and clinical experiences.

Veterinary Assisting & Medical Assisting students are required to wear their scrubs embroidered with the College name and logo; Medical Assisting is teal and Veterinary Assisting is tan.

**See Student Handbook(s) for further details on the Dress Code by program*

Personal Hygiene and Grooming Policy

HCI College Students are expected to meet hygiene requirements while attending class on campus.

The requirements include:

- Maintain personal cleanliness by bathing regularly;
- Oral hygiene (brushing of teeth) required;
- Use deodorant / anti-perspirant/ soap to minimize body odors;
- No heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines, and respiratory difficulty for some employees;
- Clean and trimmed fingernails;
- Wash hands after eating or using the restrooms;
- No unnatural hair colors e.g., pink, green, etc. that would be deemed unprofessional; and
- Moderate make-up.

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. The College recognizes the dangers of drug and alcohol abuse, and it is HCI College's policy to ensure that 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. 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 the College 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 or designee.

No Smoking/Vaping Policy

HCI College provides a non-smoking/non-vaping work and study environment. Those who wish to smoke during breaks must go outside to do so. Under no circumstances may anyone smoke within 50 feet of any building entrance. Cigarette remains and other smoking remnants must be completely extinguished and deposited into the appropriate receptacles outside the building.

Student 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 who violate the Student Code of Conduct may be subject to disciplinary action up to and including dismissal from the College.

Students suspected of violating these standards will be referred to the Dean of Academic Affairs' office to investigate the allegations. The investigation is conducted by the appropriate College Administrative personnel. Students are not permitted to bring or be represented by legal counsel during committee proceedings. The student will have an opportunity to respond to the allegations in writing 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 College. Students will be informed in writing of the disciplinary action and the conditions that must be met 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 College after receiving a copy at orientation.

Violations of the Student Code of Conduct

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

- Failure to abide by all local, state, and federal laws;
- Failure to abide by college policies;
- Failure to abide by all conditions of college warning, probation, or suspension;
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of the College;
- Negative, derogatory, inappropriate or profane comments about other HCI students, HCI Faculty, or HCI staff whether in-person or through digital medium;
- Academic dishonesty of any kind with respect to examinations or course work. This includes any form of cheating and plagiarism;
- Falsification or alteration of College 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 College;
- Theft or the deliberate damaging or misuse of property belonging to others or the property of the College;
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on College property;
- Possession, display, or use of any dangerous instrument, weapon, or explosives;
- Deliberate interference with the rights of others on campus or on a clinical or externship site;
- Discriminatory actions toward any individual or group;
- Any physical altercation with another person on campus or on a clinical or externship site;
- The harassment or bullying of other HCI students, HCI Faculty, or HCI staff whether in-person or through digital medium;
- Disparaging comments made on social media pertaining to students of HCI College or its affiliates;
- Furnishing false information to any College official, faculty member or office;

- Theft, deliberate destruction, damage, misuse, or abuse of College property or the property of private individuals associated with the College;
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities;
- The use of alcoholic beverages or controlled substances on College property or clinical/ externship sites, including the purchase, consumption or possession or sale of such items; Failure to comply with College officials acting within the scope of their employment responsibilities;
- Bringing animals onto College property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects;
- Bringing children into College teaching areas and leaving children unattended on campus. The College does not provide childcare facilities and cannot be responsible for their health, safety or security;
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations;
- Failure to comply with any regulation not contained within official College publications but announced as administrative policy by a College official or other person authorized by the Campus President.

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 COLLEGE CATALOG.

Restroom Designation

At HCI College, we want to ensure a safe place for everyone: students, faculty and staff. Therefore, HCI College, in accordance with recent law, designates its restroom policy based on biological sex at birth (i.e., male or female). Specifically, restrooms are designated for exclusive use by males or females (as defined in Section 553.865(3), Florida Statutes), unless there is a unisex restroom.

In order to ensure a safe place, any student who willfully enters a restroom or changing facility of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member, security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including expulsion from the College.

Any administrative personnel and instructional personnel, including faculty members who willfully enters a restroom of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including termination.

Should you have any questions about these policies, please contact the Group Campus President/COO.

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 College 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.

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 based on a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the College, provided such accommodation would not impose an unreasonable burden on the College 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.

Section 504 Coordinator:

Michelle Lambert, Vice President of Academic Affairs

1764 N. Congress Avenue, Suite 200

West Palm Beach, FL 33409

Telephone: (561) 586-0121

Email: michellelambert@hci.edu

Title IX Compliance

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. HCI College not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The College is committed to compliance in all areas addressed by Title IX.

All College students are responsible for ensuring that sexual discrimination, sexual violence, or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify the Title IX Coordinator designated below. HCI College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation; it is also a violation of Federal law. Additional details on this policy can be found on the College's website, www.HCI.edu, under the heading "Title IX Policies and Procedures."

Title IX Coordinator:

Dana Zimbaldi, Executive Assistant for Academic Affairs

1764 North Congress Avenue, Suite 200

West Palm Beach, Florida 33409

Telephone: (561) 570-8015

Email: dzimbaldi@hci.edu

Sexual Harassment

HCI College strives to provide a work environment free of sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. 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, requests 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 Title IX Coordinator. Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the Title IX Coordinator or follow and follow policy and procedures set forth by the College. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the Title IX Coordinator. 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.

Family Educational Rights and Privacy Act (FERPA)

Privacy of Student Records

Policies and procedures concerning the privacy of student records maintained by HCI College and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the campus Registrar's Office (academic records) and Financial Aid Department (financial aid records).

The College maintains student records in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students aged 18 or over may access their personal record files kept by the College. The Registrar maintains a log with dates the records were checked out and used by other departments. All authorized College personnel have access to student records for official purposes. A student (or, in some cases, eligible parents) is given access to their record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar and Financial Services). If the student believes the content of their record contains an error, is inaccurate, discriminatory, misleading, in violation of their rights, or otherwise inappropriate, the student may challenge said record, and a written explanation may be included in their file. A student's right to due process allows for a hearing, which may be held at a reasonable time and place, at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided written consent, signed, dated and specifying the information to be released and the name (s) of persons to whom the information is to be released.

The Family Educational Rights and Privacy Act (FERPA) requires that the College, with certain exceptions, obtain the student's written consent before disclosing personally identifiable information from the student's education 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, half-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.

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parent/guardian still retains the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

FERPA Disclosure

Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Students wishing to opt out must provide a formal written request to the Dean of Academic Affairs. Data defined as directory information includes: student name, address, telephone number, email address, major field of study, student participation in officially recognized activities, dates of attendance, enrollment status (full-time, half-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended.

If a student wishes to file a complaint, please contact the Department of Education:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Access, Review, and Challenge of Records

Student account records are maintained by the College in permanent files. As a result of section 438 of the General Provision Act (Title IV of Public Law 90-247), students aged 18 or over have access to their personal records kept by the College. One transcript of the student's grades is provided free of charge after graduation. Additional transcripts will be supplied per written request. Appropriate fees will apply.

All authorized college and/or school officials and third-parties who meet the definition of a College official may be granted access to student records for official purposes only. A student (or, in some cases, eligible parents) may have access to the student's record within a reasonable time after submitting a written request to the custodian in possession of that record. If the student believes the content of their record contains an error, is inaccurate, discriminatory, misleading, in violation of their rights, or otherwise inappropriate, the student may challenge said record, and a written explanation may be included in their file. The student's right to due process allows for a hearing, which may be held at a reasonable time and place, at which time evidence may be presented to support the challenge. (Please see Student Grievance/Complaint Policy). Student information will only be released to any person, agency, or legal authority as required by subpoena/ legal process or by consent of the student (or eligible parent or legal guardian). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated, and specifying the information to be released, the reason for release, and name(s) of persons to whom the information is to be released.

Exposure Policy Student/Employee

The exposure policy for each program can be found in the corresponding student handbook which can be found on the College's website at www.HCI.edu.

Reporting Health or Safety Hazard

Students should immediately report health or safety hazards to the nearest available College representative and then to the Campus 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 crime to the College President, no matter how minor. HCI College publishes a campus security report annually to the Commission of Independent Education on the following website: https://www.hci.edu/programs/campus-security-policy. All students and employees should take reasonable precautions, such as not leaving personal possessions unattended and seeking an escort to one's vehicle after dark.

Emergency Preparedness Plan

The safety of the students, faculty, and staff at HCI College is its highest priority. HCI College publishes an Emergency Preparedness Plan annually to its website: https://www.hci.edu/student-consumer-information. All students and employees should familiarize themselves with the Emergency Preparedness Plan.

Student Grievance/Complaint Policy

A grievance is a claim, a complaint, or an expression of concern made by a student regarding certain aspects of their 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 implementing the policies and procedures that govern the College. The collegial community benefits from prompt resolution of any issue that may arise. The student grievance/complaint procedure will be followed only when there is grievance procedure governing a specific policy.

The grievance policy requires that all parties conduct themselves with professional decorum and with respect for all participants in the process. Any individual who cannot abide by the standards of civility will forfeit their right to participate in the process.

Students should initially discuss the grievance with their instructor or program director immediately. A grievance is the escalation of the complaint to a next-level authority. Please see the Academic Appeals Process if the grievance concerns an academic decision such as a grade.

A student has the right to file a grievance on all matters concerning:

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

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

1. The first step 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/Dean of Academic Affairs.
3. If there are continuing concerns the student should submit them in writing to the Group Campus President/Chief Operating Officer.
    i. The written complaint must be submitted within seven (7) calendar days of the incident or notification of termination.
    ii. The grievance document should include a description of the disputed items, the date or dates when the issue arose, why the student is grieving the decision, and the steps the student has taken to resolve the dispute.
    iii. When submitting a grievance, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.
    iv. If the grievance is ongoing, the Group Campus President/Chief Operating Officer will involve the Vice President of Academic Affairs.
4. The Group Campus President/Chief Operating Officer and Vice President of Academic Affairs will oversee the gathering of additional data about the issue or incident as necessary.
5. The Group Campus President/Chief Operating Officer and Vice President of Academic Affairs will reach out to the student for a formal meeting regarding the grievance.

Student Complaint Right

State Licensing Authority

Commission for Independent Education

The U.S. Department of Education requires HCI College to provide its students with contacts for the Florida Commission for Independent Education (CIE), which may be contacted in case of an issue. HCI College also reminds and encourages students to attempt to resolve complaints with the College 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
Telephone: (850) 245-3200
Email: cieinfo@fldoe.org
www.fldoe.org/policy/cie

Additional information is available at: www.fldoe.org/policy/cie/file-a-complaint.stml

Accrediting Agency

Accrediting Commission of Career Schools and Colleges (ACCSC)

Colleges 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 College 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 College for a response. This can be accomplished by filing the ACCSC Complaint Form found in the Appendix of this Catalog. 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
Telephone: (703) 247-4212
Email: complaints@accsc.org
www.accsc.org

A copy of the ACCSC Complaint Form is available at the College and may be obtained at www.HCI.edu, by contacting the HCI College Campus President, or online at: www.accsc.org.

U.S. Department of Veteran Affairs

VA G.I Bill® Feedback System

The U.S. Department of Veteran Affairs requires that the College provide you with access to the VA G.I Bill® Feedback System which students may contact in case of an issue. HCI College also reminds and encourages students to attempt to resolve complaints with the institution itself. The VA feedback system can be accessed via the following link: www.benefits.va.gov/GIBILL/Feedback.asp.

Audit Policy

Current or former students may audit a course based on class/seat availability. To audit a course, students must obtain the permission of the Dean of Academic Affairs or the Campus President and submit a request at the earliest time possible before the beginning of a new term. Any fees are the financial responsibility of the student. The decision to allow a student to audit a class is solely at the discretion of HCI College.

Repeat Course Policy

Students may repeat a course for grade average purposes if they earn a "D" or "F," or a "C" in Practical Nursing and Associate Degree in Nursing core courses. Only the highest grade earned will be included in the cumulative grade point average (CGPA) at HCI College.

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

Except as noted below, **no course may be repeated more than once**, regardless of a student's eligibility for Federal Financial Aid funding. **If a student fails the same course twice, they will be dismissed from the College.** The student may request the opportunity to appeal a dismissal by submitting a written request to the Dean of Academic Affairs, Campus President, or their designee.

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: The Military will allow a student to be certified for a repeated course if:

- The student failed the class;
- If a program requires a higher grade than the one achieved in a particular class for successful completion.

A student may repeat the course and be certified for it until it is successfully completed. There is no limit to the number of attempts. Students should speak with the Financial Aid Department for further details.

Associate Degree in Nursing – Core Courses Exception:

Students may be permitted a third attempt (i.e., a second repeat) of NUR2943L Nursing Capstone upon academic and financial review and approval. If approved, a third attempt of NUR2943L Nursing Capstone will cost the student $700.00 to cover repeat resources. Cost subject to change.

Students may additionally request the opportunity to appeal for a third attempt (i.e., a second repeat) of one other Associate Degree in Nursing core course (excluding general education courses) by submitting a written request to the President and CEO HCI College. If approved, this exception may be applied to only one Associate Degree in Nursing core course per student. No other course may be repeated more than once.

Medical Assisting Course Exception:

Students may be permitted a third attempt (i.e., a second repeat) of MED265 Medical Assisting Externship upon academic and financial review and approval.

Veterinary Assisting Course Exception:

Students may be permitted a third attempt (i.e., a second repeat) of VAT200 Externship upon academic and financial review and approval.

Submitting a Third Attempt Appeal (Associate Degree in Nursing Core Courses)

I. Prior to submitting a Third Attempt Appeal, the student should have already consulted their instructor, Director of Nursing, and/or Dean of Academic Affairs via email or in writing regarding their situation.

II. Eligibility for a third attempt appeal includes, but is not limited to, a minimum CGPA of 2.0 or higher, and a clean Code of Conduct record i.e., no history of disciplinary, academic dishonesty, or unprofessional behavior.

III. The student must submit an appeal in writing via the Third Attempt Appeal Request Form, from their HCI College student email address to the designated Third Attempt Appeal email: RepeatAppeal@hci.edu.

The **Third Attempt Appeal Request Form** can be found on HCI College's website at: www.hci.edu/student-services/student-resources. Students are required to attach any and all pertinent information regarding the situation. Mitigating circumstances should be documented, demonstrating that failure resulted from a specific external event rather than insufficient academic capability. If documentation is not provided, the appeal will be denied. Mitigating circumstances may involve events such as a serious medical issue, the death of an immediate family member, significant financial problems, severe hardship, or military service obligations. However, they do not include typical "life/work/school" balance concerns, dissatisfaction with an instructor's teaching style or course content, incarceration, transportation issues, or a lack of familiarity with the technology or student information systems.

IV. The President and CEO of HCI College shall review the appeal along with the senior review panel. Please be aware that a decision may take up to 10 business days to be issued. In complex situations, a decision may exceed the 10 business days.

V. The Office of the President and CEO of HCI College will issue the decision in writing. All appeal decisions are final and unappealable.

VI. If approved, the student will be required to submit an Academic Success Plan, developed in consultation with, and signed by, the Dean of Academic Affairs or designee. Additionally, the students will need to meet with the Financial Aid Department to confirm their understanding of their associated costs and demonstrate their capacity to fulfill their financial obligations. Students may be ineligible to progress to the next semester until all appeal conditions, academic requirements, and program progression standards have been met. Approval of a third attempt appeal does not guarantee continued progression in the program.

Transcripts and Student Records

The Registrar maintains academic records for each student. Students who meet the requirements of the program in which they are enrolled will receive one (1) official transcript as well as a diploma at no charge.

Transcript Requests

Students will be provided one (1) official transcript of their grades upon completing their program of study. Requests for transcripts are made to the HCI College Registrar. The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and signed by the former or current student. The College will issue a transcript only upon receipt of a signed (original) Transcript Request Form, available from the Registrar's Office, or on our website. Official Transcript or Records can be requested at: www.hci.edu/request-transcript.

For additional transcripts, the Official Transcript fee is $10.00 per transcript, and is to be by debit or credit card (no cash accepted). Expedited services have additional fees which can be found on our website www.hci.edu/request-transcript. Requests for transcripts may take up to 14 days (or 10 business days) to be processed. Release of transcripts is subject to departmental clearance. If you have questions or need assistance before submitting a request for transcripts, please email reg@hci.edu.

Student Records Requests

The Registrar maintains academic records for each student. Students will be provided one (1) diploma upon completing their program of study. Alumni can contact the HCI College Registrar via email reg@hci.edu for assistance with ordering a replacement diploma or degree. The fee for each reissued diploma is $25.00, and is to be paid by debit or credit card (no cash accepted). Expedited services have additional fees which can be found on our website www.hci.edu/request-transcript. Be advised that a replacement diploma may take up to 25 business days to process.

Satisfactory Academic Progress Policy (SAP)

Satisfactory Academic Progress (SAP) must be maintained to meet the institution's academic policy and for eligibility of Federal Student Aid. Both academic and pace of completion requirements are assessed at the end of each semester/payment period.

To demonstrate SAP toward completion of an academic 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 program ("Maximum Timeframe"). 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) Cumulative Grade Point average
- (AFAW) Academic Financial Aid Warning
- (AFAP) Academic Financial Aid Probation

SAP Academic Requirements by Program:

Below are the SAP Academic Requirements by program.

Veterinary Assisting and Medical Assisting Diploma Programs

A semester is a sixteen (16) week period which includes four consecutive terms.

Academic Requirements

The qualitative standard for the Veterinary Assisting and Medical Assisting programs requires that a student achieve a minimum CGPA of 1.5 or better when evaluated at the end of the first period and 2.0 for each additional period. At completion of the program, the student must have a CGPA of at least 2.0 in order to graduate from the Veterinary Assisting or Medical Assisting program.

Period(s) Attended	CGPA Requirement
Period One	1.50
Period Two	2.00
Period Three	2.00

Practical Nursing and Optometric Technician Diploma Programs

A semester is a fifteen (15) week period where courses are the full length of the semester.

Academic Requirements

The qualitative standard for the Practical Nursing and Optometric Technician programs requires that a student achieve a minimum CGPA of 2.0 or better when evaluated at the end of each semester. At completion of the program, the student must have a CGPA of at least 2.0 in order to graduate from the Practical Nursing or Optometric Technician program.

Semester(s) Attended	CGPA Requirement
Semester One	2.00
Semester Two	2.00
Semester Three	2.00
Semester Four	2.00

Associate Degree in Nursing

A semester is a fifteen (15) week period which includes two consecutive terms, except for the Core Nursing semesters, where courses are the full length of the semester. To demonstrate SAP toward completion of the Associate Degree in Nursing program, a student must maintain a specific course grade point average *(see 'Required CGPA' below)*.

Academic Requirements

The qualitative standard for the Associate Degree in Nursing 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 in the diagram below at the end of the corresponding semester. Upon completion of the program, Associate Degree in Nursing students must have a CGPA of at least 2.48 to graduate from the Associate Degree in Nursing Program.

Semester(s) Attended	CGPA Requirement
Semester One	2.00
Semester Two	2.12
Semester Three	2.21
Semester Four	2.33
Semester Five	2.48
Semester Six	2.48

All Programs

Maximum Time Frame (Pace of Completion) Requirements

The quantitative standard requires students to complete a program within the Maximum Timeframe for their specific program. Transfer credits that HCI College accepts for credit towards a program are included in the calculation of the Maximum Time Frame. The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program to complete the graduation requirements.

The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. This calculation counts transfer credits as both attempted and earned credits. If the result is 67% or greater (66.5% or higher is rounded to 67%), then the student is progressing at a pace to ensure completion within the maximum timeframe.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
72	108
60	90
120	180
36	54
45	67
35	52

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. 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 the student's GPA/CGPA. Courses withdrawn after the 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 or 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 HCI College officially changes a grade for a prior term 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 (AFAW)

If a student does not achieve the required minimum CGPA at the end of each semester or fails to achieve a 67% minimum pace of completion percentage after any semester, the student will be placed on AFAW for the next semester. AFAW is the status code for a student on Financial Aid Warning. Students on AFAW status remain eligible to receive Federal Student 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 after 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. Still, the student may appeal their SAP status to preserve their financial aid eligibility. (Please see the section below, "SAP Appeal Process," for information on how a SAP Appeal may be filed).
- At the end of the AFAW, the student will be notified of their SAP status with written verification:
    - Notifying the student of successful completion of the Academic Warning, and the student is restored to Active status; or
    - Notifying the student of Academic Warning Requirements Not Met resulting in the need for the student to request SAP Appeal or be withdrawn.

SAP Appeal (AFAP)

- 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, the status code for a student on SAP appeal while on SAP Probation. Students on AFAP must meet with their academic advisor to develop an academic plan if they are 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 on the student's SAP appeal. All academic plans will be developed as determined by 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 benchmarks that the student needs to achieve to eventually resume meeting SAP requirements.
- After 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 is meeting the requirements established in the student's Academic Plan.
- If a student on AFAP completes 67% or more of credit hours attempted by the following SAP review period and meets the applicable CGPA requirement, 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.

Academic Plan

As noted above, students placed on an Academic Plan may continue eligibility beyond one academic period based on specified criteria in their plan that will result in the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe. Students who are progressing successfully at each checkpoint of their academic plan will remain in satisfactory progress and eligible for financial aid. If the student cannot maintain the requirements of their Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting plan requirements will also not be eligible for financial aid. Students may appeal to have their academic plan revised.

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 result from 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 to allow them to meet SAP going forward. Typical student life issues and college transition 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 exceptional 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 College for one full semester will be subject to HCI College's evaluation of the student's academic records to determine if the student can 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.

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.

Tuition and Fees by Program

The college establishes tuition. In addition, specific fees are associated with some classes. The tuition and fees is published with each program/course description in this catalog. Each program will show a breakdown of total costs. All tuition and fees are due at the beginning of each semester/payment period. Registration holds may be added for students not current on their tuition payments. Failure to resolve holds may lead to withdrawal from the College. Students withdrawn for non-payment will only be reinstated into their classes with adequate payment or payment arrangements unless there is a documented institutional error that resulted in the withdrawal.

Tuition Rate for Veterinary Assisting	**$19,000.00**
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

Tuition Rate for Medical Assisting	**$18,000.00**
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

Tuition Rate for Optometric Technician	**$5,000.00**
Application Fee	$100.00
Non-Refundable Returned Check Fee	$36.00

Tuition Rate for Practical Nursing	**$22,540.00**
Cost per Credit	$490.00
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

Tuition Rate for Associate Degree in Nursing	$56,835.00
Nursing Core Classes Cost per Credit	$892.50
General Education Course Cost per Credit	$645.00
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

Payment Methods

Payments may be made by check (made payable to HCI College), money order, 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

Telephone: (800) 552-4723

Bright Futures Scholarship Program

Telephone: (888) 827-2004

Financial Aid is available to those who qualify.

**These students are required to provide paperwork from Florida Prepaid College Board, Bright Futures, or VA to the Financial Aid Department, Suite 101 (Fort Lauderdale) or 102 (West Palm Beach), prior to completion of registration.*

Veteran Benefits

HCI College is approved for participation in various funding programs offered through the Veterans' Administration. We accept Veterans Benefits and Qualifying Dependent Benefits. The GI Bill provides educational funding to veterans, guardsmen, reservists, and qualified dependents. The Department of Veteran Affairs (VA) determines the amount of funds allocated to the student. If the student drops or withdraws from a course, the payment is either lessened or stopped completely, as it applies. Students must contact the Department of Veterans Affairs to obtain a Certificate of Eligibility in order to determine if they are qualified to receive VA Benefits.

Veteran Affairs Pending Payment Policy: Students Rights and Responsibilities

Per 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 Financial Aid Department, Suite 101 (Fort Lauderdale) or 102 (West Palm Beach), prior to completion of registration.*

Return of Federal Armed Forces Tuition Assistance

HCI College will return any unearned Federal Tuition Assistance (TA) funds (Armed Forces) on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. These funds are returned to the military service branch.

Unused TA Policy

Active-Duty Students

The College shall calculate the amount of TA refund based on the percentage of weeks the student has attended at the time of withdrawal. The chart below illustrates the percentage by week.

Proportion of Semester Taught	TA Funds Refund Percentage
Weeks 1-2	100%
Week 3	80%
Week 4	73%
Week 5	67%
Week 6	60%
Week 7	53%
Week 8	46%
Week 9	0%

Instances when a Service member stops attending due to a military service obligation, the College will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Financial Aid and Tuition Assistance

General Information

The United States Department of Education has determined HCI College is an institution eligible to participate in Federal Student Aid programs for approved programs. The Financial Aid Department at HCI College provides assistance to students requesting financial aid to pay tuition and other education-related expenses incurred while in attendance at HCI College. The Financial Aid Department has established procedures to ensure fair and consistent treatment of all applicants.

HCI College believes the primary responsibility for educational costs rests foremost with students and their families. However, financial aid is available to those who qualify 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 Federal Student Aid must submit a Free Application for Federal Student Aid (FAFSA) using FAFSA-on-the-Web at www.fafsa.ed.gov or the FAFSA Mobile App. 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.

Financial Options (if applicable and eligible):

1. Apply for Federal Student Aid Programs
2. Apply for Private Funding
3. Other Sources (check, credit card, etc.)

Other sources must be discussed with the Financial Aid Department.

Student Eligibility Requirements

Federal financial aid is generally unavailable to international students, except in cases where they qualify as eligible non-citizens. Those who fall into this category are required to submit current documentation confirming their immigration status before applying for financial aid. To ensure qualification for the most need-based aid, students must meet specific requirements detailed below.

Requirements for Federal Financial Aid

- **Demonstrate Financial Need:** Students must show that they require financial assistance to support their education.
- **Enrollment in an Eligible Program:** Applicants must be enrolled in a program that qualifies for federal financial aid.
- **Citizenship Status:** Only United States citizens or eligible non-citizens are permitted to receive federal financial aid.
- **Valid Social Security Number:** A valid social security number is required for all applicants.
- **Satisfactory Academic Progress:** Students must maintain progress that meets the institution's academic standards.
- **Compliance with the Anti-Drug Abuse Act:** Section 5301 of the Anti-Drug Abuse Act of 1988 stipulates that individuals convicted of drug distribution or possession may have their eligibility for Title IV financial aid suspended by the court. If convicted three or more times for drug distribution, a person may become permanently ineligible for Title IV financial assistance.
- **No Default on Federal Loans:** Applicants must not be in default on any Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan, Federal PLUS Loan, or Direct Loans.
- **No Refund Owed on Grants:** Students must not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant (FSEOG).
- **Use of Aid for Educational Purposes:** Recipients must agree to use any federal student aid exclusively for educational purposes.

- **Statement of Educational Purpose:** Students are required to sign a Statement of Educational Purpose and Certification regarding refunds and loan default.
- **Half-Time Enrollment:** Most programs require students to be enrolled at least half-time to qualify for federal financial aid.

Financial Aid Procedures

Prospective students at HCI College who wish to obtain financial assistance must follow a specific procedure. The first step is to create an FSA ID and complete the Free Application for Federal Student Aid (FAFSA).

Students and parents can create an FSA ID at 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. A student's FSA ID is used to confirm their identity and electronically sign their federal student aid documents.

Since many financial aid funds are limited, they are awarded on a first-come, first-served basis, with priority given to students who demonstrate the greatest financial need.

Instructions on how to complete the FAFSA are available through the Financial Aid Department at each campus. After submitting the application, students are required to schedule an appointment with a Financial Aid Officer. Once the FAFSA is processed, the College receives an electronic Institutional Student Information Record (ISIR), and the student receives a Student Aid Report (SAR) from the U.S. Department of Education within 30 days.

If the application requires verification, students, along with their spouse or parents (as applicable), must provide the necessary documentation. The Financial Aid Department will explain the verification procedure to students if this situation occurs. The Financial Aid Officer is responsible for submitting all relevant paperwork to the appropriate lenders or agencies and follows up to ensure that the financial aid files are complete and accurate.

The Financial Aid Department acts as a liaison between lenders or third-party servicing agencies and the student. The Financial Aid Officer ensures that students understand their responsibilities, that tuition is paid, lenders receive the correct paperwork, and all documents are properly executed and tracked. The department is committed to assisting students in understanding and complying with the forms and paperwork required throughout the application process.

It is important to note that students are required to re-apply for financial assistance each academic year.

Student Responsibilities

A student's financial aid is solely the responsibility of the student. Each student must correctly complete all applications and process paperwork promptly. If student aid is not received by the College while the student is enrolled, the student remains responsible for paying all tuition and fees owed to the College.

Types of Financial Aid

Financial aid is available for those students who meet eligibility requirements. HCI Financial Aid Advisors are available to provide detailed information regarding all funding options. Certain types of financial aid are limited by availability. The amount a student receives is determined by their Cost of Attendance, Student Aid Index (SAI), enrollment status (full-time, three-quarter-time, half-time, or less-than-half-time), and duration of attendance during the academic year.

Grants

Eligibility for grants is determined by the presence of substantial financial need. Students must demonstrate significant financial circumstances in order to qualify for grant assistance. 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's Satisfactory Academic Progress Policy.

Federal Pell Grant

The Federal Pell Grant is a form of financial aid designed to help students who demonstrate the greatest financial need pay for their college education. Unlike loans, Pell Grants do not require repayment unless the recipient becomes ineligible. Eligibility for the Federal Pell Grant is based on several key factors. The Student Aid Index (SAI), which is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA). Using the SAI and additional criteria, the amount of the Pell Grant award is determined for each applicant. Students who already possess a bachelor's degree or higher are not eligible for a Federal Pell Grant, even if they enroll in an undergraduate program. The Federal Pell Grant has a lifetime maximum limit of six full-time years of funding. This restriction is commonly referred to as Pell Lifetime Eligibility Usage (LEU).

Loans

HCI College provides a range of loan options to support students with their educational expenses. All educational loans are subject to repayment obligations. Interest rates depend on the specific loan type, and a minimum monthly payment may be required during enrollment at HCI College.

Federal Direct Subsidized Stafford Loan

The Subsidized Stafford Loan program offers low-interest loans through the U.S. Department of Education's Direct Loan Program. Eligibility for a subsidized loan requires demonstrated financial need. The U.S. Department of Education covers the interest accrued on Federal Direct Subsidized Loans during designated periods. The loan features a variable interest rate, which is set annually by the government. For qualifying undergraduate students, the maximum loan amounts are $3,500 for first-year students, $4,500 for second-year students, and $5,500 for third- and fourth-year students.

Direct Unsubsidized Stafford Loan

Unsubsidized loans are non-need-based financial aid options available to eligible students. The loan amount is determined by calculating the cost of attendance minus any other financial assistance received by the student. Qualified applicants may receive a maximum Federal Direct Unsubsidized Loan of $6,000 for their first and second years, and $7,000 for third and fourth year students.

Direct Plus Loan (For Parents)

The Federal Plus Loan (FPLUS) program offers non-need-based loans to parents of dependent students. Eligibility for these loans is determined by the cost of attendance minus any other financial assistance received by the student. Repayment commences (60) sixty days following the final loan disbursement. Interest rates for Federal Plus Loans are variable and are set annually by the federal government.

Aggregate Limits for Subsidized/Unsubsidized Loans

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate *(Excludes students whose parents cannot borrow PLUS)*	$23,000.00	$31,000.00
Independent Undergraduate *(Includes dependent students whose parents cannot borrow PLUS)*	$23,000.00	$57,500.00
Direct Plus Loan – Eligibility based on approved credit check, cost of attendance, and other financial aid awarded.		Cost of Attendance less other financial aid awarded

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 College personnel;
- Access to student records; and
- Freedom of academic expression.

Student Responsibilities

It is the responsibility of each HCI College student to:

- Abide by the HCI College student code 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 College 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; and
- Maintain HCI College property in a manner that does not deface, destroy, or harm it.

HCI College offers a service to help students manage their budget and student loans. A Financial Aid Advisor will help register for an account during admission.

Scholarship Programs

HCI College Associate Degree in Nursing Scholarship*

Objective of this scholarship program is to encourage the timely application, preparation, testing, and success on the NCLEX-RN exam for first time testers.

To qualify, the candidate must provide their Director of Nursing with all the following documentation:

- Upon successfully fulfilling the graduation requirements and any assigned remediation the Director of Nursing will approve and release official transcripts to the Florida Board of Nursing for an Authorization to Test (ATT). ***The student is required to provide a copy of the e-mail with the ATT from the Florida Board of Nursing to the Director of Nursing within seven calendar days of receipt.
- The student is required to submit the e-mail confirmation of the Pearson Vue scheduled test date within seven calendar days of receipt.
- The student is required to provide a copy of their Nursing license, including the license number from the Florida Board of Nursing website.
- The student is required to provide employment verification to the Director of Career Services, including employer name, employer address, supervisor name, and start date as an RN, if applicable.

After verification of passing the NCLEX-RN on the first attempt, the student will receive a scholarship payment of $1,000. The student must test within 45 days of receiving Authorization to Test (ATT) from the Board of Nursing to receive the $1,000 payment.

**Note*: Scholarships are available to those who qualify. HCI reserves the right to alter, modify or terminate the HCI College Associate Degree in Nursing Scholarship at any time at the sole discretion of the College. To receive tuition credit, the student must comply with all written requirements. Failure to comply will result in no tuition credit, and any application fees paid by HCI will be added to the ledger and be the sole responsibility of the student.*

Alumni Career Advancement Scholarship for Practical Nursing*

The HCI College Alumni Career Advancement Scholarship for Practical Nursing will be available to eligible alumni of HCI College who are enrolling in the HCI College Practical Nursing diploma program.

The HCI College Alumni Career Advancement Scholarship is awarded to students applying to HCI College's Practical Nursing program based on the applicant being a verified HCI College graduate of at least one (1) of the following designated programs listed below:

1. Medical Assisting Diploma Program
2. Veterinary Assisting Diploma Program
3. Emergency Medical Technician Diploma Program (former program offered)
4. Paramedic Diploma Program (former program offered)
5. Associate of Emergency Medical Services (former program offered)
6. Associate of Fire Science Degree (former program offered)

Scholarship Restrictions

This scholarship can only be used to cover tuition charges. The scholarship cannot be used in excess of tuition and fees and does not have a cash value. If scholarship recipients receive other aid in excess of tuition charges the student will be offered the use of the scholarship in a period where tuition is not in excess and does not create a credit balance. The scholarship will be applied in two equal disbursements once the student successfully completes a semester or payment period in which the scholarship is scheduled. The student must resolve all outstanding balances to HCI College prior to the awarding of the scholarship. If the student cannot resolve their outstanding balance, the scholarship may not be awarded.

Students who violate the Student Code of Conduct may lose any scholarship eligibility.

The HCI College Alumni Career Advancement Scholarship recipient will be awarded $1,500. This will be awarded in disbursements at the beginning of the appropriate semester(s) not to exceed $1,500 in total.

**Note*: *HCI reserves the right to alter, modify or terminate the HCI College Alumni Career Advancement Scholarship at any time at the sole discretion of the College. To receive the scholarship tuition credit the student must comply with all written requirements. Failure to comply at any point will result in immediate termination of tuition credit.*

Withdrawal Procedures

1. Request for withdrawal should be made in writing to WithdrawalWPB@HCI.edu for the West Palm Beach Campus (Main Campus), and to WithdrawalFTL@HCI.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus). The request should state the student's name and reason for the withdrawal. The date of determination will be the date the student submits the request.
2. If a student is withdrawn by the College 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 fourteen (14) calendar days after the student's last date of attendance.
3. If the College withdraws a student for failure to maintain required grades or passing rate, the date of determination will be no later than fourteen (14) calendar 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 College may change locations during enrollment. Further, the student understands 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.

Add/Drop Period

Newly enrolled students at HCI College are eligible for an add/drop period of seven (7) calendar days, excluding holidays. This period begins on the official start date of the student's initial term, regardless of when the student is scheduled to attend classes. During the add/drop period, a student may add or drop a course without academic or financial penalty. The add/drop period is available only during a student's initial term of enrollment and does not apply to subsequent terms.

Refund Policies

Based on the initial payment method, refunds may be directed to the source(s) from which the student's prepaid fees came, according to the schedule outlined below.

Cancellation Refund Policy

(Applicable to students who cancel prior to the first day of class.)

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

- All monies, including the application fee, 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.
- An applicant who has not visited the College prior to signing the Enrollment Agreement may cancel without penalty within three (3) business days following either:
    i. The regularly scheduled orientation procedures; or
    ii. Following a tour of the College facilities and inspection of equipment.
- Cancellation or withdrawal after the third (3rd) business day will result in a refund of all monies paid except the application fee permitted under applicable policy and law;
- Returned check fees and transfer credit fees are non-refundable;
- Refunds will typically be issued within thirty (30) calendar days of date of the student's written notice of cancellation;
- If the student does not provide written notice of cancellation, any applicable refund will typically be issued within thirty (30) calendar days of the official start date of the student's initial term.

Institutional Refund Policy

(Applicable to students who begin classes.)

HCI College will refund tuition and fees paid by a student in accordance with the following:

- Students who withdraw during the add/drop period of seven (7) calendar days, excluding holidays, will receive a 100% refund of all tuition and fees paid, excluding the application fee.
- Students who withdraw beyond the add/drop period of seven (7) calendar days, excluding holidays, will be responsible for 100% of the tuition and fee charges for the applicable period of enrollment or period of financial obligation (semester) for the courses scheduled.

For the purposes of refund calculations, the Withdrawal Date shall be one of the following:

- The date that the student submits a written withdrawal request to the applicable withdrawal email address designated by the College; or
- The student's last date of attendance due to unsatisfactory progress; or
- The student's last date of attendance due to excessive absences.

Any student wishing to withdraw or cancel an enrollment should submit a written withdrawal request to:

- WithdrawalWPB@HCI.edu for the West Palm Beach Campus (Main Campus); or
- WithdrawalFTL@HCI.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus).

The request should state the student's name and reason for the withdrawal. It is advised that a student wishing to withdraw visits the Financial Aid and Business Office to discuss the financial implications of withdrawing, if any.

Return to Title IV Funds (R2T4) Policy

The requirements for Federal Student Aid (FSA) when a student withdraws are different from the Institutional Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he/she was scheduled to attend; the college must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education. In a program offered in modules (clock hour programs are not considered as modular) for any student who withdraws on or after July 1, 2021, a student is not considered to have withdrawn if the student meets one of the following exceptions:

1. Successful completion of one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
2. Successful A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
3. Successful completion of coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period.

For students who withdraw during the semester/payment period that do not meet one of the three R2T4 exceptions described above, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

The Return of FSA Funds under the Federal Refund Policy as follows:

1. Unsubsidized Direct Loans, other than Direct PLUS Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans—Parent or Graduate
4. Federal Pell Grants for which a return is required
5. FSEOG funds for which a return is required

HCI will complete any required Return of Title IV Funds calculation within 30 days after the College's date of determination that the student withdraws and will return any Title IV funds for which the College is responsible as soon as possible, but no later than 45 days after that date. Any institutional refund owed to the student will be processed separately within 30 days after the College determines that the student withdrew.

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*			
NC	=	No Credit			
NS	=	No Show (Does not calculate into attempted credits)			
WA	=	Withdrawal (Administrative)			
W	=	Withdrawal			
Z	=	Withdrawal (before add/drop period)			

**For certain designated courses only. See Course Descriptions below*

Note: The College utilizes a distinct grade designation of "C." for Nursing Core courses only. The "C." grade is applied due to grading conventions that require differentiation from the standard "C" grade used in General Education courses, where a "C" is considered passing.

A "C." grade:

- Counts toward attempted credits
- Carries a 2.0 grade point value
- Does not constitute a passing grade for Nursing Core courses

Students who receive a "C." grade in a Nursing Core course must repeat the course and achieve a passing grade in accordance with program requirements in order to progress and satisfy 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/payment 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/payment period. 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 that 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 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."

Academic Appeal Policy & 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, or for extenuating circumstances. Extenuating circumstances are defined as: *immediate, unforeseen circumstances that impact a student's ability to successfully complete an assessment*. Documentation of extenuating circumstances will be required when submitting an appeal.

Students who experience extenuating circumstances prior to an assessment are expected to reach out to their instructor or program director via email or in writing before sitting for an exam in attempt to reschedule.

Mere disagreement with a faculty/staff member's professional judgment is not sufficient grounds for an appeal. **A student is required to initiate any appeal concerning a decision, grade, or evaluative comment <u>within seven (7) calendar days</u> of the date the decision, grade, or evaluative comment was assigned.**

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.

<u>Submitting an Academic Appeal:</u>

I. Prior to submitting an academic appeal, the student should have already consulted their instructor or program director via email or in writing regarding the decision, grade, or evaluative comment or regarding an extenuating circumstance.

II. The student must submit an appeal in writing via the Academic Record Appeal Request Form, from their HCI College student email address to the designated appeals email for their appropriate campus:

West Palm Beach (Main Campus): appealsWPB@hci.edu

Fort Lauderdale (Branch of West Palm Beach): appealsFTL@hci.edu

The **Academic Record Appeal Request Form** can be found on HCI College's website at: www.hci.edu/student-services/student-resources. Students are required to attach any and all pertinent information regarding the situation. For appeals concerning an extenuating circumstance, if documentation is not provided, the appeal will be denied.

III. The Dean of Academic Affairs and the Program Director shall review the appeal and convene the Appeals Committee. Please be aware that a decision from the Appeals Committee may take up to 10 business days to be issued. In complex situations, a decision may exceed the 10 business days.

IV. The Dean of Academic Affairs will issue the decision of the Appeals Committee in writing. All appeal decisions are final and unappealable.

Course Load Policy

HCI College programs designate the specific courses/credits to be taken during each semester/payment period. Any student who wishes to enroll in more than the designated number of courses/credits may only do so upon written consent of the Dean of Online Education or Dean of Academic Affairs. As it relates to tuition charges, the student must ensure the increased costs of tuition, not covered with federal financial aid, be covered prior to approval of the increased course load. Students must make an appointment with financial aid to discuss payment arrangements before the student schedule is finalized. Students requesting an increase in their course load must have a minimum GPA of 3.0 and have completed at least one semester/payment period with the college. Students cannot exceed a course load of four (4) classes or 15 credits in any given semester/payment period, and two (2) classes or eight (8) credits in any term within the semester/payment period. Exceptions to this policy must be approved by the Vice President of Academic Affairs.

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. The 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 or is required to 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, following the normal schedule and on a space-available basis.

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. Instructors take attendance at every class (theory, lab, externship, and 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

Attendance-taking is required in each class session at HCI College. Programs measured in clock hours require daily student attendance records. Students are expected to attend each class session unless extenuating circumstances prevent them from doing so. Exceptions for extenuating circumstances may be made at the discretion of the Program Director.

Absences may be excused due to extenuating circumstances with verifiable documentation, i.e., death in the immediate family, medical emergency of student or immediate family member, or illness/injury to student, accompanied by a healthcare provider note. Any student who does not attend the entire 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: theory, 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.
- Students will not be eligible for consideration of make-up coursework and/or assessments missed without providing documentation of extenuating circumstances for their absence.
- All students attending HCI College who are absent for fourteen (14) consecutive days (not-including Student Breaks and Holidays) from the last date of attendance 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, they will be automatically withdrawn from that course and earn a W on their transcript and required to repeat the failed course upon reentry. Students who are withdrawn from enrollment due to failure to attend classes for fourteen (14) consecutive days, and remain in good academic standing, may be permitted to reapply in the subsequent term by following HCI College's re-entry process.

Additional Program-Specific Attendance Policies

Attendance – Didactic and Lab Classes

- **Associate Degree in Nursing and Practical Nursing** – Students may incur up to two (2) absences per course per semester without documentation of extenuating circumstances. A third (3rd) absence may be permitted when supported by appropriate documentation of extenuating circumstances. Under no circumstances may a student exceed three (3) absences per course per semester. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work-related duties.
- **Optometric Technician, Medical Assisting, and Veterinary Assisting –** Attendance, timeliness, and class participation count as 25% of the total grade, which may result in failure of the course(s). Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work-related duties.

Attendance – Clinical 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.

- **Optometric Technician, Medical Assisting, and Veterinary Assisting –** Only under extenuating circumstances is any student permitted to miss 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.
- **Associate Degree in Nursing and Practical Nursing** – Students must fulfill all clinical hour requirements as outlined. More than two (2) missed clinical days will result in failure of the course.
- Other attendance requirements for externships are explained in detail within the program requirements.
- See programmatic student handbooks for more information.

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 date of attendance.

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. 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 a 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 as participation. The faculty determines participation requirements and how they relate to a student's grade.

Secure Testing Environment Policy

An uncompromised testing environment is essential to ensure that the students are given an opportunity to test in a healthy environment conducive to test taking. To ensure an uncompromised testing environment it is essential that the room is secured, and the instructor is present at all times once students enter the room. Instructors may not leave students unattended during exam, assessment taking. Expectations of a secure testing environment at HCI College include:

- No phones allowed in the room;
- No smart watches or devices allowed in the room;
- No Headphones or ear buds allowed (HCI College will provide ear plugs if needed);
- Students may not wear jackets in the testing room. Students may wear a long-sleeved shirt under their scrub top;
- Students must present their HCI College student ID to the instructor as they walk in the room to check in (may not wear a lanyard);
- Long hair will need to be pulled back; and
- One water bottle (without a label) is permitted.
- Students may not leave the room without permission from the proctor.

Dosage Calculation Test

Associate Degree in Nursing Program

Successful completion of basic mathematics and metric conversions is required to accurately calculate medication dosages, IV flow rates, IV medication titrations, and routes for drug administration. A dosage calculation test is required at certain points during the Associate Degree in Nursing program. Demonstration of dosage calculation competency is a program progression requirement.

All Associate Degree in Nursing students enrolled in NUR2140 - Introduction to Pharmacology for Nursing and/or NUR1213 – Nursing II will take a comprehensive Dosage and Calculations Examination. A minimum score of 90% is required to demonstrate competency for program progression. *See the Associate Degree in Nursing Student Handbook for more information*.

Practical Nursing Diploma Program

Successful completion of basic mathematics, including metric conversions, is required for practical nursing students to accurately calculate medication dosages, and safe routes of drug administration. Demonstration of dosage calculation competency is a program progression requirement.

All PN students enrolled in PN106 will take a comprehensive Dosage and Calculations Examination. A minimum score of 900 is required to demonstrate competency for program progression. *See the Practical Nursing Student Handbook for more information*.

Graduation Requirements

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

- Successfully complete all required clock, credit, and clinical/externship hours as applicable for the program in which they were enrolled;
- Satisfactorily meet all program-specific requirements; and
- Meet all financial obligations to the College.

Student Services Overview

HCI College strives to create a professional working environment so students become comfortable and familiar with the modern workplace. At the same time, the College has created common spaces where students, faculty, and staff can relax and converse. A great deal of the value of an HCI College education is in the network of supportive relationships one develops while in college and maintains afterward. Student services information can be found in the offices of the Dean of Academic Affairs, Career Services, from the Front Desk, as well as on HCI College's website: https://www.hci.edu/student-services/student-resources.

Student Advising

HCI College strives to provide a welcoming supportive environment for 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 assist all students, including those requiring special attention. Academic advising and tutoring are 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. All other tutoring is by appointment coordinated through the Program Director/Dean of Academic Affairs.

HCI College provides online tutoring services for nursing and general education courses twenty-four hours a day, seven days a week through Tutor.com.

Enrollment Verification

Students may obtain a letter from the Registrar's Office verifying their enrollment. The request must be made in writing and 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.

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 College can guarantee employment, and HCI College makes no guarantee of employment, HCI College strives to help each of its graduates find 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 and/or eBooks

Required textbooks and/or eBooks are provided at no additional charge.

Library and Educational Resources

HCI College provides academic support and educational resources housed in the library in Suite 202 at the West Palm Beach Campus and Suite 101 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 and journals and a myriad of reference sources. A professionally trained librarian is on staff to assist the students, faculty and staff at HCI College during the Library's hours of operation, posted outside of the libraires at each campus, and by appointment.

Physical Facilities and Equipment

The Main and Branch campuses of HCI College, the facilities they occupy, and the equipment they utilize fully comply with all federal, state, and local regulations, including those requirements as they related to fire, health, and building safety.

The HCI College main campus is located across three buildings at 1756, 1760, and 1764 North Congress Avenue, West Palm Beach, Florida 33409. The campus occupies approximately 34,674 square feet and includes classrooms, administrative offices, a library, a computer lab, laboratories, simulation rooms, and student and staff lounges. The classrooms and laboratories are equipped with the instructional resources and equipment necessary to support the College's educational programs. Classroom capacity is up to 30 students, while the auditorium accommodates up to 50 students. Each laboratory is designed to accommodate up to 20 students.

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 23,479 square feet and is comprised of classroom facilities, administrative offices, a library, computer lab, laboratory, simulation rooms, staff and student lounges. The classrooms and laboratories are furnished with equipment to meet training needs. The student capacity of the classrooms ranges up to 30 students. The Laboratories will accommodate up to 20 students.

Both campuses offer ample (free) parking available near the classrooms. Although the College does 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 endeavors to assist students, including those requiring special attention.

Academic Calendar

HCI College operates on a year-round calendar. HCI College is closed in observance of the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth Holiday, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas. A complete Academic Calendar is located at the back of this Student Catalog.

Homework and Make-Up Work

Students will be allowed, at the discretion of the Program Director, to make up work for coursework missed. Students must complete all make-up work before being released on clinical/externship.

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 College, 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[5] = one (1) semester credit hour.
- Thirty (30) clock hours in a supervised laboratory setting of instruction[6] = one (1) semester credit hour.
- Forty-Five (45) clock hours of externship[7] = one (1) semester credit hour.
- Two (2) clock hours of out-of-class work and/or preparation[8] for the didactic learning environment or supervised laboratory instruction setting 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.

The credit hours awarded for Federal Student Aid purposes will be determined in accordance with U.S. Department of Education regulations. All programs include student-assigned homework and/or clinical assignments that must be graded based on the requirements for each program. For non-degree programs subject to clock-to-credit conversion, a ratio of thirty (30) clock hours to one (1) credit hour is used to calculate the enrollment credit hours used to calculate Federal Student Aid eligibility.

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[5] A 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.

[6] A 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 College faculty member.

[7] An 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 for Nursing may occur throughout the course of a program or as a capstone requirement. The externship component for diploma programs like the Veterinary Assistant or Medical Assistant programs usually comes at the end of the program.
The objectives and goals of an externship are to allow students to apply practically the knowledge and skills taught in didactic and laboratory settings of instruction.

[8] Out-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.

Instructional Modes for All Programs

Theory Hours: Classroom instructional hours.

Lab Hours: Applied professional projects and procedures under the supervision of an instructor.

Externships: Practical professional experience in healthcare facilities are supervised by a clinical instructor.

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

Program Offerings

Veterinary Assisting Diploma Program

(Offered at the West Palm Beach and Fort Lauderdale locations)

35 semester credits: 720 clock hours, 3 payment periods, 10 months

Curriculum Description – Veterinary Assisting Diploma Program

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.

Objectives – Veterinary Assisting Diploma Program

The objective 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.

Admissions Requirements – Veterinary Assisting Diploma Program

The student must meet all HCI College entrance requirements for the Veterinary Assisting program as stated in the Admission Requirements section of this Catalog.

Graduation Requirements – Veterinary Assisting Diploma Program

A student must meet the following requirements to graduate from the Veterinary Assisting program and receive a diploma:

- Successfully complete the required clock, credit, and externship hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- Meet all financial obligations to the College.

Tuition and Fees – Veterinary Assisting Diploma Program

The College tuition charges for the Veterinary Assisting program are presented below. Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program. The only additional charge is the application fee of $50.

Tuition and Application Fee	
Tuition	$19,000.00
Application Fee	$50.00
Total Program Cost + Application Fee	$19,050.00

Tuition Breakdown Per Course – Veterinary Assisting Diploma Program

Course #	Course Name	Credits	Tuition
VAT110	Medical Terminology	4	$2,300.00
VAT120	Anatomy and Physiology	4	$2,300.00
VAT100	Introduction to Veterinary Assisting	4	$2,300.00
VAT130	Laboratory Procedures	3	$1,720.00
VAT140	Pharmacology	3	$1,720.00
VAT150	Radiology	3	$1,720.00
VAT170	Veterinary Clinical Procedures	3	$1,720.00
VAT180	Hospital and Surgical Procedures	3	$1,720.00
SLS110	Career Preparation	4	$2,300.00
VAT200	Externship	4	$1,200.00
	TOTAL	**35**	**$19,000.00**
Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.			

Total Financial Aid Credits: 22

Clock Hours Breakdown – Veterinary Assisting Diploma Program

10 Month(s), 3 Payment Period(s)

Clock Hours	
Theory	390
Labs	150
Externship	180
Total	**720**

Course Listing – Veterinary Assisting Diploma Program

Course #	Course Name	Credits
VAT110	Medical Terminology	4
VAT120	Anatomy and Physiology	4
VAT100	Introduction to Veterinary Assisting	4
VAT130	Laboratory Procedures	3
VAT140	Pharmacology	3
VAT150	Radiology	3
VAT170	Veterinary Clinical Procedures	3
VAT180	Hospital and Surgical Procedures	3
SLS110	Career Preparation	4
VAT200	Externship	4
	TOTAL	**35**

Financial Aid Semester Credit Breakdown – Veterinary Assisting Diploma Program

For federal aid eligibility:

Course #	Course Description	Financial Aid Semester Credits
VAT110	Medical Terminology	2
VAT120	Anatomy and Physiology	2
VAT100	Introduction to Veterinary Assisting	2
VAT130	Laboratory Procedures	2
VAT140	Pharmacology	2
VAT150	Radiology	2
VAT170	Veterinary Clinical Procedures	2
VAT180	Hospital and Surgical Procedures	2
SLS110	Career Preparation	2
VAT200	Externship	4
Total Credits		**22**

Course Descriptions – Veterinary Assisting Diploma Program

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. A grade of 'C' or higher is required to pass this course.

VAT120	Anatomy and Physiology	4 Credit Hours

In this course, students will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. A grade of 'C' or higher is required to pass this course.

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. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

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. A grade of 'C' or higher is required to pass this course. *Prerequisite(s): VAT110; VAT120*

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, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

VAT150	Radiology	3 Credit Hours

Students will learn the safety measures related to diagnostic imaging, as well as labeling, filing, processing and development of images for diagnostic purposes. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

VAT170	Veterinary Clinical Procedures	3 Credit Hours

In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

VAT180	Hospital and Surgical Procedures	3 Credit Hours

In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

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. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): VAT110; VAT120

VAT200	Externship	4 Credit Hours

In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervised the student during this activity. Course is graded as 'Pass/Fail'.
Prerequisite(s): Successful completion of all other courses in the Veterinary Assisting program.

Note: The sequence of courses within the Veterinary Assisting program is determined by the College and may vary based on scheduling and program needs.

Medical Assisting Diploma Program

(Offered at the West Palm Beach and Fort Lauderdale locations)

36 semester credits: 855 clock hours, 3 payment periods, 10 months

Curriculum Description – Medical Assisting Diploma Program

The diploma program in Medical Assisting is designed to prepare students for positions as entry-level medical assistants in a physician's office, or other medical facilities. This program focuses on providing instruction, through a combination of classroom, laboratory and clinical experiences, in the skills necessary to assist physicians in both the administrative and clinical duties of a medical facility. Upon successful completion of the program a diploma is granted.

Objectives – Medical Assisting Diploma Program

The objective of the Medical Assisting program is to prepare students to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

Note: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). 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. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

Admissions Requirements – Medical Assisting Diploma Program

The student must meet all HCI College entrance requirements for the Medical Assisting program as stated in the Admission Requirements section of this Catalog.

Graduation Requirements – Medical Assisting Diploma Program

A student must meet the following requirements to graduate from the Medical Assisting program and receive a diploma:

- Successfully complete the required clock, credit, and externship hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- Meet all financial obligations to the College.

Tuition and Fees – Medical Assisting Diploma Program

The College tuition charges for the Medical Assisting program are presented below. Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program. The only additional charge is the application fee of $50.

Tuition and Application Fee	
Tuition	$18,000.00
Application Fee	$50.00
Total Program Cost + Application Fee	**$18,050.00**

Tuition Breakdown Per Course – Medical Assisting Diploma Program

Course #	Course Description	Credits	Tuition
MED101	Medical Terminology	4	$2,300.00
MED110	Foundations of Anatomy and Physiology	4	$2,300.00
HLT101	Introduction to Health Careers	3	$1,325.00
MED231	Clinical Skills for Medical Assistants	4	$2,300.00
MED233	Medical Procedures	3	$1,325.00
MED242	Fundamentals of Pharmacology	4	$2,300.00
MED251	Allied Health Clinical Skills	3	$1,325.00
MED253	Allied Health Laboratory Skills	4	$2,300.00
MOS201	Introduction to Electronic Health Records	3	$1,325.00
MED265	Medical Assisting Externship	4	$1,200.00
	TOTAL	**36**	**$18,000.00**
Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.			

Total Financial Aid Credits: 26

Clock Hours Breakdown – Medical Assisting Diploma Program

10 Month(s), 3 Payment Period(s)

Clock Hours	
Theory	455
Labs	220
Externship	180
Total	**855**

Course Listing – Medical Assisting Diploma Program

Course #	Course Description	Credits
MED101	Medical Terminology	4
MED110	Foundations of Anatomy and Physiology	4
HLT101	Introduction to Health Careers	3
MED231	Clinical Skills for Medical Assistants	4
MED233	Medical Procedures	3
MED242	Fundamentals of Pharmacology	4
MED251	Allied Health Clinical Skills	3
MED253	Allied Health Laboratory Skills	4
MOS201	Introduction to Electronic Health Records	3
MED265	Medical Assisting Externship	4
	TOTAL	**36**

Financial Aid Semester Credit Breakdown – Medical Assisting Diploma Program

For federal aid eligibility:

Course #	Course Description	Financial Aid Semester Credits
MED101	Medical Terminology	2.5
MED110	Foundations of Anatomy and Physiology	2.5
HLT101	Introduction to Health Careers	2.5
MED231	Clinical Skills for Medical Assistants	2.5
MED233	Medical Procedures	2.5
MED242	Fundamentals of Pharmacology	2.5
MED251	Allied Health Clinical Skills	2.5
MED253	Allied Health Laboratory Skills	2.5
MOS201	Introduction to Electronic Health Records	2.5
MED265	Medical Assisting Externship	4
Total Credits		**26**

Course Descriptions – Medical Assisting Diploma Program

MED101	Medical Terminology	4 Credit Hours

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice. A grade of 'C' or higher is required to pass this course.

MED110	Foundations of Anatomy and Physiology	4 Credit Hours

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. A grade of 'C' or higher is required to pass this course.

HLT101	Introduction to Health Careers	3 Credit Hours

This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): MED101; MED110

MED231	Clinical Skills for Medical Assistants	4 Credit Hours

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. A grade of 'C' or higher is required to pass this course. *Prerequisite(s): MED101; MED110*

MED233	Medical Procedures	3 Credit Hours

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. A grade of 'C' or higher is required to pass this course. *Prerequisite(s): MED101; MED110*

MED242	Fundamentals of Pharmacology	4 Credit Hours

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): MED101; MED110

MED251	Allied Health Clinical Skills	3 Credit Hours

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): MED101; MED110

MED253	Allied Health Laboratory Skills	4 Credit Hours

This course involves the study of medical laboratory procedures, and covers the collection, performance, and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): MED101; MED110

MOS201	Introduction to Electronic Health Records	3 Credit Hours

This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included. A grade of 'C' or higher is required to pass this course. *Prerequisite(s): MED101; MED110*

MED265	Medical Assisting Externship	4 Credit Hours

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Course is graded as 'Pass/Fail'.

Prerequisite(s): Successful completion of all other courses in the Medical Assisting program.

Note: The sequence of courses within the Medical Assisting program is determined by the College and may vary based on scheduling and program needs.

Optometric Technician Diploma Program

(Offered at the Fort Lauderdale location)

32.5 semester credits: 720 clock hours, approximately 10 months

Curriculum Description – Optometric Technician Diploma Program

The Optometric Technician program is designed to prepare students for entry-level careers in eye care. Students will gain the clinical, technical, and administrative skills needed to support optometrists and ophthalmologists in delivering high-quality patient care. The program blends foundational knowledge in ocular anatomy, pharmacology, and disease management with practical experience in vision assessment, diagnostic testing, contact lens services, optical dispensing, and practice operations. Students will also develop strong communication and patient education skills to promote quality outcomes and ensure compassionate care in a variety of eye care settings.

Objectives – Optometric Technician Diploma Program

The objective of the Optometric Technician program is to prepare students to:

1. **Perform Clinical Patient Intake & Assessment:** Collect accurate case histories, measure vital signs, conduct visual acuity and binocular vision tests, and perform diagnostic screenings.
2. **Assist Providers in Diagnostic & Clinical Procedures:** Support optometrists and ophthalmologists during routine and urgent procedures, administer diagnostic eye drops, perform advanced testing (OCT, topography, tonometry, visual fields), and assist with minor office procedures.
3. **Demonstrate Knowledge of Ocular Anatomy, Pharmacology & Common Eye Conditions:** Identify key ocular structures, describe common disorders, and understand the indications, contraindications, and side effects of diagnostic and therapeutic ophthalmic medications.
4. **Educate and Support Patients:** Provide clear instructions on treatments, home-care routines, contact lens care, post-procedure expectations, and disease management strategies.
5. **Perform Contact Lens and Eyewear Support Services:** Assist with contact lens ordering, insertion/removal training, cleaning procedures, eyewear dispensing, lens verification, and frame measurements/adjustments.
6. **Conduct Advanced Diagnostic and Imaging Procedures:** Perform autorefraction, keratometry, OCT, pachymetry, topography, photography, Amsler testing, and document refractive results accurately.

7. **Apply Administrative and Practice Management Skills:** Schedule appointments, handle referrals, manage inventory, assist with billing/coding, and ensure compliance with regulatory requirements (HIPAA, OSHA, CMS).
8. **Demonstrate Professionalism and Clinical Communication:** Interact effectively with patients, providers, and staff while maintaining compassionate, ethical, and patient-centered care.
9. **Integrate Skills During Clinical Externship:** Apply classroom and laboratory competencies in a real-world eye-care environment under professional supervision.

Admissions Requirements – Optometric Technician Diploma Program

The student must meet all HCI College General Enrollment Requirements for the Optometric Technician program as stated in the Admission Requirements section of this Catalog.

Graduation Requirements – Optometric Technician Diploma Program

A student must meet the following requirements to graduate from the Optometric Technician program and receive a diploma:

- Successfully complete the required clock, credit, and externship hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- Meet all financial obligations to the College.

Tuition and Fees – Optometric Technician Diploma Program

The College tuition charges for the Optometric Technician program are presented below. Required instructional materials, including textbooks and/or eBooks, as well as a lab coat, are provided and included in the cost of the program. The only additional charge is the application fee of $100.

Tuition and Application Fee	
Tuition	$5,000.00
Application Fee	$100.00
Total Program Cost + Application Fee	**$5,100.00**

Tuition Breakdown Per Course – Optometric Technician Diploma Program

Course #	Course Description	Credits	Tuition
OPT1001	Introduction to Optometric Technician	3	$461.54
OPT2100	Ocular Pharmacology	4	$615.38
OPT2200	Foundations of Ocular Anatomy and Common Conditions	3	$461.54
OPT2300	Patient Education and Disease Management	3	$461.54
OPT2400	Contact Lenses	3	$ 461.54
OPT2500	Eyewear Dispensing	2	$307.69
OPT2600	Vision Assessment and Diagnostic Techniques	3.5	$538.46
OPT2700	Advanced Diagnostic and Clinical Procedures in Eye Care	3	$461.54
OPT2800	Practice Management	3.5	$538.46
OPT2900	Optometric Technician Externship	4.5	$ 692.31
	TOTAL	**32.5**	$5,000.00

Required instructional materials, including textbooks and/or eBooks, as well as a lab coat, are provided and included in the cost of the program.

Course Listing – Optometric Technician Diploma Program

Course #	Course Description	Credits
OPT1001	Introduction to Optometric Technician	3
OPT2100	Ocular Pharmacology	4
OPT2200	Foundations of Ocular Anatomy and Common Conditions	3
OPT2300	Patient Education and Disease Management	3
OPT2400	Contact Lenses	3
OPT2500	Eyewear Dispensing	2
OPT2600	Vision Assessment and Diagnostic Techniques	3.5
OPT2700	Advanced Diagnostic Testing and Clinical Procedures in Eye Care	3
OPT2800	Practice Management	3.5
OPT2900	Optometric Technician Externship	4.5
	TOTAL	**32.5**

Course Descriptions – Optometric Technician Diploma Program

OPT1001	Introduction to Optometric Technician	3 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course introduces students to the essential role of the optometric technician in delivering high-quality eye care. Students will explore the responsibilities involved in preparing patients for exams and procedures, supporting providers during in-office treatments, and educating patients about their care. Topics include guiding patients through home treatment routines, understanding common eye conditions, and communicating clearly about medications and therapies.

OPT2100	Ocular Pharmacology	4 Credit Hours

60 Lecture Hours

This course equips students with the clinical skills and pharmacological knowledge necessary to support the safe and effective use of ophthalmic medications and assist with minor in-office procedures. Students will learn to administer diagnostic and therapeutic eye drops, maintain accurate inventory records, and document medication use in patient charts. The course explores various types of diagnostic and prescribed drops, including their indications, contraindications, and potential side effects.

OPT2200	Foundations of Ocular Anatomy and Common Conditions	3 Credit Hours

60 Lecture Hours

This course introduces students to the essential structures of the eye and foundational knowledge of common visual disorders. Through interactive lessons and clinical context, students will explore the anatomy and function of key ocular components and begin to understand how various conditions affect vision and eye health.

OPT2300	Patient Education and Disease Management	3 Credit Hours

60 Lecture Hours

This course focuses on clinical communication and patient support. Students will learn how to educate patients about their conditions, guide them through treatment options, and provide instruction for home care and monitoring. Emphasis is placed on empowering patients with knowledge and improving outcomes through effective education.

OPT2400	Contact Lenses	3 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course equips students with the essential skills and knowledge required to support patients in their contact lens journey from prescription to daily care. Students will gain practical experience in interpreting contact lens prescriptions, ordering diagnostic and final lenses, and performing maintenance procedures. Students will also learn to educate patients on the various types of contact lenses and guide them in proper care routines.

OPT2500	Eyewear Dispensing	2 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course prepares students to navigate the technical and interpersonal aspects of eyewear dispensing in a clinical or retail setting. Students will master the interpretation of eyeglass prescriptions and the use of tools such as lensometers and lens clocks to verify and measure optical parameters. Students will gain proficiency in frame and lens measurements as well as advanced fitting techniques. In addition, students will develop the ability to educate and assist patients in selecting appropriate eyewear based on lifestyle, prescription needs, and aesthetic preferences.

OPT2600	Vision Assessment and Diagnostic Techniques	3.5 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course provides students with the essential skills to perform comprehensive vision assessments and diagnostic screenings in a clinical eye care setting. Students will develop proficiency in evaluating visual function, identifying ocular abnormalities, and supporting accurate patient diagnosis. Students will learn to collect and interpret detailed case histories, perform standard visual acuity tests, and assess binocular vision through stereoacuity and ocular motility evaluations. The course also covers color vision testing and the classification of color deficits, enabling students to recognize and explain common visual impairments.

OPT2700	Advanced Diagnostic Testing and Clinical Procedures in Eye Care	3 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course prepares students for advanced clinical responsibilities in ophthalmic and optometric settings. Students will develop the technical expertise required to perform a wide range of diagnostic tests and imaging procedures that support accurate assessment and management of ocular health. Students will gain proficiency in performing Amsler grid testing for macular function, pupillary evaluations, and tonometry to measure intraocular pressure. The course covers autorefraction and autokeratometry for objective refractive analysis, as well as corneal evaluation techniques including ultrasound pachymetry and corneal topography. Additional instruction includes automated visual field testing, subjective refraction, and accurate documentation of refractive findings.

OPT2800	Practice Management	3.5 Credit Hours

30 Lecture Hours, 30 Lab Hours

This course provides students with the essential administrative and communication skills required to support the daily operations of an eye care practice. Students will learn to manage patient scheduling tasks including appointment booking, rescheduling, reminders, recalls and co-management referrals, and respond professionally to incoming telephone inquiries. The course also covers how to coordinate referrals for surgical or specialty services and how to appropriately handle patient complaints. Students will also gain a working knowledge of inventory support, medical billing and coding, and the differences between vision plans and medical insurance, including how each is billed. Emphasis is placed on compliance with federal, state, and local regulations to ensure ethical and legal practice management.

OPT2900	Optometric Technician Externship	4.5 Credit Hours

180 Externship Hours

In this course, students will work in an eye care setting for 180 hours. A qualified eye care professional such as an optometrist will supervise the student during this activity.

Prerequisite(s): Successful completion of all other courses in the Optometric Technician program.

Note: The sequence of courses within the Optometric Technician program is determined by the College and may vary based on scheduling and program needs.

Practical Nursing Diploma Program

(Offered at the West Palm Beach and Fort Lauderdale locations)

46 semester credits: 1350 clock hours, four semesters, approximately 16 months

Curriculum Description – Practical Nursing Diploma Program

This program prepares graduates for employment as licensed practical nurses. The program includes but is not limited to theoretical instruction, clinical experience and clinical simulation in medical-surgical nursing, pharmacology and medication administration, geriatric and long-term care nursing, and obstetrical and pediatric nursing. Upon successful completion of the program a diploma is granted. Students who have successfully met all educational and institutional requirements for a Diploma in Practical Nurse from HCI College are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-PN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nurse.

Objectives – Practical Nursing Diploma Program

The objective of the Practical Nursing Program is to prepare students to:

1. Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act of the State of Florida.
2. Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
3. Perform nursing measures with accuracy, safety and efficiency, consistent with current nursing concepts and practices in different health care settings.
4. Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative and preventative care for persons of all ages and diverse cultures.
5. Demonstrate professional competencies consistent with the practical nursing code of ethics.
6. Demonstrate appropriate employability skills.
7. The program graduate will pass the state of board licensure/certification exam.
8. Perform organizational skills in following the patient's plan of care in completing patient care assignments.
9. Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
10. Demonstrate effective employability skills in work ethics.

Admissions Requirements – Practical Nursing Diploma Program

The student must meet all HCI College entrance requirements for the Practical Nursing program as stated in the Admission Requirements section of this Catalog.

Graduation Requirements – Practical Nursing Diploma Program

A student must meet the following requirements to graduate from the Practical Nursing program and receive a diploma:

- Successfully complete the required clock, credit, and clinical hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 3.0 or higher; and
- Meet all financial obligations to the College.

Tuition and Fees – Practical Nursing Diploma Program

The College tuition charges for the Practical Nursing program are presented below. Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program. The only additional charge is the application fee of $50.

Tuition and Application Fee	
Tuition	$22,540.00
Application Fee	$50.00
Total Program Cost + Application Fee	**$22,590.00**

Per Credit Hour: $490.00

Total Credits: 46

Tuition Breakdown Per Semester – Practical Nursing Diploma Program

Semester	Course #	Course Name	Credits	Tuition
Semester 1	PN101	Medical Terminology	2	$980.00
	PN102	Introduction to Nursing	3.5	$1,715.00
	PN103	Long Term Care Nursing Assistant	4	$1,960.00
	Total for Semester One		**9.5**	**$4,655.00**
Semester 2	PN104	Anatomy and Physiology	4	$1,960.00
	PN105	Fundamentals of Nursing	5.5	$2,695.00
	PN106	Pharmacology and Intravenous Therapy Skills	3	$1,470.00
	Total for Semester Two		**12.5**	**$6,125.00**
Semester 3	PN107	Medical Surgical Nursing I	7.5	$3,675.00
	PN109	Maternal Newborn Nursing	2.5	$1,225.00
	PN110	Pediatric Nursing	2.5	$1,225.00
	Total for Semester Three		**12.5**	**$6,125.00**
Semester 4	PN108	Medical Surgical Nursing II	7.5	$3,675.00
	PN111	Mental Health Nursing	2	$980.00
	PN112	Community Health	0.5	$245.00
	PN113	Transition to Practice	1.5	$735.00
	Total for Semester Four		**11.5**	**$5,635.00**
		TOTAL	**46**	**$22,540.00**

Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.

Course Listing – Practical Nursing Diploma Program

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS	PN101	Medical Terminology	2
	PN102	Introduction to Nursing	3.5
	PN103	Long Term Care Nursing Assistant	4
	Total for Semester One		**9.5**
Semester 2 15 WEEKS	PN104	Anatomy and Physiology	4
	PN105	Fundamentals of Nursing	5.5
	PN106	Pharmacology and Intravenous Therapy Skills	3
	Total for Semester Two		**12.5**
Semester 3 15 WEEKS	PN107	Medical Surgical Nursing I	7.5
	PN109	Maternal Newborn Nursing	2.5
	PN110	Pediatric Nursing	2.5
	Total for Semester Three		**12.5**
Semester 4 15 WEEKS	PN108	Medical Surgical Nursing II	7.5
5 WEEKS *(begins in Week 5)*	PN111	Mental Health Nursing	2
5 WEEKS *(begins in Week 10)*	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
	Total for Semester Four		**11.5**
		TOTAL	**46**

Financial Aid Semester Credit Breakdown – Practical Nursing Diploma Program

For federal aid eligibility:

Course #	Course Description	Financial Aid Semester Credits
PN101	Medical Terminology	1.5
PN102	Introduction to Nursing	3.33
PN103	Long Term Care Nursing Assistant	3.66
PN104	Anatomy and Physiology	3
PN105	Fundamentals of Nursing	5.33
PN106	Pharmacology and Intravenous Therapy Skills	3
PN107	Medical Surgical Nursing I	7.5
PN109	Maternal Newborn Nursing	2.5
PN110	Pediatric Nursing	2.5
PN108	Medical Surgical Nursing II	7.5
PN111	Mental Health Nursing	2
PN112	Community Health	.50
PN113	Transition to Practice	1.5
Total Credits		**43.82**

Course Descriptions (Core Courses) – Practical Nursing Diploma Program

PN101	Medical Terminology	2 Credit Hours

45 Lecture Hours

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare. A grade of 'B' or higher is required to pass this course.

Corequisite(s): PN 102, PN 103

PN102	Introduction to Nursing	3.5 Credit Hours

50 Lecture Hours, 20 Lab Hours, 30 Clinical Hours

This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. In this course students will learn how to use interpersonal relationship skills to communicate effectively with other health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems. A grade of 'B' or higher is required to pass this course.

Corequisite(s): PN 101, PN 103

PN103	Long Term Care Nursing Assistant	4 Credit Hours

75 Lecture Hours, 10 Lab Hours, 25 Clinical Hours

Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. A grade of 'B' or higher is required to pass this course.

Corequisite(s): PN101, PN102

PN104	Anatomy and Physiology	4 Credit Hours

90 Lecture Hours

Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN 102, PN103

Corequisite(s): PN105, PN106

PN105	Fundamentals of Nursing	5.5 Credit Hours

80 Lecture Hours, 20 Lab Hours, 60 Clinical Hours

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, interpersonal relationships skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. A grade of 'B' or higher is required to pass this course.

Corequisite(s): PN101, PN102, PN103

Corequisite(s): PN104, PN106

PN106	Pharmacology and Intravenous Therapy Skills	3 Credit Hours

40 Lecture Hours, 50 Clinical Hours

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103

Corequisite(s): PN104, PN105

PN107	Medical Surgical Nursing I	7.5 Credit Hours

90 Lecture Hours, 40 Lab Hours, 100 Clinical Hours

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106

Corequisite(s): PN109, PN110

PN108	Medical Surgical Nursing II	7.5 Credit Hours

90 Lecture Hours, 40 Lab Hours, 100 Clinical Hours

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN109, PN110

Corequisite(s): PN111, PN112, PN113

PN109	Maternal Newborn Nursing	2.5 Credit Hours

30 Lecture Hours, 30 Lab Hours, 15 Clinical Hours

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant. The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106

Corequisite(s): PN107, PN110

PN110	Pediatric Nursing	2.5 Credit Hours

30 Lecture Hours, 30 Lab Hours, 15 Clinical Hours

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106

Corequisite(s): PN107, PN109

PN111	Mental Health Nursing	2 Credit Hours

20 Lecture Hours, 10 Lab Hours, 40 Clinical Hours

This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental, and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN109, PN110

Corequisite(s): PN108, PN112, PN113

PN112	Community Health	0.5 credit hours

10 Lecture Hours, 20 Clinical Hours

This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in either the hospital, community center, outpatient clinics as well as assisting in community health assessment. A grade of 'B' or higher is required to pass this course.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN109, PN110

Corequisite(s): PN108, PN111, PN113

PN113	Transition to Practice	1.5 credit hours

20 Lecture Hours, 25 Clinical Hours

This course provides concepts related to the transition from student licensed practical nurse. Leadership, interpersonal communication skills, and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition. Course is graded as 'Pass/Fail'.

Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN109, PN110

Corequisite(s): PN108, PN111, PN112

Associate Degree in Nursing Program

(Offered at the West Palm Beach and Fort Lauderdale locations)

72 semester credits: approximately 1485 clock hours, six semesters, approximately 24 months

Curriculum Description – Associate Degree in Nursing Program

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.

HCI College is committed to providing the necessary 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.

Objectives – Associate Degree in Nursing Program

After successful completion of the program, the student will obtain an Associate 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 Degree in Nursing program are:

1. Safety: Provide safe and effective patient-centered nursing care, utilizing evidence-based practice.
2. Legal & Ethical: Incorporate legal and ethical guidelines into practice and promote patient advocacy.
3. Communication: Integrate effective communication skills to promote safety, psychosocial integrity, and support decision making while managing patient care.
4. Leadership: Demonstrate leadership skills in the management of care for diverse patient populations while integrating health promotion and maintenance in patient care.
5. Critical Thinking: Use critical thinking to guide clinical decision making in the maintenance of physiological integrity through the implementation of the nursing process.

Admissions Requirements – Associate Degree in Nursing Program

The student must meet all HCI College entrance requirements for the ADN program as stated in the Admission Requirements section of this Catalog.

Graduation Requirements – Associate Degree in Nursing Program

A student must meet the following requirements to graduate from the ADN program and receive a degree:

- Successfully complete all required clock, credit, and clinical hours for the program;
- Successfully complete all general education courses in the program of study with a cumulative grade point average of 2.0 or higher;
- Successfully complete all nursing core courses in the program of study with a cumulative grade point average of 3.0 or higher; and
- Meet all financial obligations to the College.

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). Eligibility for graduation does not automatically confer eligibility for licensure. Graduates must meet all requirements established by the applicable Board of Nursing and successfully pass the NCLEX examination to obtain nursing licensure.

Tuition and Fees – Associate Degree in Nursing Program

The College tuition charges for the ADN program is presented below. Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program. The only additional charge is the application fee of $50.

Tuition and Application Fee	
Tuition (General Education Courses)	$19,350.00
Tuition (Nursing Core Courses)	$37,485.00
Total Tuition	$56,835.00
Application Fee	$50.00
Total Program Cost + Application Fee	**$56,885.00**

Tuition Breakdown Per Semester – Associate Degree in Nursing Program

Semester	Course #	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I	4	$2,580.00
	ENC1101	English Composition I	3	$1,935.00
	MGF1106	Liberal Arts Mathematics	3	$1,935.00
	PSY2012	General Psychology	3	$1,935.00
	Total for Semester One		**13**	**$8,385.00**
Semester 2	MCB2010C	Microbiology	4	$2,580.00
	HUN1201	Elements of Nutrition	3	$1,935.00
	BSC2086C	Human Anatomy & Physiology II	4	$2,580.00
	DEP2006	Human Growth & Development	3	$1,935.00
	SPC2608	Speech	3	$1,935.00
	Total for Semester Two		**17**	**$10,965.00**
Semester 3	NUR1023	Nursing I, Lecture	5	$4,462.50
	NUR1022L	Nursing I, Lab	2	$1,785.00
	NUR1023L	Nursing I, Clinical	3	$2,677.50
	NUR2140	Introduction to Pharmacology for Nursing	3	$2,677.50
	Total for Semester Three		**13**	**$11,602.50**
Semester 4	NUR1213	Nursing II, Lecture	7	$6,247.50
	NUR1213L	Nursing II, Clinical	3	$2,677.50
	NUR2520	Psychiatric Nursing, Lecture	3	$2,677.50
	NUR2520L	Psychiatric Nursing, Clinical	1	$892.50
	Total for Semester Four		**14**	**$12,495.00**
Semester 5	NUR2261	Nursing III, Lecture	5	$4,462.50
	NUR2261L	Nursing III, Clinical	4	$3,570.00
	Total for Semester Five		**9**	**$8,032.50**
Semester 6	NUR2943L	Nursing Capstone	6	$5,355.00
	Total for Semester Six		**6**	**$5,355.00**
		TOTAL	**72**	**$56,835.00**

Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.

Course Listing – Associate Degree in Nursing Program

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS (2 Terms/ 7 Weeks)	BSC2085C	Human Anatomy & Physiology I	4
	ENC1101	English Composition I	3
	MGF1106	Liberal Arts Mathematics	3
	PSY2012	General Psychology	3
	Total for Semester One		**13**
Semester 2 15 WEEKS (2 Terms/ 7 Weeks)	MCB2010C	Microbiology	4
	HUN1201	Elements of Nutrition	3
	BSC2086C	Human Anatomy & Physiology II	4
	DEP2006	Human Growth & Development	3
	SPC2608	Speech	3
	Total for Semester Two		**17**
Semester 3 15 WEEKS	NUR1023	Nursing I, Lecture	5
	NUR1022L	Nursing I, Lab	2
	NUR1023L	Nursing I, Clinical	3
	NUR2140	Introduction to Pharmacology for Nursing	3
	Total for Semester Three		**13**
Semester 4 15 WEEKS	NUR1213	Nursing II, Lecture	7
	NUR1213L	Nursing II, Clinical	3
	NUR2520	Psychiatric Nursing, Lecture	3
	NUR2520L	Psychiatric Nursing, Clinical	1
	Total for Semester Four		**14**
Semester 5 15 WEEKS	NUR2261	Nursing III, Lecture	5
	NUR2261L	Nursing III, Clinical	4
	Total for Semester Five		**9**
Semester 6 15 WEEKS	NUR2943L	Nursing Capstone	6
	Total for Semester Six		**6**
		TOTAL	**72**

Course Descriptions (General Education Courses) – Associate Degree in Nursing Program

BSC2085C	Human Anatomy & Physiology I	4 Credit Hours

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 BSC2086C. This is a theory science course where a corequisite lab is required. A grade of 'C' or higher is required to pass this course.

ENC1101	English Composition I	3 Credit Hours

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. A grade of 'C' or higher is required to pass this course.

MGF1106	Liberal Arts Mathematics	3 Credit Hours

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. A grade of 'C' or higher is required to pass this course.

PSY2012	General Psychology	3 Credit Hours

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. A grade of 'C' or higher is required to pass this course.

MCB2010C	Microbiology	4 Credit Hours

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. A grade of 'C' or higher is required to pass this course.

HUN1201	Elements of Nutrition	3 Credit Hours

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. A grade of 'C' or higher is required to pass this course.

BSC2086C	Human Anatomy & Physiology II	4 Credit Hours

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 BSC2085C, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. This is a theory science course where a corequisite lab is required. A grade of 'C' or higher is required to pass this course.
Prerequisite(s): BSC2085C

DEP2006	Human Growth & Development	3 Credit Hours

This course explores the effects of genetic, psychological, maturational and social factors at various stages during the lifespan. A grade of 'C' or higher is required to pass this course.

SPC2608	Speech	3 Credit Hours

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 theory and experiential learning format. A grade of 'C' or higher is required to pass this course.

Course Descriptions (Core Courses) – Associate Degree in Nursing Program

NUR1023	Nursing I, Lecture	5 Credit Hours
NUR1022L	Nursing I, Lab	2 Credit Hours
NUR1023L	Nursing I, Clinical	3 Credit Hours

Nursing I introduces the student to the foundational understanding of the nursing process and basic nursing skills by utilizing the Concept Based Curriculum model. The student is introduced to concepts and exemplars designed to enhance their understanding of the holistic care of basic human needs of individuals, families, and communities. This course applies strategies to promote health and well-being. Students will identify appropriate techniques to care for clients with alterations in mobility, sensory perceptions, perioperative needs, skin integrity and wound care across the lifespan. Emphasis is placed on professionalism, role-identity, therapeutic communication techniques, and introductory critical thinking skills throughout the course. Through laboratory and clinical experiences, students are introduced to assessment and intervention skills with emphasis on primary and secondary prevention for clients across the lifespan. Students learn basic nursing skills and methods of providing care to well-bearing families, pediatric, adult, and geriatric clients in ambulatory pediatric, community, and acute care facilities. A grade of 'B' or higher is required to pass this course. The clinical and lab portion are graded as a 'Pass/Fail'.
Corequisite(s): NUR2140
Prerequisite(s): BSC2085C; ENC1101; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086C; DEP2006; SPC2608.

NUR2140	Introduction to Pharmacology for Nursing	3 Credit Hours

This course provides an introduction to nursing pharmacology that integrates the concepts of physiology, pathophysiology, chemistry, and nursing fundamentals to build a foundation for administering drug therapy to patients. Using a simple to complex approach, key content areas are presented to help conceptualize the important components related to nursing pharmacology. The basic concepts of pharmacology, such as drug testing and approval, pharmacokinetics and pharmacodynamics, therapeutic and toxic effects, dosage calculations, and challenges related to drug therapy, provide the foundation from which drug therapy associated with specific body systems can be addressed. Discussion of the major drug groups focuses on therapeutic actions and indications, pharmacokinetics, contraindications and cautions, adverse effects, clinically important drug-drug interactions, and nursing considerations which emphasize the nursing process and focus on patient care and teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence for best practice, patient safety, and critical thinking are integrated throughout the course. A grade of 'B' or higher is required to pass this course.
Corequisite(s): NUR1023; NUR1022L; NUR1023L
Prerequisite(s): BSC2085C; ENC110; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086C; DEP2006; SPC2608.

NUR1213	Nursing II, Lecture	7 Credit Hours
NUR1213L	Nursing II, Clinical	3 Credit Hours

Nursing II builds on the knowledge and skills acquired in Nursing I utilizing the Concept Based Curriculum model. This course builds on the knowledge and skills acquired in Nursing I as well as the introduction of new concepts and exemplars which are applied conceptually to the disease processes. In this course, the student learns about holistic healthcare across the life span and medical-surgical application of the nursing process to diverse clients needing primary, secondary, and tertiary preventions. Faculty design learning experiences to assist students in identifying stressors, and commonly occurring responses to stressors, affecting clients' abilities to meet needs for pain management, cellular function, healing after surgery, oxygenation, perfusion, mobility, and physiological safety. Through simulation laboratory and clinical experiences, students continue to develop assessment and intervention skills with emphasis on primary and secondary prevention for clients across the lifespan. Students learn additional nursing skills and methods of providing care to well-bearing families, pediatric, adult, and geriatric clients in ambulatory pediatric, community, and acute care facilities. A grade of 'B' or higher is required to pass this course. The clinical portion is graded as a Pass/Fail.
Corequisite(s): NUR2520; NUR2520L
Prerequisite(s): NUR1023; NUR1022L; NUR1023L; NUR2140.

NUR2520	Psychiatric Nursing, Lecture	3 Credit Hours
NUR2520L	Psychiatric Nursing, Clinical	1 Credit Hours

Psychiatric Nursing provides the student with knowledge, skills and experiences related to Psychiatric Nursing, as well as an opportunity to apply previously learned behavioral and scientific concepts. Psychiatric Nursing is viewed as an interpersonal process with a focus on the use of Psychiatric Nursing principles and therapeutic and effective communication with clients. The goal is to assist the client in the re-socialization process, enabling better adjustment to living in the social context to which the client returns. Student activities focus on initiating, continuing, and terminating a one-to-one relationship. The student is assisted in using therapeutic techniques of communication and observation in order to identify client needs and responses to care. This course covers theoretical approaches to mental health/illness, the patterns of behavior of the child, adolescent, and adult, and the corresponding nursing care. Concepts related to ethical/legal, professional accountability, community, and teaching are applied. Past, present, and future trends in mental health are explored. Discussion of the roles of the Psychiatric team, with emphasis on the nursing role, occurs throughout the course. A grade of 'B' or higher is required to pass this course. The clinical portion is graded as a 'Pass/Fail'.
Corequisite(s): NUR1213; NUR1213L
Prerequisite(s): NUR1023; NUR1022L; NUR1023L; NUR2140

NUR2261	Nursing III, Lecture	5 Credit Hours
NUR2261L	Nursing III, Clinical	4 Credit Hours

Nursing III builds on the knowledge and skills acquired in Nursing I and Nursing II utilizing the Concept Based Curriculum model. This course builds on the knowledge and skills acquired in Nursing I and Nursing II, as well as the introduction of new concepts and exemplars which are integrated utilizing the conceptual learning method in the study of disease processes across the lifespan. In this course, the student continues learning about holistic healthcare across the life span and medical-surgical application of the nursing process to diverse clients needing primary, secondary, and tertiary preventions with particular emphasis on safe and effective care of the maternal client. Faculty design learning experiences to assist students in identifying, stressors and commonly occurring responses to stressors, affecting clients' abilities to meet needs for pain management, cellular function, healing after surgery, oxygenation, perfusion, mobility, and physiological safety. Through simulation laboratory and clinical experiences, students continue to develop assessment and intervention skills with emphasis on primary and secondary prevention for clients across the lifespan. Students learn additional nursing skills and methods of providing care to well-bearing families, pediatric, adult, and geriatric clients in ambulatory pediatric, community, and acute care facilities. A grade of 'B' or higher is required to pass this course. The clinical portion is graded as a 'Pass/Fail'.
Prerequisite(s): NUR1213; NUR1213L; NUR2520; NUR2520L.

NUR2943L	Nursing Capstone	6 Credit Hours

The Nursing Capstone course builds on the knowledge and skills obtained in the nursing curriculum, integrating the concepts in varied/diverse practice settings. These concepts include synthesis of nursing leadership, organizational decision-making, and management theory. This course facilitates the students' evaluation of principles and practices of the curriculum threads of growth and development, cultural diversity, nutritional therapies, pharmacologic treatment, communication, patient education, legal/ethical considerations and computer literacy are included within the content presented during the course. Clinical experiences complement theoretical content and include a portion of the required clinical hours spent with an assigned preceptor/faculty. Course is graded as 'Pass/Fail'.
Prerequisite(s): Successful completion of all other courses in the Associate Degree in Nursing program.

General Education

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.

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.

Distance Education Courses/Online Learning

HCI College offers some courses via distance learning. 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. HCI College students have access to and receive the same services as on-campus students.

Academic Guidelines

Academic guidelines are the same for distance education courses/online learning as for other courses/programs offered at HCI College.

Student Verification Statement

HCI College requires the verification of 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 College meet this mandate. If HCI College feels that at any time the student online 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 College 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, an investigation will be conducted. If the findings of such an investigation deem that the individual completing the coursework is not the student, the student will be dismissed for academic dishonesty. This includes any form of cheating and/or plagiarism (see the Student Code of Conduct for further details). 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.

Recommended Technical Requirements for On-Campus and Online Courses:

- Online courses require the student to have access to a computer in good working condition and a reliable internet connection on a daily/as needed basis.
- Students enrolled in online courses will need to be able to conduct web research on topics.
- Students enrolled in online courses will need to be skilled to send and receive email messages and attachments.
- Students enrolled in online courses will also need to have the appropriate word processing software and be capable of using it to complete coursework.
- Recommended computer specifications:
    - Processor: Intel Core i3 (10th generation or newer) or AMD Ryzen 3.
    - RAM: 8 GB (ideal for smooth multitasking on a budget).
    - Storage: 256 GB SSD (for faster performance) or a 1 TB HDD (for more storage space).
    - Graphics: Integrated graphics (Intel UHD or AMD Radeon Vega) should suffice for everyday tasks.
    - Operating System: Windows 10 or Windows 11, depending on your preference.
    - A consistent internet connection with at least 15Mbps download speed

Distance Education/Online Learning Orientation – How Online Courses Work

All first-time online students at HCI College will start with an orientation that will be provided at a specified time before the first online course is scheduled to begin. This orientation will include a password and an ID that is required each time the student signs into the class. This information will also be emailed to students with instructions once enrollment is completed. Students are reminded to write down any access codes, passwords, or user IDs that will be needed to access the course material. The student will be required to enter this information exactly as it was originally written in order to access the content of the course. This is also for verification that ensures that the same student who is participating in class discussions, completing all required coursework, including quizzes, tests and exams is the one who receives academic credit.

Administrators and Faculty

Managers and Staff

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Addington, Lynn	Admissions Representative West Palm Beach Campus	*N/A*
Anmolsingh, Nayana	Registrar Fort Lauderdale Campus	**BAS, Supervision and Management** **AA, Pre-Law** Broward College
Archie, Richard	Director of Nursing West Palm Beach Campus	**MS, Nursing** Purdue University Global *Advanced Practice Registered Nurse*
Armstrong, Siriuma "Rumy"	Director of Financial Aid Fort Lauderdale Campus	**AA, Supervision & Management** Broward College
Assevero, Emeshias "Tara"	Clinical Coordinator (Associate Degree in Nursing) West Palm Beach and Fort Lauderdale Campuses	**MBA** American InterContinental University
Bermudez, Sabeta	Dean of Academic Affairs Fort Lauderdale Campus	**Doctor of Education (Ed.D.)** Grand Canyon University **MBA** University of Pheonix **BS, Health Administration** University of Pheonix
Bernat, Laurie	Medical Assisting Program Director West Palm Beach Campus	*N/A* *Registered Medical Assistant*
Caceres, Roxana	Systems' Registrar Fort Lauderdale Campus	*N/A*

Cannon, Nina	Admissions Representative West Palm Beach Campus	*N/A*
Castillo, Charles	Director of Admissions Fort Lauderdale Campus	**BS, Interior Design** Florida State University
Cooper, Nicole	Registrar West Palm Beach Campus	*N/A*
DeGilio, Sierra	Associate Director of Nursing West Palm Beach Campus	**MS, Nursing** Capella University *Registered Nurse*
Dennis, Alecia	Executive Director of Institutional Effectiveness West Palm Beach and Fort Lauderdale Campuses	**BS, Nursing** University of Texas at Arlington *Registered Nurse*
DiCarlo, Hannah	Director of Admissions West Palm Beach Campus	**BA, Psychology** Florida Atlantic University
Edwards, Lorna	Student Services Coordinator Fort Lauderdale Campus	**BS, Healthcare Administration** Barry University
Evans, Kenyon "Jarmaine"	Dean of Academic Affairs West Palm Beach Campus	**MBA** Strayer University **BS, Criminal Justice** Johnson & Wales
Falconer, Dionne	Admissions Representative Fort Lauderdale Campus	*N/A*
Feliciano, Arleen	Admissions Representative West Palm Beach Campus	*N/A*
Ferretti, Juliet	Admissions Representative (High School) West Palm Beach and Fort Lauderdale Campuses	*N/A*

Ferretti, Rosanna	Group Campus Director West Palm Beach and Fort Lauderdale Campuses	**BA** Long Island University - C.W. Post
Garcon, Tatyana	Director of First Impressions West Palm Beach Campus	*N/A*
Gentner, Cyndi	Senior Admissions Representative Fort Lauderdale Campus	*N/A*
Glazier, Brittany	Director of Career Services West Palm Beach Campus	**MS, College Student Development** Long Island University **BS, Elementary Education (K-6)** Long Island University
Gonzalez, Michael	Admissions Representative Fort Lauderdale Campus	**BA, International Criminal Justice, Computer Information Systems** CUNY John Jay College, New York, NY **Certification – Project Management** NYU Tandon School of Engineering
Jagru, Donna	Business Office Clerk Fort Lauderdale Campus	*N/A*
Lark, Jamaya	Tutor/Proctor Fort Lauderdale Campus	*N/A*
LeSane, Samuel	Admissions Representative Fort Lauderdale Campus	**MS, Human Services** Purdue University Global **BA, Criminology** John Jay College of Criminal Justice **AS, Humanities and Social Sciences** Mohawk Valley Community College

Llama, Estrella	Admissions Representative Fort Lauderdale Campus	*N/A*
Martinez, Roberta	Director of Financial Aid West Palm Beach Campus	**BS, Psychology** Lynn University
McIntosh-Hylton, Tiffany	Senior Admissions Representative West Palm Beach Campus	**Diploma, Medical Billing and Coding** Southeastern College
Mohr, Don	American Heart Association (AHA) Coordinator West Palm Beach Campus	**AS, EMS** HCI College
Najman, Sasha	Admissions Representative West Palm Beach Campus	**BA, Business Administration** Florida Atlantic University **AA, Business Ethics** College of the Bahamas
Olivera, Tammie	Systems Librarian Fort Lauderdale Campus	**MS, Library and Information Science** University of South Florida
Osias, Marie "Sophia"	Senior Admissions Representative West Palm Beach Campus	**Diploma, Practical Nursing** International Institute for Health Care Professionals **Diploma, Medical Assisting** Bryman Institute
Owens, Alycia	Financial Aid Advisor West Palm Beach Campus	**BS, Health Science** Florida Atlantic University
Powell, JP "Johnny"	BLS Instructor/Proctor Fort Lauderdale Campus	**AS, EMS** Braxton College *FL Licensed Paramedic*
Rene, Rhinesmith	Director of Financial Aid Fort Lauderdale Campus	**MBA** Keiser University **BA, Business Administration & Human Resource Management** Keiser University

Salomatoff, Maria	Tutor/Proctor Fort Lauderdale Campus	**MA, Education – Teaching English as a Second Language** Florida Atlantic University **MA, Education – Library and Information Science** University of South Florida **BBA** Florida International University
Sanchez, Elizabeth "Liz"	Director of Nursing Fort Lauderdale Campus	**MS, Nursing/Informatics** University of Phoenix *Registered Nurse*
Santos, Ruben	Financial Aid Advisor West Palm Beach Campus	**AA** Palm Beach State College
Seupersad, Fawzia	Tutor/Proctor West Palm Beach Campus	**MBA** University of Phoenix **BS, Organizational Management** Palm Beach Atlantic University
Sherrard, Joan	Senior Director of Career Services Fort Lauderdale Campus	**MBA** University of Phoenix
Shores, Desiree	Career Services Advisor West Palm Beach Campus	**AS, Computer Network Engineering** Florida Career College
St. Hilare, Nahum	Financial Aid Advisor West Palm Beach Campus	**Master of Ministry in Homiletics and Ministerial Care with a focus on Ministerial Counseling** Heritage Christian University **BA, Biblical Studies** Heritage Christian University
Sweatt, Rachel	Clinical Coordinator (Practical Nursing) West Palm Beach and Fort Lauderdale Campuses	**DNP, Doctor of Nursing Practice** Florida Atlantic University **MS, Nursing** Florida International University
Thompson, Clive	Business Office Manager West Palm Beach Campus	**BS, Business Administration Minor in Accounting**

		University of the Commonwealth Caribbean
Torres, Laurel	Director of Career Services Fort Lauderdale Campus	**BS, Communications** State University of New York – College of Brockport
Tucker, Dr. Becky	Dean of Online Education West Palm Beach and Fort Lauderdale Campuses	**PhD, Higher Education** Capella University **PhD, Health Service Administration** Kennedy Western University **Master of Health and Human Services Administration** Ohio University **MS, Education** University of Dayton
Tyson, Jordan	Academic Administrative Assistant West Palm Beach Campus	*N/A*
Verrecchia-Lachance, Chelsie	Financial Aid Advisor Fort Lauderdale Campus	**BS** University of Hawaii at Manoa
Victor, Izabelle	Financial Aid Advisor Fort Lauderdale Campus	**BS, Microbiology** University of South Florida
Wood, Dannielle	Director of Medical Assisting Fort Lauderdale Campus	**AS, Medical Assisting** Keiser University *Registered Medical Assistant* *Certified Coding Specialist*
Zimbaldi, Dana	Executive Assistant for Academic Affairs West Palm Beach and Fort Lauderdale Campuses	**BA, Psychology** Hofstra University

Nursing Faculty and Support

West Palm Beach

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Archie, Richard	Director of Nursing West Palm Beach Campus	**MS, Nursing** Purdue University Global *Advanced Practice Registered Nurse*
DeGilio, Sierra	Associate Director of Nursing West Palm Beach Campus	**MS, Nursing** Capella University *Registered Nurse*
Assevero, Tara	Clinical Coordinator (Associate Degree in Nursing) West Palm Beach and Fort Lauderdale Campuses	**MBA** American InterContinental University
Sweatt, Rachel	Clinical Coordinator (Practical Nursing) West Palm Beach and Fort Lauderdale Campuses	**DNP, Doctor of Nursing Practice** Florida Atlantic University **MS, Nursing** Florida International University
Amar, Wendy	Nursing Instructor – *PN* West Palm Beach Campus	**BS, Nursing** Lewis Clark State College *Registered Nurse*
Anestor, Roselyne	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** United States University *Registered Nurse*
Augustin, Willa	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** University of North Florida **MS, Nursing** South University *Advanced Practice Registered Nurse*
Augustine, Dr. Grace	Nursing Instructor – *ADN* West Palm Beach Campus	**PhD, Nursing** Barry University **MS, Nursing** South University

		Advanced Practice Registered Nurse
Bevins, Tarnisha	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** South University *Registered Nurse*
Brazie, Lori	Nursing Instructor – *ADN* West Palm Beach Campus	**BS, Nursing** Regis University *Registered Nurse*
Bryce-Wright, Donna	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Aspen University *Registered Nurse*
Butler, Brittany	Nursing Instructor – *ADN & PN* West Palm Beach Campus	**BS, Nursing** Palm Beach State College *Registered Nurse*
Chang, Dr. Merrel	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** South University *Advanced Practice Registered Nurse*
Colia, Jeanne	Nursing Instructor West Palm Beach Campus	**MS, Nursing** Barry University *Registered Nurse*
Cooper, Brenda	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** **BS, Nursing** South University *Advanced Practice Registered Nurse*
Dagis, Sophonie	Nursing Instructor – *PN* West Palm Beach Campus	**MS, Nursing** University of West Florida *Advanced Practice Registered Nurse*
Day-Smith, Heather	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Western Governors University *Registered Nurse*
DeGraffenreid, Jordan	Nursing Instructor – *ADN & PN* West Palm Beach Campus	**BS, Nursing** Capella University **AS, Nursing**

		Palm Beach State College *Registered Nurse*
Estime, Dr. Kathleen	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** Nova Southeastern University *Registered Nurse*
Falana, Sophia	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** University of Arizona **BS, Nursing** Florida A&M University *Advanced Practice Registered Nurse*
Feinberg, Elizabeth	Nursing Instructor – *ADN* West Palm Beach Campus	**BS, Nursing** University of Miami *Registered Nurse*
Ford, Jesse	Nursing Instructor – *PN* West Palm Beach Campus	**AS, Nursing** HCI College *Registered Nurse*
Garcia, Michelle	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** **BS, Nursing** West Coast University *Registered Nurse*
Germinal, Garry	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Excelsior College *Registered Nurse*
Hayles, Olainessia	Nursing Instructor – *ADN & PN* West Palm Beach Campus	**BS, Nursing** Chamberlain University *Registered Nurse*
Hoeltzell, Deborah	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** University of Texas *Registered Nurse*
Joseph, Vanessa	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Chamberlain University *Registered Nurse*
Kann, Lisa	Nursing Instructor – *ADN* West Palm Beach Campus	**BS, Nursing** University of Phoenix *Registered Nurse*

Khan, Raazia	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** South University *Advanced Practice Registered Nurse*
Lane, Laila "Lila"	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Florida Atlantic University *Registered Nurse*
Louzada, Meire	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** Capella University *Registered Nurse*
Marriott, Kamla	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** Long Island University *Advanced Practice Registered Nurse*
Miller, Fawn	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** University of Phoenix *Registered Nurse*
Mohr, Laureen	Nursing Instructor – *ADN* West Palm Beach Campus	**BS, Nursing** Ohio University *Registered Nurse*
Morgan, Charmaine	Nursing Instructor – *ADN* West Palm Beach Campus	**MS, Nursing** University of Phoenix *Registered Nurse*
Ocasio, Dr. Tamara	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** Chamberlain University *Registered Nurse*
Sierra, Giovanna "Joanne"	Nursing Instructor – *ADN & PN* West Palm Beach Campus	**BS, Nursing** University of Lowell *Registered Nurse*
Smart, Karie	Nursing Instructor – *ADN* West Palm Beach Campus	**BS, Nursing** Palm Beach State College *Registered Nurse*
Thomas, Maria	Nursing Instructor – *ADN* West Palm Beach Campus	**DNP, Doctor of Nursing Practice** Barry University *Registered Nurse*

Vulf, Carolina	Nursing Instructor – *ADN & PN* West Palm Beach Campus	**BS, Nursing** University of West Florida *Registered Nurse*

Fort Lauderdale

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Sanchez, Elizabeth	Director of Nursing Fort Lauderdale Campus	**MS, Nursing/Informatics** University of Phoenix *Registered Nurse*
Assevero, Tara	Clinical Coordinator (Associate Degree in Nursing) West Palm Beach and Fort Lauderdale Campuses	**MBA** American InterContinental University
Sweatt, Rachel	Clinical Coordinator (Practical Nursing) West Palm Beach and Fort Lauderdale Campuses	**DNP, Doctor of Nursing Practice** Florida Atlantic University **MS, Nursing** Florida International University
Allison, Stacey	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** South University *Advanced Practice Registered Nurse*
Anderson, Yvonne	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** University of West Florida *Registered Nurse*
Andre, Suzanne	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** St. Thomas University *Registered Nurse*
Bowlin, Sharane	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**DNP, Doctor of Nursing Practice** **MS, Nursing** Walden University *Advanced Practice Registered Nurse*
Cherilus, Naica	Nursing Instructor – *ADN* Fort Lauderdale Campus	**BS, Nursing** Florida State University *Registered Nurse*
Chery, Manoucheka	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** Grand Canyon University *Advanced Practice Registered Nurse*

Damier, Enid	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** Ana G Mendez University *Registered Nurse*
DeCarish, Jenifer	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** University of Phoenix *Registered Nurse*
Hatcher, Shannon	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** **Prude Global University** *Registered Nurse*
Hughes, Sade	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** University of Central Florida *Registered Nurse*
Louis, Manoucheka	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** Capella University *Registered Nurse*
Louis, Roxanna	Nursing Instructor – *ADN* Fort Lauderdale Campus	**BS, Nursing** South University *Registered Nurse*
McLean, Elaine	Nursing Instructor – *ADN* Fort Lauderdale Campus	**BS, Nursing** Florida Atlantic University **AS, Nursing** Broward College *Registered Nurse*
Michel, Myrette	Nursing Instructor – *PN* Fort Lauderdale Campus	**MS, Nursing** Western Governors University *Registered Nurse*
Moore-Foster, Paula	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**MS, Nursing** Glen College of Nursing *Registered Nurse*
Raymonvil, Ephaniela	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** Chamberlain University *Registered Nurse*
Roper, Tiffany	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**BS, Nursing** Western Governors University *Registered Nurse*

Rowtham, Greta	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** Florida Atlantic University *Registered Nurse*
Taffe, Deborah	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** Nova University *Registered Nurse*
Taylor-Bennett, Miracle	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** Walden University *Registered Nurse*
Timme, Robert	Nursing Instructor – *ADN & PN* Fort Lauderdale Campus	**BS, Nursing** University of Phoenix *Registered Nurse*
Waldo, Audreylyn	Nursing Instructor – *ADN* Fort Lauderdale Campus	**MS, Nursing** South University *Registered Nurse*
Williams, Natalie	Nursing Instructor – *PN* Fort Lauderdale Campus	**MS, Nursing** South University *Registered Nurse*

Optometric Technician Faculty and Support

Fort Lauderdale

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Holness, Lloyd	Optometric Technician Instructor	**MS, Education** Florida International University **BA, Mass Communications** University of the West Indies **AS, Vision Care Technology** Miami Dade College *Licensed Optician*
Rivera Nylander, Vanessa	Optometric Technician Instructor	**BS** Devry University **BS, Alternative Medicine** Everglades University **AS, Opticianry** Broward College *Licensed Dispensing Optician* *American Board of Opticianry Certified* *National Contact Lens Examiners Certified*

Medical Assisting Faculty and Support

West Palm Beach

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Bernat, Laurie	Director of Medical Assisting West Palm Beach Campus	*N/A* *Registered Medical Assistant*
Louisy, Trenice "Necey"	Medical Assisting Instructor West Palm Beach Campus	**Diploma, Medical Assisting Technician** Florida Career College *Certified Clinical Medical Assistant*
Moussa, Jody	Medical Assisting Instructor West Palm Beach Campus	*N/A* *Registered Medical Assistant*

Fort Lauderdale

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Wood, Danielle	Director of Medical Assisting Fort Lauderdale Campus	**AS, Medical Assisting** Keiser University *Registered Medical Assistant* *Certified Coding Specialist*
Bermudez, Barbaro Al	Medical Assisting Instructor Fort Lauderdale Campus	*N/A* *Registered Medical Assistant*
Jimenez Castillo, Susana	Medical Assisting Instructor Fort Lauderdale Campus	*N/A* *Certified Clinical Medical Assistant*

Veterinary Assisting Faculty and Support

West Palm Beach

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Blair-Faltash, Jacqaline "Jackie"	Veterinary Assisting Instructor West Palm Beach Campus	**BA, Communication** Lynn University **AS, Veterinary Technology** Saint Petersburg College
Levy Hudson, Anita	Veterinary Assisting Instructor West Palm Beach Campus	**AS, Animal Health Technology** Hartnell College

Fort Lauderdale

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Lark, Jamaya	Veterinary Assisting Laboratory Assistant Fort Lauderdale Campus	*N/A*
Abreu, Chrissy	Veterinary Assisting Instructor Fort Lauderdale Campus	**MS, Anatomy & Physiology** University of Georgia *Certified Veterinary Technician*
Rodriguez Hernandez, Lorelaine	Veterinary Assisting Instructor Fort Lauderdale Campus	**AS, Veterinary Technology** City College *Certified Veterinary Technician*

General Education/Online Faculty and Support

Name (Last, First)	Title & Campus	Degree(s) Held and Awarding Institution
Tucker, Dr. Becky	Dean of Online Education West Palm Beach and Fort Lauderdale Campuses	**PhD, Higher Education** Capella University **PhD, Health Service Administration** Kennedy Western University
Goldberg, Scott	Online Instructor (*General Education – Anatomy & Physiology; and Human Growth & Development*) West Palm Beach and Fort Lauderdale Campuses	**DC, Doctor of Chiropractic** Texas Chiropractic College **BS, Natural Science (Zoology)** Michigan State University
Mahler, Victoria	Online Instructor (*General Education – English Composition*) West Palm Beach and Fort Lauderdale Campuses	**MA, Education – English** East Carolina University
McPartland, Dr. Shawn	Online Instructor (*General Education – Anatomy & Physiology; and Microbiology*) West Palm Beach and Fort Lauderdale Campuses	**MD, Doctor of Medicine** State University of New York
Neuman, Amanda	Online Instructor (*General Education – Speech*) West Palm Beach and Fort Lauderdale Campuses	**MA, Communications/Speech** Central Michigan University
Nottingham, Dr. Stacey	Online Instructor (*General Education – Anatomy & Physiology*) West Palm Beach and Fort Lauderdale Campuses	**DC, Doctor of Chiropractic** LIFE University

Scotti, Karen	Online Instructor (*General Education – Human Growth and Development*) West Palm Beach and Fort Lauderdale Campuses	**DC, Doctor of Chiropractic** Northeast College of Health Sciences **MBA** University of Bridgeport
Summer, Jonathan	Online Instructor (*General Education – Mathematics*) West Palm Beach and Fort Lauderdale Campuses	**MS, Mathematics** University of Nevada – Las Vegas
Wasserman, Dr. Gail	Online Instructor (*General Education – Nutrition; and Human Growth and Development*) West Palm Beach and Fort Lauderdale Campuses	**DC, Doctor of Chiropractic** New York Chiropractic College **MS, Human Nutrition** University of Bridgeport
Wilson, Dr. Rebecca	Online Instructor (*General Education – Psychology*) West Palm Beach and Fort Lauderdale Campuses	**PsyD, Doctor of Psychology** California Southern University

Appendix – ACCSC Complaint Form

COMPLAINT FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

Complainant Name:

Address:

City: **State:** **Zip Code:**

Telephone Number:

E-mail Address:

Name of Program: **Start Date:**

School Name:

School Address:

School City: **State:** **Zip Code:**

Telephone Number:

Please indicate whether you have registered a formal complaint with the school. Click here for help with filing a complaint with the school.

☐ **Yes**
☐ **No**

INSTRUCTIONS

1. Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, click here or go to ACCSC's complaint webpage.
2. 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. If available, please include copies of any documents or materials that support the allegations set forth in the complaint. Please note that ACCSC will only process complaints that reasonably show that a school may not be in compliance with accrediting standards or requirements.

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 hereby grant the Commission permission to forward the complaint and submitted documentation to the school for a response.

Signature: Date:

Instructions for E-Signature

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

SUBMIT BY EMAIL TO: complaints@accsc.org

OR SUBMIT BY MAIL TO:

Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

Consumer Information Guide & Student Right to Know

West Palm Beach

The Higher Education Opportunity Act (HEOA) of 2008 requires that Colleges 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 database system.

Program	Degree Type	Length in Months	Reporting Period	On-Time Completion		Placement (Employed in Field/Available for Employment)	Licensure
				100%	150%		
Veterinary Assisting	Diploma	10	(2025) 01/01/2023 – 12/31/2023	*N/A*	33%	90% (9/10)	No Exam
			(2024) 01/01/2022 – 12/31/2022	*N/A*	44%	83% (10/12)	No Exam
			(2023) 01/01/2021 – 12/31/2021	*N/A*	-	-	No Exam
			(2022) 01/01/2020 – 12/31/2020	*N/A*	-	-	No Exam
Medical Assisting	Diploma	10	(2025) 01/01/2023 – 12/31/2023	*N/A*	72%	70% (14/20)	No Exam
			(2024) 01/01/2022 – 12/31/2022	*N/A*	-	-	No Exam
			(2023) 01/01/2021 – 12/31/2021	*N/A*	-	-	No Exam
Practical Nursing	Diploma	12	(2025) 10/01/2022 – 09/30/2023	*N/A*	-	-	-
Nursing	Associate Degree	24	(2025) 04/01/2021 – 03/31/2022	*N/A*	40%	96% (55/57)	100%
			(2025) 01/01/2023 – 12/31/2023	13%	*N/A*	*N/A*	*N/A*
			(2024) 04/01/2020 – 03/31/2021	*N/A*	38%	95% (20/21)	100%
Nursing	Associate Degree	20	(2024) 10/01/2020 – 09/30/2021	*N/A*	12%	100% (10/10)	100%
			(2024) 01/01/2022 – 12/31/2022	12%	*N/A*	*N/A*	*N/A*
			(2023) 10/01/2019 – 09/30/2020	*N/A*	35%	85% (66/78)	92%
			(2023) 01/01/2021 – 12/31/2021	12%	*N/A*	*N/A*	*N/A*
			(2022) 10/01/2018 – 09/30/2019	*N/A*	50%	74% (90/122)	79%
			(2022) 01/01/2020 – 12/31/2020	27%	*N/A*	*N/A*	*N/A*
			(2021) 10/01/2017 – 09/30/2018	*N/A*	46%	74% (103/139)	79%
			(2020) 10/01/2016 – 09/30/2017	*N/A*	62%	48% (61/126)	61%
			(2019) 10/01/2015 – 09/30/2016	*N/A*	53%	58% (41/71)	41%
			(2018) 10/01/2014 – 09/30/2015	*N/A*	87%	70% (74/106)	78%
			(2017) 04/01/2014 – 03/31/2015	*N/A*	87%	75% (36/48)	26%
			(2016) 04/01/2013 – 03/31/2014	*N/A*	-	-	-
			(2015) 04/01/2012 – 03/31/2013	*N/A*	-	-	-
			(2014) 04/01/2011 – 03/31/2012	*N/A*	-	-	-
			(2013) 04/01/2010 – 03/31/2011	*N/A*	-	-	-

Florida Board of Nursing NCLEX-RN Pass Rate Data

Program	Degree Type	Length in Months	Reporting Period	Benchmark	Licensure
Nursing	Associate Degree	24	(2025) 01/01/2025 – 12/31/2025 (NCLEX Code: 704146)	Meets/Exceed Benchmark	85.71%
			(2024) 01/01/2024 – 12/31/2024 (NCLEX Code: 704146)	Meets/Exceed Benchmark	94%
Nursing	Associate Degree	20	(2024) 01/01/2024 – 12/31/2024 (NCLEX Code: 704146)	Meets/Exceed Benchmark	94%
			(2023) 01/01/2023 – 12/31/2023 (NCLEX Code: 704146)	Meets/Exceed Benchmark	95%
			(2022) 01/01/2022 – 12/31/2022 (NCLEX Code: 704146)	Meets/Exceed Benchmark	89.13%
			(2021) 01/01/2021 – 12/31/2021 (NCLEX Code: 704146)	Below Benchmark	60.32%
			(2020) 01/01/2020 – 12/31/2020 (NCLEX Code: 704146)	Meets/Exceed Benchmark	73.68%
			(2020) 01/01/2020 – 12/31/2020 (NCLEX Code: 707055)	Below Benchmark	56%
			(2019) 01/01/2019 – 12/31/2019	Below Benchmark	41%
			(2018) 01/01/2018 – 12/31/2018	Below Benchmark	54%
			(2017) 01/01/2017 – 12/31/2017	Below Benchmark	59%
			(2016) 01/01/2016 – 12/31/2016	Below Benchmark	69%
			(2015) 01/01/2015 – 12/31/2015	Below Benchmark	63%
			(2014) 01/01/2014 – 12/31/2014	Below Benchmark	26%

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

Program	Degree Type	Length in Months	Reporting Period	On-Time Completion		Placement (Employed in Field/Available for Employment)	Licensure
				100%	150%		
Veterinary Assisting	Diploma	10	(2024) 01/01/2023 – 12/31/2023	*N/A*	73%	75% (27/36)	No Exam
			(2024) 01/01/2022 – 12/31/2022	*N/A*	43%	73% (11/15)	No Exam
			(2023) 01/01/2021 – 12/31/2021	*N/A*	-	-	No Exam
			(2022) 01/01/2020 – 12/31/2020	*N/A*	-	-	No Exam
			(2021) 01/01/2019 – 12/31/2019	*N/A*	-	-	No Exam
Medical Assisting	Diploma	10	(2025) 01/01/2023 – 12/31/2023	*N/A*	57%	75% (9/12)	No Exam
			(2024) 01/01/2022 – 12/31/2022	*N/A*	48%	78% (7/9)	No Exam
			(2023) 01/01/2021 – 12/31/2021	*N/A*	50%	75% (3/4)	No Exam
			(2022) 01/01/2021 – 12/31/2021	*N/A*	-	-	No Exam
			(2021) 01/01/2020 – 12/31/2020	*N/A*	-	-	No Exam
			(2020) 01/01/2019 – 12/31/2019	*N/A*	-	-	No Exam
Practical Nursing	Diploma	12	(2025) 10/01/2022 – 09/30/2023	*N/A*	7%	100% (1/1)	100%
			(2024) 10/01/2021 – 09/30/2022	-	-	-	-
			(2023) 10/01/2020 – 09/30/2021	-	-	-	-
Nursing	Associate Degree	24	(2025) 04/01/2021 – 03/31/2022	*N/A*	30%	81% (38/47)	96%
			(2025) 01/01/2023 – 12/31/2023	14%	*N/A*	*N/A*	*N/A*
			(2024) 04/01/2020 – 03/31/2021	*N/A*	60%	76% (19/25)	84%
Nursing	Associate Degree	20	(2024) 10/01/2020 – 09/30/2021	*N/A*	18%	83% (10/12)	100%
			(2024) 01/01/2022 – 12/31/2022	13%	*N/A*	*N/A*	*N/A*
			(2023) 10/01/2019 – 09/30/2020	*N/A*	31%	73% (43/59)	89%
			(2023) 01/01/2021 – 12/31/2021	21%	*N/A*	*N/A*	*N/A*
			(2022) 10/01/2018 – 09/30/2019	*N/A*	26%	70% (28/40)	73%
			(2022) 01/01/2020 – 12/31/2020	13%	*N/A*	*N/A*	*N/A*
			(2021) 10/01/2017 – 09/30/2018	*N/A*	24%	78% (32/41)	85%
			(2020) 10/01/2016 – 09/30/2017	*N/A*	20%	83% (5/6)	100%
			(2019) 10/01/2015 – 09/30/2016	*N/A*	-	-	-
			(2018) 10/01/2014 – 09/30/2015	*N/A*	-	-	-
			(2017) 10/01/2013 – 09/30/2014	*N/A*	-	-	-
			(2016) 10/01/2012 – 09/30/2013	*N/A*	-	-	-

Florida Board of Nursing NCLEX-RN Pass Rate Data

Program	Degree Type	Length in Months	Reporting Period	Benchmark	Licensure
Nursing	Associate Degree	24	(2025) 01/01/2025 – 12/31/2025	Below Benchmark	56.52%
			(2024) 01/01/2024 – 12/31/2024	Below Benchmark	70.59%
Nursing	Associate Degree	20	(2024) 01/01/2024 – 12/31/2024	Below Benchmark	69%
			(2023) 01/01/2023 – 12/31/2023	Meets/Exceeds Benchmark	78%
			(2022) 01/01/2022 – 12/31/2022	Below Benchmark	50%
			(2021) 01/01/2021 – 12/31/2021	Meets/Exceeds Benchmark	70%
			(2020) 01/01/2020 – 12/31/2020	Below Benchmark	60%
			(2019) 01/01/2019 – 12/31/2019	Meets/Exceeds Benchmark	80%
			(2018) 01/01/2018 – 12/31/2018	-	-
			(2017) 01/01/2017 – 12/31/2017	-	-

Florida Board of Nursing NCLEX-PN Pass Rate Data

Program	Degree Type	Length in Months	Reporting Period	Benchmark	Licensure
Practical Nursing	Diploma	12	(2025) 01/01/2025 – 12/31/2025	Below Benchmark	40%

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.*

HCI College Academic Calendar 2026 – 2028:

West Palm Beach (Main Campus)

Applies to Practical Nursing and Associate Degree in Nursing

HCI College - West Palm Beach Campus 2026 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/05/2026	04/25/2026	**MLK Jr. Day** (01/19/2026) **Spring Break** (03/23/2026 - 03/29/2026)
Summer Semester	05/04/2026	08/22/2026	**Memorial Day** (05/25/2026) **Juneteenth** (06/19/2026) **Summer Break** (07/03/2026 - 07/11/2026)
Fall Semester	08/31/2026	12/19/2026	**Labor Day** (09/07/2026) **Thanksgiving Break** (11/22/2026 - 11/28/2026) **Winter Break** (12/20/2026 - 01/10/2027)

HCI College - West Palm Beach Campus 2027 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/11/2027	04/24/2027	**MLK Jr. Day** (01/18/2027)
Summer Semester	05/03/2027	08/21/2027	**Memorial Day** (05/31/2027) **Juneteenth** (06/18/2027) **Summer Break** (06/28/2027 - 07/05/2027)
Fall Semester	08/30/2027	12/18/2027	**Labor Day** (09/06/2027) **Thanksgiving Break** (11/25/2027 - 11/26/2027) **Winter Break** (12/19/2027 - 01/09/2028)

HCI College - West Palm Beach Campus 2028 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/10/2028	04/22/2028	**MLK Jr. Day** (01/17/2028) **Spring Break** (03/26/2028 - 04/01/2028)
Summer Semester	05/01/2028	08/19/2028	**Memorial Day** (05/29/2028) **Juneteenth** (06/19/2028) **Summer Break** (07/02/2028 - 07/08/2028)
Fall Semester	08/28/2028	12/09/2028	**Labor Day** (09/04/2028) **Thanksgiving Break** (11/23/2028 - 11/24/2028) **Winter Break** (12/10/2028 - 01/01/2029)

HCI College Academic Calendar 2026 – 2028:

Fort Lauderdale (Branch of West Palm Beach)

HCI College - Fort Lauderdale Campus 2026 Calendar

Term Description	Program	Start Date	End Date	Holidays/Breaks
Winter Semester	ADN	10/27/2025	02/21/2026	**MLK Jr. Day** (01/19/2026) **Spring Break** (03/23/2026 - 03/29/2026)
Winter Semester	PN	01/05/2026	04/25/2026	
Spring Semester	ADN	03/02/2026	06/20/2026	
Summer Semester	PN	05/04/2026	08/22/2026	**Memorial Day** (05/25/2026) **Juneteenth** (06/19/2026) **Summer Break** (07/03/2026 - 07/11/2026)
Summer Semester	ADN	06/29/2026	10/17/2026	
Fall Semester	PN	08/31/2026	12/19/2026	**Labor Day** (09/07/2026) **PN Thanksgiving Break** (11/22/2026 - 11/28/2026) **ADN Thanksgiving Break** (11/26/2026 - 11/27/2026) **Winter Break** (12/20/2026 - 01/10/2027)
Winter Semester	ADN	10/26/2026	02/27/2027	

HCI College - Fort Lauderdale Campus 2027 Calendar

Term Description	Program	Start Date	End Date	Holidays/Breaks
Winter Semester	PN	01/11/2027	04/24/2027	**MLK Jr. Day** (01/18/2027) **Summer Break** (06/28/2027 - 07/05/2027)
Spring Semester	ADN	03/08/2027	06/26/2027	
Summer Semester	PN	05/03/2027	08/21/2027	**Memorial Day** (05/31/2027) **Juneteenth** (06/18/2027)
Summer Semester	ADN	07/06/2027	10/16/2027	**Labor Day** (09/06/2027) **Thanksgiving Break** (11/25/2027 - 11/26/2027) **Winter Break** (12/19/2027 - 01/09/2028)
Fall Semester	PN	08/30/2027	12/18/2027	
Winter Semester	ADN	10/25/2027	02/25/2028	

HCI College - Fort Lauderdale Campus 2028 Calendar

Term Description	Program	Start Date	End Date	Holidays/Breaks
Winter Semester	PN	01/10/2028	04/22/2028	**MLK Jr. Day** (01/17/2028) **Spring Break** (03/26/2028 - 04/01/2028)
Spring Semester	ADN	03/06/2028	06/24/2028	
Summer Semester	PN	05/01/2028	08/19/2028	**Memorial Day** (05/29/2028) **Juneteenth** (06/19/2028) **Summer Break** (07/02/2028 - 07/08/2028)
Summer Semester	ADN	07/10/2028	10/21/2028	**Labor Day** (09/04/2028)
Fall Semester	PN	08/28/2028	12/09/2028	**Thanksgiving Break** (11/23/2028 - 11/24/2028) **Winter Break** (12/10/2028 - 01/01/2029)
Winter Semester	ADN	10/23/2028	02/17/2029	

Modular Academic Calendar 2026 – 2028:

West Palm Beach and Fort Lauderdale Campuses

Applies to the Optometric Technician, Medical Assisting and Veterinary Assisting programs

HCI College Modular Academic Calendar 2026-2028

Class Start Date	Class End Date	Holidays/Breaks
Winter Break (12/21/2025 - 01/11/2026)		
01/12/2026	02/07/2026	**MLK Jr. Day** (01/19/2026)
02/09/2026	03/07/2026	
03/09/2026	04/04/2026	
04/06/2026	05/02/2026	
05/04/2026	05/30/2026	**Memorial Day** (05/25/2026)
06/01/2026	06/27/2026	**Juneteenth** (06/19/2026)
06/29/2026	07/25/2026	**Independence Day** (07/03/2026)
07/27/2026	08/22/2026	
08/24/2026	09/19/2026	**Labor Day** (09/07/2026)
09/21/2026	10/17/2026	
10/19/2026	11/14/2026	
11/16/2026	12/19/2026	**Thanksgiving Break** (11/22/2026 - 11/29/2026)
Winter Break (12/20/2026 - 01/10/2027)		
01/11/2027	02/6/2027	**MLK Jr. Day** (01/18/2027)
02/08/2027	03/6/2027	
03/08/2027	04/3/2027	
04/05/2027	05/1/2027	
05/03/2027	05/29/2027	**Memorial Day** (05/31/2027)
06/01/2027	06/26/2027	**Juneteenth Observanc**e (06/18/2027)
06/28/2027	07/24/2027	**Independence Day Observance** (07/05/2027)
07/26/2027	08/21/2027	
08/23/2027	09/18/2027	**Labor Day** (09/06/2027)

09/20/2027	10/16/2027	
10/18/2027	11/13/2027	
11/15/2027	12/18/2027	**Thanksgiving Break** (11/21/2027 - 11/28/2027)
Winter Break (12/19/27 - 1/9/2028)		
01/10/2028	02/05/2028	**MLK Jr. Day** (01/17/2028)
02/07/2028	03/04/2028	
03/06/2028	04/01/2028	
04/03/2028	04/29/2028	
05/01/2028	05/27/2028	**Memorial Day** (05/29/2028)
05/30/2028	06/24/2028	**Juneteenth** (06/19/2028)
06/26/2028	07/22/2028	**Independence Day** (07/04/2028)
07/24/2028	08/19/2028	
08/21/2028	09/16/2028	**Labor Day** (09/04/2028)
09/18/2028	10/14/2028	
10/16/2028	11/11/2028	
11/13/2028	12/16/2028	**Thanksgiving Break** (11/19/2028 - 11/26/2028)

Addendum 1

HCI College Student Catalog - Volume IX.1

In this addendum, the following modifications will be in effect as of July 28, 2026:

I. Various Pages throughout the Catalog: Revisions were made to improve formatting consistency and correct typographical and grammatical errors.

II. Page 10: The 'Campus Locations & Information' section was revised to add the 1756 building to the list of facilities associated with the HCI College West Palm Beach campus.

III. Page 41: Updated Section 504 Coordinator designation and corresponding contact information, as applicable.

Updated from:

Section 504 Coordinator:
Celeste Blackwell, Vice President of Training and Development
1764 N. Congress Avenue, Suite 200
West Palm Beach, FL 33409
Telephone: (561) 586-0121
Email: celesteblackwell@hci.edu

Updated to:

Section 504 Coordinator:
Michelle Lambert, Vice President of Academic Affairs
1764 N. Congress Avenue, Suite 200
West Palm Beach, FL 33409
Telephone: (561) 586-0121
Email: michellelambert@hci.edu

IV. Page 95: The Secure Testing Environment Policy was updated to reflect revisions to HCI College's expectations of a secure testing environment.

Modified from:

- No phones allowed in the room;
- No smart watches or devices allowed in the room;
- No Headphones or ear buds allowed (HCI College will provide ear plugs if needed);
- Students may not wear jackets in the testing room. Students may wear a long-sleeved shirt under their scrub top;
- Students must present their HCI College student ID to the instructor as they walk in the room to check in (may not wear a lanyard);
- Long hair will need to be pulled back; and
- One water bottle (without a label) is permitted.
- Students may not leave the room without permission from the proctor.

Modified to:

- Arrive at least 20 minutes prior to the scheduled exam start time.
- Students are required to have their student ID visibly worn at all times (may not wear a lanyard).
- All personal belongings must be placed in an area outside the testing site including cell phones, watches, devices, smart glasses, headphones, ear buds, excessive jewelry, food, beverages, jackets, etc.
- Computers are provided by the College; no use of a personal computer or device is allowed for exams.
- The only calculator authorized for use is the one that is on the computer or provided by the instructor.
- Students are only permitted to wear a white long-sleeved shirt under their scrub top; no lab coats or scrub jackets are allowed.
- HCI College will provide ear plugs, if needed.
- One clear water bottle without a label is permitted.
- Long hair will need to be pulled back.
- Any scrap paper (even blank pages) used during an exam must be returned to the instructor upon completion of the exam.
- Browsing history on testing tablets may not be accessed, altered, or deleted by student unless directed by the proctor or IT professional.

V. Pages 96, 104, 112, 127, 138: Revision to consolidate graduation requirements for improved clarity, consistency, and ease of reference.

I. Page 96: Graduation Requirements

Revised from:

Graduation Requirements

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

- Complete the required credit hours for the program in which they were enrolled;
- Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
- Complete at least 25% of the course requirements of the program at HCI College;
- Meet all financial obligations to the College;
- Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP); and
- Satisfactorily meet all program-specific requirements

Revised to:

Graduation Requirements

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

- Successfully complete all required clock, credit, and clinical/externship hours as applicable for the program in which they were enrolled;
- Satisfactorily meet all program-specific requirements; and
- Meet all financial obligations to the College.

II. Page 104: Graduation Requirements – Veterinary Assisting Diploma Program

Revised from:

Graduation Requirements – Veterinary Assisting Diploma Program

A student must meet the following requirements to graduate from the Veterinary Assisting program:

- Complete the required clock and credit hours for the program;
- Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
- Complete at least 25% of the course requirements of the program at HCI College;
- Meet all financial obligations to the College;
- Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP);
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- The student must complete a minimum of 35 credit hours and all required course work as described in the Catalog.

Revised to:

Graduation Requirements – Veterinary Assisting Diploma Program

A student must meet the following requirements to graduate from the Veterinary Assisting program and receive a diploma:

- Successfully complete the required clock, credit, and externship hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- Meet all financial obligations to the College.

III. Page 112: Graduation Requirements – Medical Assisting Diploma Program

Revised from:

Graduation Requirements – Medical Assisting Diploma Program

A student must meet the following requirements to graduate from the Medical Assisting program:

- Complete the required clock and credit hours for the program;
- Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
- Complete at least 25% of the course requirements of the program at HCI College;
- Meet all financial obligations to the College;
- Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP);
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- The student must complete a minimum of 36 credit hours and all required course work as described in the Catalog.

Revised to:

Graduation Requirements – Medical Assisting Diploma Program

A student must meet the following requirements to graduate from the Medical Assisting program and receive a diploma:

- Successfully complete the required clock, credit, and externship hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
- Meet all financial obligations to the College.

IV. Page 127: Graduation Requirements – Practical Nursing Diploma Program

Revised from:

Graduation Requirements – Practical Nursing Diploma Program

A student must meet the following requirements to graduate from the Practical Nursing program:

- Complete the required clock and credit hours for the program;
- Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
- Complete at least 25% of the course requirements of the program at HCI College;
- Meet all financial obligations to the College;
- Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP);
- Successfully complete all courses in the program of study with a cumulative grade point average of 3.0 or higher; and
- The student must complete a minimum of 46 credit hours and all required course work as described in the Catalog.

Revised to:

Graduation Requirements – Practical Nursing Diploma Program

A student must meet the following requirements to graduate from the Practical Nursing program and receive a diploma:

- Successfully complete the required clock, credit, and clinical hours for the program;
- Successfully complete all courses in the program of study with a cumulative grade point average of 3.0 or higher; and
- Meet all financial obligations to the College.

V. Page 138: Graduation Requirements – ADN Program

Revised from:

Graduation Requirements – ADN Program

A student must meet the following requirements to graduate from the ADN program:

- Complete the required clock and credit hours for the program;
- Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
- Complete at least 25% of the course requirements of the program at HCI College;
- Meet all financial obligations to the College;
- Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP);
- Successfully complete all courses in the program of study with a cumulative grade point average of 3.0 or higher;
- 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;
- General Education courses must be taken in their course sequencing and must be taken prior to the nursing core courses;
- The student must complete 100% of all required clinical/simulation hours;
- Complete Dosage Calculation Tests per the program's requirement;
- The student must complete a minimum of 72 credit hours and all required course work as described in the Catalog; and
- Meet all financial obligations to the College.

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).

Revised to:

Graduation Requirements – ADN Program

A student must meet the following requirements to graduate from the ADN program and receive a degree:

- Successfully complete all required clock, credit, and clinical hours for the program;
- Successfully complete all general education courses in the program of study with a cumulative grade point average of 2.0 or higher;
- Successfully complete all nursing core courses in the program of study with a cumulative grade point average of 3.0 or higher; and
- Meet all financial obligations to the College.

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). Eligibility for graduation does not automatically confer eligibility for licensure. Graduates must meet all requirements established by the applicable Board of Nursing and successfully pass the NCLEX examination to obtain nursing licensure.

VI. Page 99: Modification of the Physical Facilities and Equipment section to include the 1756 and 1760 buildings for the West Palm Beach campus.

Modified from:

The HCI College main campus is located at 1764 North Congress Avenue in West Palm Beach, Florida 33409. The main College occupies approximately 24,382 square feet and is comprised of classroom facilities, administrative offices, a library, a computer lab, a laboratory, simulation rooms, and staff and student lounges. The classrooms and laboratories are furnished with equipment to meet training needs. The student capacity of the classrooms ranges up to 30 students. The Laboratories will accommodate up to 20 students.

Modified to:

The HCI College main campus is located across three buildings at 1756, 1760, and 1764 North Congress Avenue, West Palm Beach, Florida 33409. The campus occupies approximately 34,674 square feet and includes classrooms, administrative offices, a library, a computer lab, laboratories, simulation rooms, and student and staff lounges. The classrooms and laboratories are equipped with the instructional resources and equipment necessary to support the College's educational programs. Classroom capacity is up to 30 students, while the auditorium accommodates up to 50 students. Each laboratory is designed to accommodate up to 20 students.

VII. Pages 149-167: Revised the Administrators and Faculty Listing to reflect current administrative and faculty information.

VIII. Pages 173, 175, & 178: Adjustments to the Academic Calendar to include the following:

I. Page 173: The Thanksgiving Break for the West Palm Beach Campus has been updated from November 26–27, 2026 to November 22–28, 2026, extending the break to one week.

II. Pages 175 & 178: The 2028 Martin Luther King Jr. Holiday has been corrected from Sunday, January 16, 2028 to Monday, January 17, 2028.

Addendum 2

HCI College Student Catalog - Volume IX.2

In this addendum, the following modifications will be in effect as of September 1, 2026:

I. Various pages throughout the Catalog: Revisions were made to improve formatting consistency, correct typographical and grammatical errors, enhance overall document presentation, and standardize references to program titles in headers and body text for consistency and clarity.

II. Pages 18, 34, 57, 65, 93, 119-125, 162, and 178: Addition of the Optometric Technician Diploma Program.

   I. Page 18: Addition of Admissions Requirements for the program.

   II. Page 34: Addition of program-specific Dress Code.

   III. Page 57: Addition of Satisfactory Academic Progress requirements for the program.

   IV. Page 65: Addition of Tuition and Fees for the program.

   V. Page 93: Revised the Additional Program-Specific Attendance Policies section to reorganize attendance requirements by instructional setting and incorporate the Optometric Technician program into the didactic, laboratory, clinical, and externship attendance requirements.

   VI. Pages 119-125: Addition of the Optometric Technician Diploma Program section, including program description, objectives, admissions requirements, graduation requirements, tuition and fee information, course listings, and course descriptions.

   VII. Page 162: Addition of the program's Faculty and Support.

   VIII. Page 178: Addition of the program to the Modular Academic Calendar

III. Pages 66, 138, 139: Tuition increase for the Associate Degree in Nursing Program from $55,050.00 to $56,835.00, reflecting an increase in the cost per credit for core nursing courses from $850.00 to $892.50.

I. Page 66: Reflection of the tuition increase in the section 'Tuition and Fees by Program'.

Revised from:

Tuition Rate for Associate Degree in Nursing	$55,050.00
Nursing Core Classes Cost per Credit	$850.00
General Education Course Cost per Credit	$645.00
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

Revised to:

Tuition Rate for Associate Degree in Nursing	$56,835.00
Nursing Core Classes Cost per Credit	$892.50
General Education Course Cost per Credit	$645.00
Application Fee	$50.00
Non-Refundable Returned Check Fee	$36.00

II. Page 138: Reflection of the tuition increase in the section 'Tuition and Fees – Associate Degree in Nursing Program'.

Revised from:

Tuition and Application Fee	
Tuition (General Education Courses)	$ 19,350.00
Tuition (Nursing Core Courses)	$ 35,700.00
Total Tuition	$ 55,050.00
Application Fee	$ 50.00
Total Program Cost + Application Fee	**$ 55,100.00**

Revised to:

Tuition and Application Fee	
Tuition (General Education Courses)	$ 19,350.00
Tuition (Nursing Core Courses)	$ 37,485.00
Total Tuition	$ 56,835.00
Application Fee	$ 50.00
Total Program Cost + Application Fee	**$ 56,885.00**

III. Page 139: Reflection of the tuition increase in the section 'Tuition and Fees Breakdown Per Semester – Associate Degree in Nursing Program'.

Revised from:

Semester	Course #	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I	4	$ 2,580.00
	ENC1101	English Composition I	3	$ 1,935.00
	MGF1106	Liberal Arts Mathematics	3	$ 1,935.00
	PSY2012	General Psychology	3	$ 1,935.00
	Total for Semester One		**13**	**$ 8,385.00**
Semester 2	MCB2010C	Microbiology	4	$ 2,580.00
	HUN1201	Elements of Nutrition	3	$ 1,935.00
	BSC2086C	Human Anatomy & Physiology II	4	$ 2,580.00
	DEP2006	Human Growth & Development	3	$ 1,935.00
	SPC2608	Speech	3	$ 1,935.00
	Total for Semester Two		**17**	**$10,965.00**
Semester 3	NUR1023	Nursing I, Lecture	5	$4,250.00
	NUR1022L	Nursing I, Lab	2	$1,700.00
	NUR1023L	Nursing I, Clinical	3	$2,550.00
	NUR2140	Introduction to Pharmacology for Nursing	3	$2,550.00
	Total for Semester Three		**13**	**$11,050.00**
Semester 4	NUR1213	Nursing II, Lecture	7	$5,950.00
	NUR1213L	Nursing II, Clinical	3	$2,550.00
	NUR2520	Psychiatric Nursing, Lecture	3	$2,550.00
	NUR2520L	Psychiatric Nursing, Clinical	1	$ 850.00
	Total for Semester Four		**14**	**$11,900.00**
Semester 5	NUR2261	Nursing III, Lecture	5	$4,250.00
	NUR2261L	Nursing III, Clinical	4	$3,400.00
	Total for Semester Five		**9**	**$7,650.00**
Semester 6	NUR2943L	Nursing Capstone	6	$5,100.00
	Total for Semester Six		**6**	**$5,100.00**
		TOTAL	**72**	**$55,050.00**
Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.				

Revised to:

Semester	Course #	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I	4	$2,580.00
	ENC1101	English Composition I	3	$1,935.00
	MGF1106	Liberal Arts Mathematics	3	$1,935.00
	PSY2012	General Psychology	3	$1,935.00
	Total for Semester One		**13**	**$8,385.00**
Semester 2	MCB2010C	Microbiology	4	$2,580.00
	HUN1201	Elements of Nutrition	3	$1,935.00
	BSC2086C	Human Anatomy & Physiology II	4	$2,580.00
	DEP2006	Human Growth & Development	3	$1,935.00
	SPC2608	Speech	3	$1,935.00
	Total for Semester Two		**17**	**$10,965.00**
Semester 3	NUR1023	Nursing I, Lecture	5	$4,462.50
	NUR1022L	Nursing I, Lab	2	$1,785.00
	NUR1023L	Nursing I, Clinical	3	$2,677.50
	NUR2140	Introduction to Pharmacology for Nursing	3	$2,677.50
	Total for Semester Three		**13**	**$11,602.50**
Semester 4	NUR1213	Nursing II, Lecture	7	$6,247.50
	NUR1213L	Nursing II, Clinical	3	$2,677.50
	NUR2520	Psychiatric Nursing, Lecture	3	$2,677.50
	NUR2520L	Psychiatric Nursing, Clinical	1	$892.50
	Total for Semester Four		**14**	**$12,495.00**
Semester 5	NUR2261	Nursing III, Lecture	5	$4,462.50
	NUR2261L	Nursing III, Clinical	4	$3,570.00
	Total for Semester Five		**9**	**$8,032.50**
Semester 6	NUR2943L	Nursing Capstone	6	$5,355.00
	Total for Semester Six		**6**	**$5,355.00**
		TOTAL	**72**	**$56,835.00**
Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program.				

IV. Pages 79-82: Removal of the following scholarships:

I. HCI College Medical Caregiver Scholarship – Associate Degree in Nursing
II. HCI College Medical Caregiver Scholarship – Practical Nursing
III. HCI College Medical Caregiver Scholarship – Medical Assisting
IV. HCI College Animal Caregiver Scholarship

V. Page 81: Revised the Add/Drop Period policy to apply to all programs, restrict eligibility to newly enrolled students during their initial term only, and clarify that the add/drop period is calculated from the official start date of the academic term.

Revised from:

Add/Drop Period

Practical Nursing and Associate Degree in Nursing

Students enrolled for classes in Practical Nursing and Associate Degree in Nursing at HCI College have a **seven (7) calendar day add/drop period.** This period starts on the first day of the beginning of the semester. During this period, a student enrolled in Practical Nursing, or Associate Degree in Nursing can add or drop a class.

Medical Assisting and Veterinary Assisting

Students enrolled for classes in Medical Assisting and Veterinary Assisting at HCI College **do not have an add/drop period.** Once attendance is recorded on the first day of the beginning of the term, a student cannot add or drop a class.

Revised to:

Add/Drop Period

Newly enrolled students at HCI College are eligible for an add/drop period of seven (7) calendar days, excluding holidays. This period begins on the official start date of the student's initial term, regardless of when the student is scheduled to attend classes. During the add/drop period, a student may add or drop a course without academic or financial penalty. The add/drop period is available only during a student's initial term of enrollment and does not apply to subsequent terms.

VI. Pages 82-85: The Cancellation Refund Policy, Institutional Refund Policy, and Return to Title IV Funds (R2T4) Policy were comprehensively revised and rewritten to reflect current institutional procedures and applicable federal regulations.

Revised from:

Refund Policies

Cancellation Refund Policy for All Programs

HCI College may offer a tuition refund to students who withdraw from the program. Based on the initial payment method, refunds may be directed to the source(s) from which the student's prepaid fees came, according to the schedule outlined below.

Any student wishing to withdraw or cancel an enrollment should request for withdrawal in writing to WithdrawalWPB@HCI.edu for the West Palm Beach Campus (Main Campus), and to WithdrawalFTL@HCI.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus). The request should state the student's name and reason for the withdrawal. The date of determination will be the date the student submits the request. It is advised that a student wishing to withdraw visits the Financial Aid and Business Office to discuss the financial implications of withdrawing, if any.

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 College or if the student cancels within three (3) business days after signing the Enrollment Agreement and making payment. An applicant who has not visited the College facility before signing the Enrollment Agreement will have the opportunity to withdraw without penalty within (three business 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). *Returned check fees and transfer credit fees are non-fundable;
- Cancellation or withdrawal after the third (3rd) business day will result in a refund of all monies paid except the non-refundable application fee (not to exceed $150);
- Any textbooks, uniforms, and equipment that were issued must be returned to the College unused to receive the refund for those items;
- Refunds will be made within 30 calendar days of date of the cancellation;
- Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

Institutional Refund Policies

Refund Schedule for All Programs

HCI College will refund tuition paid by a student in the following manner:

- Students who withdraw during the seven (7) calendar day add/drop period will receive a 100% refund of all monies paid for tuition and fees (excluding the application fee).
- Students who are withdrawn beyond the seven (7) calendar day add/drop period will be responsible for 100% of the tuition and fee charges for the period of enrollment or period of financial obligation (semester[9]) for courses scheduled.
- The Withdrawal Date for refund computation will be one of the following:
    - The date that the withdrawal request was sent by the student in writing to WithdrawalWPB@HCI.edu for the West Palm Beach Campus (Main Campus), or to WithdrawalFTL@HCI.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus).
    - The last date of attendance for unsatisfactory progress.
    - The last date of attendance for excessive absences will be the last date of attendance.

Return to Title IV Funds (R2T4) Policy

The requirements for Federal Student Aid (FSA) when a student withdraws are different from the Institutional Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he/she was scheduled to attend; the college must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education. In a program offered in modules (clock hour programs are not considered as modular) for any student who withdraws on or after July 1, 2021, a student is not considered to have withdrawn if the student meets one of the following exceptions:

1. Successful completion of one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or

2. Successful A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or

3. Successful completion of coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period.

For students who withdraw during the semester/payment period that do not meet one of the three R2T4 exceptions described above, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is

[9] A semester is to be defined as a term of instruction 15-16 weeks in duration.

calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

Return of Title IV Funds (R2T4) for Clock Hour Programs

If a student withdraws from the College prior to completion of 60% of their payment period, a Return to Title IV calculation must be completed. This will determine the amount of Title IV funds the student has earned and what needs to be refunded. The percentage of the payment period is calculated by the hours scheduled to be completed in the payment period as of the withdrawal date divided by the total hours in the payment period.

The Order of the Return of FSA Funds. The return of FSA funds under the Federal refund policy follows a specific order.

> **Unsubsidized Direct Loan – (2) Subsidized Direct Stafford Loan – (3) Direct Plus– (4) Pell Grant – (5) Iraq and Afghanistan Service Grants – (6) FSEOG – (7) - Other Title IV.**

Revised to:

Refund Policies

Based on the initial payment method, refunds may be directed to the source(s) from which the student's prepaid fees came, according to the schedule outlined below.

Cancellation Refund Policy

(Applicable to students who cancel prior to the first day of class.)

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

- All monies, including the application fee, 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.
- An applicant who has not visited the College prior to signing the Enrollment Agreement may cancel without penalty within three (3) business days following either:
    - i. The regularly scheduled orientation procedures; or
    - ii. Following a tour of the College facilities and inspection of equipment.
- Cancellation or withdrawal after the third (3rd) business day will result in a refund of all monies paid except the application fee permitted under applicable policy and law;
- Returned check fees and transfer credit fees are non-refundable;
- Refunds will typically be issued within thirty (30) calendar days of date of the student's written notice of cancellation;
- If the student does not provide written notice of cancellation, any applicable refund will typically be issued within thirty (30) calendar days of the official start date of the student's initial term.

Institutional Refund Policy

(Applicable to students who begin classes.)

HCI College will refund tuition and fees paid by a student in accordance with the following:

- Students who withdraw during the add/drop period of seven (7) calendar days, excluding holidays, will receive a 100% refund of all tuition and fees paid, excluding the application fee.
- Students who withdraw beyond the add/drop period of seven (7) calendar days, excluding holidays, will be responsible for 100% of the tuition and fee charges for the applicable period of enrollment or period of financial obligation (semester) for the courses scheduled.

For the purposes of refund calculations, the Withdrawal Date shall be one of the following:

- The date that the student submits a written withdrawal request to the applicable withdrawal email address designated by the College; or
- The student's last date of attendance due to unsatisfactory progress; or
- The student's last date of attendance due to excessive absences.

Any student wishing to withdraw or cancel an enrollment should submit a written withdrawal request to:

- WithdrawalWPB@HCI.edu for the West Palm Beach Campus (Main Campus); or
- WithdrawalFTL@HCI.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus).

The request should state the student's name and reason for the withdrawal. It is advised that a student wishing to withdraw visits the Financial Aid and Business Office to discuss the financial implications of withdrawing, if any.

Return to Title IV Funds (R2T4) Policy

The requirements for Federal Student Aid (FSA) when a student withdraws are different from the Institutional Refund Policy. As such a student may still owe a balance to the college for unpaid institutional charges. Federal regulations specify the amount of FSA funds the student is eligible to retain for the semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he/she was scheduled to attend; the college must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and cost of education. In a program offered in modules (clock hour programs are not considered as modular) for any student who withdraws on or after July 1, 2021, a student is not considered to have withdrawn if the student meets one of the following exceptions:

1. Successful completion of one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
2. Successful A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
3. Successful completion of coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period.

For students who withdraw during the semester/payment period that do not meet one of the three R2T4 exceptions described above, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

The Return of FSA Funds under the Federal Refund Policy as follows:

1. Unsubsidized Direct Loans, other than Direct PLUS Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans—Parent or Graduate
4. Federal Pell Grants for which a return is required
5. FSEOG funds for which a return is required

HCI will complete any required Return of Title IV Funds calculation within 30 days after the College's date of determination that the student withdraws and will return any Title IV funds for which the College is responsible as soon as possible, but no later than 45 days after that date. Any institutional refund owed to the student will be processed separately within 30 days after the College determines that the student withdrew.

VII. Page 89: Removal of the following verbiage from the Academic Appeal Policy & Procedures: *"Students are required to communicate such challenges or incidences to their instructor or program director via email or in writing within 72 hours of said challenge or incident."*

VIII. Page 93: Revised the verbiage under Additional Program-Specific Attendance Policies (Attendance – Didactic and Lab Classes) for the Associate Degree in Nursing and Practical Nursing programs to improve clarity. No substantive changes were made to the policy.

Revised from:

Associate Degree in Nursing and Practical Nursing – No more than two (2) absences per course per semester are allowed without evidence of extenuating circumstances. No more than three (3) absences are allowed per course per semester regardless of reason. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties.

Revised to:

Associate Degree in Nursing and Practical Nursing – Students may incur up to two (2) absences per course per semester without documentation of extenuating circumstances. A third (3rd) absence may be permitted when supported by appropriate documentation of extenuating circumstances. Under no circumstances may a student exceed three (3) absences per course per semester. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties.

IX. Pages 104 & 112: Addition of the statement, *"The only additional charge is the application fee of $50,"* to the Tuition and Fees subsection of the Veterinary Assisting and Medical Assisting program sections to standardize language and improve consistency.

X. Pages 104 , 105, 112, 113, 127, 128, 138, 139: Revised the below statement under the Tuition and Fees and Tuition Breakdown Per Course sections of the Veterinary Assisting, Medical Assisting, Practical Nursing, and Associate Degree in Nursing programs to standardize language across all programs.

Revised from:

A set of required materials, textbooks and/or eBooks, and uniforms are provided at no additional cost.

Revised to:

Required instructional materials, including textbooks and/or eBooks, as well as uniforms, are provided and included in the cost of the program

IX. Pages 149-167: Revised the Administrators and Faculty Listing.

Addendum 3

HCI College Student Catalog - Volume IX.3

In this addendum, the following modifications will be in effect as of September 30, 2026:

I. Page 54: Addition of the following statement to the policy on Submitting a Third Attempt Appeal (Associate Degree in Nursing Core Courses):

> *Students may be ineligible to progress to the next semester until all appeal conditions, academic requirements, and program progression standards have been met. Approval of a third attempt appeal does not guarantee continued progression in the program.*

II. Pages 149-167: Revised the Administrators and Faculty Listing.

III. Pages 174 & 177: The Academic Calendar was revised to remove the 2027 Spring Break (03/22/2027 - 03/28/2027) for the following:

   i. Page 174: West Palm Beach campus for both the Practical Nursing and Associate Degree in Nursing programs.

   ii. Page 177: Fort Lauderdale campus for the Practical Nursing program only.