



HCI

— COLLEGE —

Student Catalog

2024 - 2025

ADDRESS

1764 N. Congress Ave
West Palm Beach, FL 33409

1201 W. Cypress Creek Rd.
Suite 101
Fort Lauderdale, FL 33409

CONTACT

West Palm Beach
Office: (561) 586-0121

Fort Lauderdale
Office: (954) 626-0255

Volume No.

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Campus Locations:

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

Office:

(561) 586-0121

Fax:

(561) 471-4010

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

Fax:

(754) 701-7318

Office Hours:

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

www.HCI.edu

HCI College

A Postsecondary, Vocational College

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

Licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding this College may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400
Toll-free telephone number: (888) 224-6684

Accredited by:

The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201

(703) 247-4212

#M072133 West Palm Beach (WPB) and #BR072560 Fort Lauderdale (FL) (Branch of WPB)

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 campus located in West Palm Beach, Florida, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

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.

Candidacy Status:

The Accreditation Commission for Education in Nursing (ACEN)

HCI College, Fort Lauderdale Campus

Effective July 18, 2024, the Associate Degree in Nursing program at HCI College at the Fort Lauderdale campus located in Fort Lauderdale, Florida is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 18, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program at [Search ACEN Programs](#).

Note: Upon granting initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the ACEN Board of Commissioners granting initial accreditation.

Licensed by:

Commission for Independent Education (CIE)

Florida Department of Education (FLDOE)

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

(850) 245-3200, (888) 224-6684

#2077 West Palm Beach (Main Campus) & #5625 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.

Program Approvals:

The Florida Department of Nursing, Florida Board of Nursing
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)

Member of:

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

Statement of Legal Control:

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

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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 student 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 is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) (license #M072133 WPB & #BR072560 FTL). HCI College is licensed by the Commission for Independent Education Florida Department of Education (license #2077 WPB and #5625 FTL).

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

Practical Nursing (P.N.): Florida Department of Health (FLDOH), Florida Board of Nursing (FBON) (licenses: NPPN # 701237 WPB & NPPN # 701209 FTL).

Associate Degree in Nursing (ADN): Florida Department of Health (FLDOH), Florida Board of Nursing (FBON) (licenses: NPRN #704146 WPB & NPRN #704135 FTL).

General Education courses in the Associate Degree in Nursing and Associates of Science in Substance Abuse Counseling programs 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).

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.

General Enrollment Requirements

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

1. Complete the Application Requirements below; and
2. Schedule payment of tuition and fees.

Admission Requirements by Program

Acceptance of any of the documents listed on the following pages is at the sole discretion of the College.

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 and sign the HCI College Application and Enrollment Agreement;
2. Provide a valid Driver's License or Government Issued Photo ID;
3. Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an associate degree or higher program from an accredited college or university; or 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 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; and
4. 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 and sign the HCI College Application and Enrollment Agreement;
2. Provide a valid Driver's License or Government Issued Photo ID;
3. Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an associate degree or higher program from an accredited college or university; or 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 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; and
4. Pass the Student Assessment for Distance Education.

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 and sign the HCI College Application and Enrollment Agreement packet;
2. Provide a valid driver's license or government issued photo ID;
3. Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an associate degree or higher program from an accredited college or university; or 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 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. Pass a FDLE Level II criminal background check conducted upon enrollment;¹
5. Pass a 10-panel drug screen conducted upon enrollment;²
6. Complete a pre-entrance physical examination and all required titers through HCI College's approved vendor;
7. Provide a current American Heart Association BLS Card; and
8. Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 40 (please see the TEAS policy for further information); or
 - 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
 - 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 of Science Degree in Substance Abuse Counseling – Admission Requirements

(Offered at the West Palm Beach location only)

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

1. Complete and sign the HCI application and Enrollment Agreement;
2. Be 18 years of age prior to the start of classes;
3. Provide a valid driver's license or government issued photo ID;
4. Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an associate degree or higher program from an accredited college or university; or 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 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; and
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).

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 and sign the HCI application;
2. Provide a valid Driver's License or government issued photo ID;
3. Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or verification of graduation from an associate degree or higher program from an accredited college or university; or 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 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. Must sign the Background Check and Drug Screening Acknowledgement³;
5. Complete a pre-entrance physical examination and all required titers through HCI College's approved vendor;⁴
6. Provide a current American Heart Association BLS Card;
7. 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
8. 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 only*) or higher from an accredited institution. In addition,

³ *Id.*

⁴ Required prior to entering Nursing core classes.

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.

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.

Accuplacer Testing Policy

- Campuses will set and post a testing schedule for Accuplacer testing.
- Testing will be provided on a set schedule by appointment only.
- Test takers must meet or exceed the minimum scores on each of the three tests:

Minimum Score Requirements	
Reading	233
Writing	235
Arithmetic	230

- Applicants will need to provide photo identification in order to test.
- Applicants will not be allowed to enter the testing room after testing has begun.
- Applicants will be required to take and pass all three sections of the Accuplacer assessment prior to signing an Enrollment Agreement.
- One retake is allowed after 14 days of the test.
- Subsequent retests may occur 14 days from the retest.
- Retests include the failed sections of the test only.
- Scores are valid for one year from the test date.
- The applicant is required remediation between administration of test one and two.
- Applicants may attempt the test three times in one year.
- Requests for reasonable accommodations may be granted but must be approved in advance by the Main Office.
- Testing will only be conducted on campus. There will be no remote testing.
- Proctors are chosen by the campus.

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 program will be required to achieve a minimum TEAS composite score of 40 to be admitted into the P.N. 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 P.N. 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 Chief Academic Officer/Senior 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 ENG1101 English Composition I
- Introductory Psychology – Equivalent to PSY2012 General Psychology
- College Mathematics – Equivalent to MDG1106 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-Admission

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. A background check must be completed within six (6) months prior to the re-enrollment start date if applicable; and
2. Drug screening must be completed within six (6) 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-admission 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.

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 Chief Academic Officer/Senior 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.

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.

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.

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 President's 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:

Celeste Blackwell, Chief Academic Officer/Senior Vice President of Academic Affairs

1764 N. Congress Avenue, Suite 200

West Palm Beach, FL 33409

Telephone: (561) 586-0121

Email: celestebblackwell@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

E-mail: 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, half-, 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 Chief Academic Officer/Senior Vice President of Academic Affairs.
4. The Group Campus President/Chief Operating Officer and Chief Academic Officer/Senior 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 Chief Academic Officer/Senior 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.shtml

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

A student may repeat a course in which they receive a letter grade of “D” or “F” (“C” for the P.N. and ADN core courses) for grade average purposes. Only the higher grade is used to compute a cumulative grade point average (CGPA) at HCI College. Students may only receive federal financial aid funding for one repetition of a previously passed course.

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

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

If a student fails three nursing core courses, the student will be dismissed from the College.

PN113 Transition to Practice and NUR2943L Nursing Capstone are the only exception to this policy in which students may be allowed a third attempt if academically and financially approved.*

***If approved, a third attempt of NUR2943L Nursing Capstone will cost the student \$700.00 to cover repeat resources. Cost subject to change.*

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

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) Communitive 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 Assistant and Medical Assisting 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 program 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	GPA Requirement
Period One	1.50
Period Two	2.00
Period Three	2.00

Practical Nursing

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 program 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 Program.

Associate of Science Degree in Substance Abuse Counseling

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

Academic Requirements

The qualitative standard for the SAC 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 completing the program, SAC students must have a CGPA of at least 2.48 to graduate from the SAC Program.

Semester(s) Attended	GPA 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

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 ADN program, a student must maintain a specific course grade point average (see *'Required CGPA' below*).

Academic Requirements

The qualitative standard for the ADN 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, ADN students must have a CGPA of at least 2.48 to graduate from the ADN Program.

Semester(s) Attended	GPA 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 an 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
Application Fee	\$50
Non-Refundable Returned Check Fee	\$36

Tuition Rate for Medical Assisting	\$18,000
Application Fee	\$50
Non-Refundable Returned Check Fee	\$36

Tuition Rate for Practical Nursing	\$22,540
Cost per Credit	\$490
Application Fee	\$50
Non-Refundable Returned Check Fee	\$36

Tuition Rate for Associate of Science Degree in Substance Abuse Counseling (SAC)	\$29,820
SAC Core Classes Cost per Credit	\$275
General Education Course Cost per Credit	\$645
Application Fee	\$50
Non-Refundable Returned Check Fee	\$36

Tuition Rate for Associate Degree in Nursing	\$52,950
Nursing Core Classes Cost per Credit	\$800
General Education Course Cost per Credit	\$645
Application Fee	\$50
Non-Refundable Returned Check Fee	\$36

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 Veteran 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, money order, or credit card)

Other sources must be discussed with the Financial Aid Department.

Types of Financial Aid

Financial aid is available for those who qualify. The College's Financial Aid Advisors will explain all available options. Some of the funding is subject to availability. The amount of Financial Aid students qualify for is based on each student's Cost of Attendance, Expected Family Contribution (EFC), enrollment status (full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, less-than-half time), and length of attendance within the academic year.

Grants

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

Federal Pell Grant

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

Iraq and Afghanistan Service Grant

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

Loans

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

Federal Direct Loan Program

Effective July 1, 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform “index rate” plus an “add-on” that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the grade level (undergraduate or graduate/ professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. Once established, the interest rate for a loan will apply for the life of the loan – that is, the loan will be a fixed-rate loan.

For Subsidized and Unsubsidized loans for undergraduate students first disbursed on or after July 1, 2022, and before July 1, 2023, the fixed interest rate is 4.99%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

Direct Subsidized Stafford Loan

The Subsidized Stafford Loan program provides low-interest loans through the U.S. Department of Education’s Direct Loan Program. The maximum annual loan for the first academic year is \$3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school at least half-time. Borrowers of Subsidized Stafford Loans first disbursed on or after July 1, 2014, are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves the College or when their enrollment drops below a halftime status, and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

For first-time borrowers after July 1, 2013, there was a limit on the maximum period (measured in academic years) that a student can receive Direct Subsidized Loans; this was called Subsidized Usage Limit Applies (SULA). In general, students could not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the “maximum eligibility period.” Students can find the published length of their program of study in the College catalog. After a student had received Direct Subsidized Loans for the maximum eligibility period, they were no longer eligible to receive additional Direct Subsidized Loans. However, the student could not continue receiving Direct Unsubsidized Loans. Students may also have lost interest subsidy on previously received loans.

The FAFSA Simplification Act, part of the Consolidated Appropriations Act, 2021, provides for a repeal of the 150% Subsidized Usage Limit Applies (SULA) requirements. Effective for disbursements on July 1, 2021, and after, the SULA rule no longer applies.

Direct Unsubsidized Stafford Loan

If a student does not qualify for a full or partial Subsidized Stafford Loan based on financial need, or needs additional loan funding, they may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education’s Direct Loan Program. The federal government does not pay the interest on unsubsidized loans while the student is in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during the grace period, and any deferment periods. Students may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. The repayment period for a Direct Unsubsidized Loan begins the day after the grace period ends.

Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year.

Direct Plus Loan (For Parents)

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. A parent's decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Federal Direct Loan Program disbursed on or after July 1, 2022 and before July 1, 2023, will have a fixed rate of 7.54%. Loan repayment begins immediately after the final loan disbursement for the loan period is made; however, parents may apply for a deferment. Payments will include both the principal and the interest that accumulates.

See the summary of loan information below; students should contact their Financial Aid Department to receive further information regarding the maximum Federal Stafford annual loan amounts for subsequent academic years.

Federal Stafford Loan Program Summary

Direct Subsidized Stafford Loan

The federal government pays the interest on a subsidized student loan during in-school status of at least half time, the grace period, and authorized deferment periods. Prior to July 1, 2014, some borrowers may be responsible for the interest during the grace period.

Loan Limits:

- First Year - \$3,500
- Second Year – \$4,500
- Third or Fourth Year - \$5,500

Additional Direct Unsubsidized Stafford Loan (Dependent Students whose parents were not denied a PLUS loan)

The student is responsible for the interest charged during all periods, including while attending school, during the grace period and deferment period.

Loan Limits:

- First Year - \$2,000
- Second Year – \$2,000
- Third or Fourth Year - \$2,000

Direct Unsubsidized Stafford Loan (Independent Students and Dependent Students whose parents were denied a PLUS loan)

The student is responsible for the interest charged during all periods, including while attending school, during the grace period and deferment period.

Loan Limits:

- First Year - \$6,000
- Second Year - \$6,000
- Third or Fourth Year - \$7,000

Aggregate Limits for Subsidized/Unsubsidized Loans

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate <i>(Excludes students whose parents cannot borrow PLUS)</i>	\$23,000	\$31,000
Independent Undergraduate <i>(Includes dependent students whose parents cannot borrow PLUS)</i>	\$23,000	\$57,500
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

Financial Aid Procedures

Prospective students seeking Federal Student Aid must create an FSA ID and submit the [Free Application for Federal Student Aid \(FAFSA\)](#).

1. 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.
2. Submit the FAFSA at www.fafsa.ed.gov or using the FAFSA Mobile App.

Some funds are limited and are awarded on a first come, first served basis to students with the greatest financial need. Instructions are available in HCI College's Financial Aid Department and on our website. Students must submit a FAFSA and an appointment must be made with a Financial Aid Officer.

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

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

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

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

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

Student Rights

All HCI College students have the right to:

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

The HCI College Medical Caregiver Scholarship for Associate Degree in Nursing *

The HCI College Medical Caregiver Scholarship will be available to new applicants enrolling in the HCI College Nursing academic Associate Degree program.

The HCI College Medical Caregiver Scholarship is awarded based on the applicant completing an attestation form along with meeting at least one (1) of the following qualifying requirements listed below:

1. The applicant must have been employed in a medical healthcare facility anytime in the last three (3) years in any of the following positions: Medical Assistant, Medical Records Clerk, Home Health Aide, Certified Nurse Assistant, Patient Care Technician, Unit Secretary, Medical Receptionist, ICD9 Insurance Coder, ICD10 Insurance Coder, EKG Technician, Phlebotomist, any medical profession or position that requires a license or certification in the state of Florida.
2. The applicant has completed a minimum of 50 hours of volunteer work in a medical care facility in the past 12 months.
3. The applicant has completed a minimum of 300 clock hours or 12 credit hours of formal training in a medical program within a program of study leading to any of the medical care positions listed above in section 1.

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. New students enrolling in March of 2024 and on will be eligible for this scholarship. However, in cases of hardship, the College may apply the scholarship to students already enrolled before March of 2024 subject to the approval of the Chief Operating Officer or the Chief Executive Officer of HCI College. Former HCI College Students who have previously withdrawn from the College are not eligible for the Medical Caregiver scholarship unless they were enrolled in programs that are no longer offered at the College such as the EMT or Paramedic programs. Students who violate the Student Code of Conduct may lose any scholarship eligibility. The HCI College Medical Caregiver Scholarship recipient will be awarded \$2,500. This will be awarded in disbursements at the beginning of the appropriate semester(s) not to exceed \$2,500 in total.

**Note: HCI reserves the right to alter, modify or terminate the HCI College Medical Caregiver 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.*

The HCI College Medical Caregiver Scholarship for Practical Nursing*

The Medical Caregiver Scholarship will be available to new applicants enrolling in the HCI College Practical Nursing academic diploma program.

The HCI College Medical Caregiver Scholarship is awarded based on the applicant completing an attestation form along with meeting at least one (1) of the following qualifying requirements listed below:

1. The applicant must have been employed in a medical healthcare facility anytime in the last three (3) years in any of the following positions: Medical Assistant, Medical Records Clerk, Home Health Aide, Certified Nurse Assistant, Patient Care Technician, Unit Secretary, Medical Receptionist, ICD9 Insurance Coder, ICD10 Insurance Coder, EKG Technician, Phlebotomist, any medical profession or position that requires a license or certification in the state of Florida.
2. The applicant has completed a minimum of 50 hours of volunteer work in a medical care facility in the past 12 months.
3. The applicant has completed a minimum of 300 clock hours or 12 credit hours of formal training in a medical program within a program of study leading to any of the medical care positions listed above in section 1.

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. New students enrolling in March of 2024 and on will be eligible for this scholarship. However, in cases of hardship, the College may apply the scholarship to students already enrolled before March of 2024 subject to the approval of the Chief Operating Officer or the Chief Executive Officer of HCI College. Former HCI College Students who have previously withdrawn from the College are not eligible for the Medical Caregiver scholarship unless they were enrolled in programs that are no longer offered at the College such as the EMT or Paramedic programs. Students who violate the Student Code of Conduct may lose any scholarship eligibility. The HCI College Medical Caregiver Scholarship recipient will be awarded \$1,200. This will be awarded in disbursements at the beginning of the appropriate semester(s) not to exceed \$1,200 in total.

**Note: HCI reserves the right to alter, modify or terminate the HCI College Medical Caregiver 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.*

The HCI College Medical Caregiver Scholarship for Medical Assisting*

The Medical Caregiver Scholarship will be available to new applicants enrolling in the HCI College Medical Assisting academic diploma program.

The HCI College Medical Caregiver Scholarship is awarded based on the applicant completing an attestation form along with meeting at least one (1) of the following qualifying requirements listed below:

1. The applicant must have been employed in a medical healthcare facility anytime in the last three (3) years in any of the following positions: Medical Assistant, Medical Records Clerk, Home Health Aide, Certified Nurse Assistant, Patient Care Technician, Unit Secretary, Medical Receptionist, ICD9 Insurance Coder, ICD10 Insurance Coder, EKG Technician, Phlebotomist, any medical profession or position that requires a license or certification in the state of Florida.
2. The applicant has completed a minimum of 50 hours of volunteer work in a medical care facility in the past 12 months.
3. The applicant has completed a minimum of 300 clock hours or 12 credit hours of formal training in a medical program within a program of study leading to any of the medical care positions listed above in section 1.

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. New students enrolling in March of 2024 and on will be eligible for this scholarship. However, in cases of hardship, the College may apply the scholarship to students already enrolled before March of 2024 subject to the approval of the Chief Operating Officer or the Chief Executive Officer of HCI College. Former HCI College Students who have previously withdrawn from the College are not eligible for the Medical Caregiver scholarship unless they were enrolled in programs that are no longer offered at the College such as the EMT or Paramedic programs. Students who violate the Student Code of Conduct may lose any scholarship eligibility. The HCI College Medical Caregiver Scholarship recipient will be awarded \$1,200. This will be awarded in disbursements at the beginning of the appropriate semester(s) not to exceed \$1,200 in total.

**Note: HCI reserves the right to alter, modify or terminate the HCI College Medical Caregiver 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.*

The HCI College Animal Caregiver Scholarship*

The HCI College Animal Caregiver Scholarship may be available to new applicants enrolling in the HCI College Veterinary Assisting Diploma Program.

Applicants will be required to provide proof of eligibility.

The HCI College Animal Caregiver Scholarship is awarded based on one (1) of the qualifying requirements listed below:

- The applicant must be currently employed in a veterinary practice in any capacity.
- The applicant must be currently employed in any type of facility involving animal care such as an equine center, zoo, the Humane Society, or animal sanctuaries of any kind.
- The applicant has completed at least 50 hours of volunteer work in the care of animals in the past 12 months.
- The applicant is currently employed by a commercial pet retailer such as PetSmart or Petco.
- The applicant is currently employed as a pet groomer.
- The applicant has successfully completed at least one animal care class in high school.
- The applicant was a member of the Future Farmers of America in high school.

This scholarship can only be used to cover direct costs incurred by the student (e.g., tuition, fees, etc.). It cannot be used to cover other educationally related expenses that a student may incur (e.g., travel, room & board, etc.). If eligible scholarship recipients receive other forms of financial aid funds that cover all the direct institutional costs for the program, the recipient will not be eligible to receive the scholarship.

The HCI College Animal Caregiver Scholarship recipient will be awarded \$1,200. This will be awarded in equal disbursements at the beginning of each payment period not to exceed \$1,200 in total.

**Note: HCI reserves the right to alter, modify or terminate the HCI College Animal Caregiver 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.*

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 14 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 14 days after the student's last date of attendance, which will be the same day as the last failed exam or make-up exam.
4. The student understands and agrees that the 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

Practical Nursing, Associate Degree in Nursing and Associate of Science Degree in Substance Abuse Counseling

Students enrolled for classes in Practical Nursing, Associate Degree in Nursing, and Associate of Science Degree in Substance Abuse Counseling 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, Associate Degree in Nursing, or Associate of Science Degree in Substance Abuse Counseling 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.

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 should complete and sign the Withdrawal Form. The Withdrawal Form and procedure may be obtained at the Registrar's office. 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.

A student wishing to cancel an enrollment or withdraw should complete a Withdrawal/Cancellation Form and submit it to the Registrar at their campus.

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

- All monies will be refunded if the applicant is not accepted by the 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, but before the first (1st) day of class, 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 (semester⁵) for courses scheduled.
- The Withdrawal Date for refund computation will be one of the following:
 - The date Withdrawal/Cancellation Form signed by the student.
 - The last date of attendance for unsatisfactory progress.
 - The last date of attendance for excessive absences will be the last date of attendance.

⁵ A semester is to be defined as a term of instruction 15-16 weeks in duration.

Return to Title IV Funds (R2T4) Policy

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

Federal Student Aid regulations specify how the College must determine the amount of Federal Student Aid assistance that the student earns if they withdraw from the College. The Federal Student Aid programs that are covered by this law are Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans.

Though aid is posted to the student's account at the College at the start of each semester/payment period, students earn the funds as they complete the period. If the student withdraws during the semester or payment period or period of enrollment, the amount of Federal Student Aid assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the College or parent receive on the student's behalf) financial aid less assistance than the amount that earned, the student may be able to receive those additional funds as post withdrawal disbursements. If assistance received is more than the student earned, the excess funds must be returned by the College and/or the student.

If the student did not receive all the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the College must get the student's (or parent's permission before disbursing them. The student may decline some or all the loan funds to avoid incurring additional debt. The College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the College). The College needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce their debt at the College.

Some Federal Student Aid funds cannot be disbursed once the student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of their program before withdrawing; will not receive any Direct Loan funds, even though the funds were scheduled to be received had the student remained enrolled past the 30th day.

If a student receives (or the College or parent receive on the student's behalf) excess Federal Student Aid funds that must be returned, the College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds; or
2. The entire amount of excess funds.

The College must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the College is not required to return all the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must arrange with the College or the Department of Education to return the unearned grant funds.

When a student withdraws, the requirements for Title IV program funds are separate from any institutional refund policy that the College may have. Therefore, the student may still owe funds to the College to cover unpaid institutional charges. The College may also charge the student for any Federal Student Aid program funds that the College was required to return. If the student does not already know the College's refund policy (see Institutional Refund Policy above), the student should ask the campus financial aid or business office for a copy. The campus can also provide the student with the requirements and procedures for officially withdrawing from the College.

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

The amount of assistance earned is determined on a pro-rata basis, up through the 60% point in each semester/payment period. For example, if a student completes 30% of the semester/payment period, the student earns 30% of the Federal Student Aid assistance they were originally scheduled to receive. After the 60% point of the semester/payment period, a student has earned 100% of the Federal Student Aid funds they were scheduled to receive. Any time a student begins attendance in at least one course but does not begin attendance in all the courses they were scheduled to attend, regardless of whether the student is a withdrawal or graduate, 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 the cost of education.

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

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

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
F	=	0-69	=	0 grade points	Failure
I	=	Incomplete			
T	=	Transfer			
AU	=	Audit			
P	=	Pass*			
NC	=	No Credit			
WA	=	Withdrawal (Administrative)			
W	=	Withdrawal			

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

Note: The College may utilize C. and/or F. grades on transcripts. C. and F. grades do not fulfill graduation requirements. Students who have earned C. and/or F. grades on their transcripts must repeat the course and pass with the appropriate grade in order to fulfill graduation requirements.

GPA and CGPA Calculations

- The Grade Point Average (GPA) is calculated for all students.
- The GPA is calculated at the end of each semester/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 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*. 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. Documentation of extenuating circumstances will be required when submitting an appeal.

It is strongly advised that students who experience extenuating circumstances first reach out to their instructor or program director via email or in writing, prior to the assessment, 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 within seven (7) calendar days 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.

Submitting an Academic Appeal:

- 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, 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 Director 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.
- **Associate Degree in Nursing:** No more than two absences per semester are allowed. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties. Upon the third unexcused course absence, the student will be withdrawn from that course and required to repeat the failed course upon reentry.
- **Practical Nursing/Medical Assisting/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.
- 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. 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.

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.

- 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.
- 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.

Dosage Calculation Test

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 ADN program. Students are required to pass the dosage calculation tests with a minimum score of 90%. If the student does not pass the dosage calculation test with a minimum score of 90% after two attempts, they will not be able to continue to the next semester and, therefore, cannot continue in the program. The student may consult the Director of Nursing and Dean of Academic Affairs to discuss their options.

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.

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 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.

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 environment⁶ = one (1) semester credit hour.
- Thirty (30) clock hours in a supervised laboratory setting of instruction⁷ = one (1) semester credit hour.
- Forty-Five (45) clock hours of externship⁸ = one (1) semester credit hour.
- Two (2) clock hours of out-of-class work and/or preparation⁹ 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 twenty (30) clock hours to one (1) credit hour is used to calculate the enrollment credit hours used to calculate Federal Student Aid eligibility.

⁶ 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.

⁷ 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.

⁸ 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.

⁹ 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 Diploma 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:

- 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.

Tuition and Fees – Veterinary Assisting Diploma Program

The College tuition charges for the Veterinary Assisting program are presented below. A set of required materials, textbooks and/or eBooks, and uniforms are provided at no additional cost.

Tuition and Application Fee	
Tuition	\$ 19,000
Application Fee	\$ 50
Total Program Cost + Application Fee	\$ 19,050

Tuition Breakdown Per Course – Veterinary Assisting Diploma Program

Course #	Course Name	Credits	Tuition
VAT110	Medical Terminology	4	\$2,300
VAT120	Anatomy and Physiology	4	\$2,300
VAT100	Introduction to Veterinary Assisting	4	\$2,300
VAT130	Laboratory Procedures	3	\$1,720
VAT140	Pharmacology	3	\$1,720
VAT150	Radiology	3	\$1,720
VAT170	Veterinary Clinical Procedures	3	\$1,720
VAT180	Hospital and Surgical Procedures	3	\$1,720
SLS110	Career Preparation	4	\$2,300
VAT200	Externship	4	\$1,200
Total		35	\$19,000

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

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 Credits		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): Completion of all core courses.

Note: The course order in the Veterinary Assisting diploma program will be determined by the College.

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 Medical Assisting diploma program 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 Diploma 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:

- 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.

Tuition and Fees – Medical Assisting Diploma Program

The College tuition charges for the Medical Assisting program are presented below. A set of required materials, textbooks and/or eBooks, and uniforms are provided at no additional cost.

Tuition and Application Fee	
Tuition	\$ 18,000
Application Fee	\$ 50
Total Program Cost + Application Fee	\$ 18,050

Tuition Breakdown Per Course – Medical Assisting Diploma Program

Course #	Course Description	Credits	Tuition
MED101	Medical Terminology	4	\$2,300
MED110	Foundations of Anatomy and Physiology	4	\$2,300
HLT101	Introduction to Health Careers	3	\$1,325
MED231	Clinical Skills for Medical Assistants	4	\$2,300
MED233	Medical Procedures	3	\$1,325
MED242	Fundamentals of Pharmacology	4	\$2,300
MED251	Allied Health Clinical Skills	3	\$1,325
MED253	Allied Health Laboratory Skills	4	\$2,300
MOS201	Introduction to Electronic Health Records	3	\$1,325
MED265	Medical Assisting Externship	4	\$1,200
Total Credits		36	\$18,000
<i>A set of required materials, textbooks and/or eBooks, and uniforms are provided at no additional cost.</i>			

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 Credits		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): Completion of all core courses.

Note: The course order in the Medical Assisting diploma program will be determined by the College.

Practical Nursing 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 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 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 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 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.

Tuition and Fees – Practical Nursing Program

The College tuition charges for the Practical Nursing program are presented below. A set of required materials and textbooks (eBooks) are provided at no additional cost. The only additional charge is the application fee of \$50.

Tuition and Application Fee	
Tuition	\$ 22,540
Application Fee	\$ 50
Total Program Cost + Application Fee	\$ 22,590

Per Credit Hour: \$490.00

Total Credits: 46

Tuition Breakdown Per Semester – Practical Nursing Program

Semester	Course #	Course Name	Credits	Tuition
Semester 1	PN101	Medical Terminology	2	\$ 980.00
	PN102	Introduction to Nursing	3.5	\$ 1,715.00
	PN105	Fundamentals of Nursing	5.5	\$ 2,695.00
	Total for Semester One			11
Semester 2	PN103	Long Term Care Nursing Assistant	4	\$ 1,960.00
	PN104	Anatomy and Physiology	4	\$ 1,960.00
	PN106	Pharmacology and Intravenous Therapy Skills	3	\$ 1,470.00
	Total for Semester Two			11
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
Semester 4	PN108	Medical Surgical Nursing II	2	\$ 980.00
	PN111	Mental Health Nursing	7.5	\$ 3,675.00
	PN112	Community Health	0.5	\$ 245.00
	PN113	Transition to Practice	1.5	\$ 735.00
	Total for Semester Four			11.5
TOTAL			46	\$22,540.00
<p><i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i></p>				

Course Listing – Practical Nursing Program

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS	PN101	Medical Terminology	2
	PN102	Introduction to Nursing	3.5
	PN105	Fundamentals of Nursing	5.5
	Total for Semester One		11
Semester 2 15 WEEKS	PN103	Long Term Care Nursing Assistant	4
	PN104	Anatomy and Physiology	4
	PN106	Pharmacology and Intravenous Therapy Skills	3
	Total for Semester Two		11
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	2
5 WEEKS <i>(begins in Week 5)</i>	PN111	Mental Health Nursing	7.5
5 WEEKS <i>(begins in Week 10)</i>	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
Total for Semester Four		11.5	
TOTAL			46

Course Descriptions (Core Courses) – Practical Nursing 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 105

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 105

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.

Prerequisite: PN101, PN 102, PN105

Corequisite(s): PN104, PN106

PN104 **Anatomy and Physiology** **4 credit hours**

90 Lecture Hours

Anatomy and Physiology 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, PN105

Corequisite(s): PN103, 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

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, PN105

Corequisite(s): PN103, PN104

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, PN111

Corequisite(s): PN109, PN110, PN1112, 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, PN107, PN111

Corequisite(s): PN108, PN110, PN1112, PN113

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 of Science Degree in Substance Abuse Counseling (A.S. SAC) Program

(Offered at the West Palm Beach location only)

60 semester credits: 945 clock hours, six semesters, approximately 24 months

Curriculum Description – A.S. SAC Program

The A.S. in Substance Abuse Counseling prepares the student to help individuals with job readiness knowledge, skills and attitudes required to be successful in the helping professions; acquire paraprofessional competencies applicable to the substance abuse treatment field and many other behavioral health professions; learn about theories as they apply to working with clients, skills needed to apply the theories, and promote an understanding of how substance use disorders develop in individuals as well as how treatment is designed to meet their individual needs. Upon successful completion of the program an Associate of Science Degree in Substance Abuse Counseling is awarded. This degree is especially useful for those wanting to work in the field of substance abuse or mental health treatment.

Objectives – A.S. SAC Program

After successful completion of the program, the student will obtain an Associate of Science Degree in Substance Abuse Counseling. The end of program student learning outcomes for the Associate of Science in SAC program are:

1. Initial screening of potential clients as to their need for further evaluation and diagnosis.
2. Intake: Collecting of necessary personal information, explanation of confidentiality laws, obtaining of appropriate release of information signatures.
3. Orientation: Clarify rights and responsibilities of both client and treatment facility, facility rules, tour appropriate areas, explain treatment process, help client to understand what is expected, and what s/he may expect.
4. Referral: Be able to appropriately match client diagnosis and symptoms to treatment facility and program level. Be familiar with other area programs and facilities that clients may need beyond substance abuse treatment and be able to make appropriate referrals.
5. Counseling: Be able to select the appropriate counseling model(s) for a situation; use one-on-one and group counseling skills, including empowering clients, focusing on strengths, and keeping the focus on the client's agenda, not the counselor's.

6. Crisis Intervention: Recognize and appropriately respond to signs of relapse, suicidality, depression. Be able to appropriately call others for assistance when the situation is beyond his/her abilities to handle.
7. Patient Education: Be able to help the client to understand the processes of addiction, withdrawal, relapse, and recovery; convey this information in terms understood by clients and in one-on-one, in group or in front-of-the room environments.
8. Case Management: Be able to understand, and where appropriate assist client with, processes in which the client may be involved in the areas of social services, legal, health care, and mental health care.
9. Reporting and Record Keeping: Be able to keep succinct but complete and coherent records regarding all client interactions for the well-being of both client and agency. Be capable of objective reporting and of knowing what should be included.

Admissions Requirements – A.S. SAC Program

The student must meet all HCI College entrance requirements for the A.S. SAC Program as stated in the Admission Requirements section of this catalog.

Graduation Requirements – A.S. SAC Program

A student must meet the following requirements to graduate from the A.S. SAC 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 60 credit hours and all required course work as described in the Catalog.

Tuition and Fees – A.S. SAC Program

The College tuition charges for the A.S. SAC program are presented below. A set of required materials and textbooks (eBooks) are provided at no additional cost. The only additional charge is the application fee of \$50.

Tuition and Application Fee	
Tuition	\$ 29,820
Application Fee	\$ 50
Total Program Cost + Application Fee	\$ 29,870

Tuition Breakdown Per Semester – A.S. SAC Program

Semester	Course #	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I	4	\$2,580
	ENC1101	English Composition I	3	\$1,935
	MGF1106	Liberal Arts Mathematics	3	\$1,935
	PSY2012	General Psychology	3	\$1,935
	Total for Semester One			13
Semester 2	MCB2010C	Microbiology	4	\$2,580
	HUN1201	Elements of Nutrition	3	\$1,935
	BSC2086	Human Anatomy & Physiology II	4	\$2,580
	DEP2004	Human Growth & Development	3	\$1,935
	Total for Semester Two			14
Semester 3	SPC2608	Speech	3	\$1,935
	SOC131	Introduction to Sociology	3	\$1,935
	AMH2012	History of the USA	3	\$1,935
	Total for Semester Three			9
Semester 4	SAC101	Models of Treatment	3	\$825
	SAC111	Psychopharmacology	3	\$825
	Total for Semester Four			6
Semester 5	SAC122	Ethics in Substance Abuse	3	\$825
	SAC221	Cultural Diversity	3	\$825
	SAC241	Disorders Co-Occurring with Substance Abuse	3	\$825
	Total for Semester Five			9
Semester 6	SAC252	Counseling Groups and Individual	3	\$825
	SAC262	Clinical Assessment	3	\$825
	SAC272	Service Coordination	3	\$825
	Total for Semester Six			9
TOTAL			60	\$29,820
<p><i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i></p>				

Course Listing – A.S. SAC 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		
Semester 2 15 WEEKS (2 Terms/7 Weeks)	MCB2010C	Microbiology	4
	HUN1201	Elements of Nutrition	3
	BSC2086	Human Anatomy & Physiology II	4
	DEP2004	Human Growth & Development	3
	Total for Semester Two		
Semester 3 15 WEEKS (2 Terms/7 Weeks)	SPC2608	Speech	3
	SOC131	Introduction to Sociology	3
	AMH2010	History of the USA: A Survey up to 1877	3
	Total for Semester Three		
Semester 4 15 WEEKS	SAC101	Models of Treatment	3
	SAC111	Psychopharmacology	3
	Total for Semester Four		
Semester 5 15 WEEKS	SAC122	Ethics in Substance Abuse	3
	SAC221	Cultural Diversity	3
	SAC241	Disorders Co-Occurring with Substance Abuse	3
	Total for Semester Five		
Semester 6 15 WEEKS	SAC252	Counseling Groups and Individual	3
	SAC262	Clinical Assessment	3
	SAC272	Service Coordination	3
	Total for Semester Six		
TOTAL			60

Course Descriptions (General Education Courses) – A.S. SAC 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.

BSC2086 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 BSC2085, 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

DEP2004 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

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.

SOC131 Introduction to Sociology 3 credit hours

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. A grade of 'C' or higher is required to pass this course.

AMH2010 History of the USA: A Survey up to 1877 3 credit hours

Triumph and tragedy pervade the history of these United States. This course provides an interpretative overview of the economic, social, political and cultural forces up to 1870 that have made the United States what it is today. A grade of C or higher is required to pass this course. A grade of 'C' or higher is required to pass this course.

SAC241 Disorders Co-Occurring with Substance Abuse 3 credit hours

This course studies the condition prevalent in individuals with substance use disorders; screening tools to assess for co-occurring disorders; and scientifically supported strategies for helping clients manage symptoms to mitigate risk. A grade of 'C' or higher is required to pass this course.

Corequisite(s): SAC122, SAC221

Prerequisite(s): BSC2085C; ENC1101; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086; DEP2004; SPC2608; SOC131; AMH2010

SAC252 Counseling Groups and Individual 3 credit hours

This course focuses on group dynamics and processes which help clients achieve objectives in substance abuse treatment. Introduction to basic counseling strategies to engage and motivate clients. A grade of 'C' or higher is required to pass this course.

Corequisite(s): SAC262, SAC272

Prerequisite(s): BSC2085C; ENC1101; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086; DEP2004; SPC2608; SOC131; AMH2010

SAC262 Clinical Assessment 3 credit hours

The course will focus on the practices and generally accepted assessment tools used to gather and interpret information necessary in diagnosing, treatment planning and evaluating client progress in substance abuse treatment; identification of client strengths, weaknesses, problems, and needs to develop interventions. A grade of 'C' or higher is required to pass this course.

Corequisite(s): SAC252, SAC272

Prerequisite(s): BSC2085C; ENC1101; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086; DEP2004; SPC2608; SOC131; AMH2010

SAC272 Service Coordination 3 credit hours

This course will focus on the clinical and administrative activities which establish a framework of action for the client to achieve their goals by coordinating clinical services, community, community resources, and treatment agencies throughout the continuum of care. A grade of 'C' or higher is required to pass this course.

Corequisite(s): SAC252, SAC262
Prerequisite(s): BSC2085C; ENC1101; MGF1106; PSY2012; MCB2010C; HUN1201; BSC2086; DEP2004; SPC2608; SOC131; AMH2010

Associate Degree in Nursing (ADN) 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 – ADN 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 of Science 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 – ADN 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 – ADN 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 – ADN Program

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

1. Complete the required clock and credit hours for the program;
2. 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;
3. Complete at least 25% of the course requirements of the program at HCI College;
4. Meet all financial obligations to the College;
5. Meet or exceed the minimum standards of Satisfactory Academic Progress (SAP);
6. General Education courses must be taken in their course sequencing and must be taken prior to the nursing core courses. In some cases, the Chief Academic Officer/Senior Vice President of Academic Affairs may make an exception;
7. 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;
8. The student must complete 100% of all required clinical/simulation hours;
9. Complete Dosage Calculation Tests per the program’s requirement;
10. Pass all required examinations including all third-party proctored examinations;
11. The student must complete a minimum of 72 credit hours and all required course work as described in the Catalog; and
12. 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).

Tuition and Fees – ADN Program

The College tuition charges for the ADN program is presented below. A set of required materials and textbooks (eBooks) are provided at no additional cost. The only additional charge is the application fee of \$50.

Tuition and Application Fee	
Tuition (General Education Courses)	\$ 19,350
Tuition (Nursing Core Courses)	\$ 33,600
Total Tuition	\$ 52,950
Application Fee	\$ 50
Total Program Cost + Application Fee	\$ 53,000

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

Tuition Breakdown Per Semester – ADN Program

Semester	Course #	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I	4	\$ 2,580
	ENC1101	English Composition I	3	\$ 1,935
	MGF1106	Liberal Arts Mathematics	3	\$ 1,935
	PSY2012	General Psychology	3	\$ 1,935
	Total for Semester One			13
Semester 2	MCB2010C	Microbiology	4	\$ 2,580
	HUN1201	Elements of Nutrition	3	\$ 1,935
	BSC2086	Human Anatomy & Physiology II	4	\$ 2,580
	DEP2004	Human Growth & Development	3	\$ 1,935
	SPC2608	Speech	3	\$ 1,935
	Total for Semester Two			17
Semester 3	NUR1023	Nursing I, Lecture	5	\$ 4,000
	NUR1022L	Nursing I, Lab	2	\$ 1,600
	NUR1023L	Nursing I, Clinical	3	\$ 2,400
	NUR2140	Introduction to Pharmacology for Nursing	3	\$ 2,400
	Total for Semester Three			13
Semester 4	NUR1213	Nursing II, Lecture	7	\$ 5,600
	NUR1213L	Nursing II, Clinical	3	\$ 2,400
	NUR2520	Psychiatric Nursing, Lecture	3	\$ 2,400
	NUR2520L	Psychiatric Nursing, Clinical	1	\$ 800
	Total for Semester Four			14
Semester 5	NUR2261	Nursing III, Lecture	5	\$ 4,000
	NUR2261L	Nursing III, Clinical	4	\$ 3,200
	Total for Semester Five			9
Semester 6	NUR2943L	Nursing Capstone	6	\$ 4,800
	Total for Semester Six			6
TOTAL			72	\$52,950
<p><i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i></p>				

Course Listing – ADN 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		
Semester 2 15 WEEKS (2 Terms/ 7 Weeks)	MCB2010C	Microbiology	4
	HUN1201	Elements of Nutrition	3
	BSC2086C	Human Anatomy & Physiology II	4
	DEP2004	Human Growth & Development	3
	SPC2608	Speech	3
	Total for Semester Two		
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		
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		
Semester 5 15 WEEKS	NUR2261	Nursing III, Lecture	5
	NUR2261L	Nursing III, Clinical	4
	Total for Semester Five		
Semester 6 15 WEEKS	NUR2943L	Nursing Capstone	6
	Total for Semester Six		
TOTAL			72

Course Descriptions (General Education Courses) – ADN 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

DEP2004 **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) – ADN Program

NUR1023	Nursing I, Lecture	5 credit hours
NUR1022L	Nursing I, Lab	2 credit hours
NUR1023L	Nursing I, Clinical	3 credit hours

This course introduces the student to the integrated processes, client needs concepts, and quality and safety in nursing care. The student will demonstrate the understanding of fundamental knowledge, skills, and competencies in the safe and effective care of the client across the lifespan. 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; DEP2004; SPC2608.

NUR2140	Introduction to Pharmacology for Nursing	3 credit hours
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This course introduces the student to the pharmacological concepts and principles related to safe administration of pharmacological and parenteral agents. Students will develop an understanding of the mechanism of drug action, dosage calculation, and assessment of expected outcomes related to each major drug classification. 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; DEP2004; SPC2608.

NUR1213	Nursing II, Lecture	7 credit hours
NUR1213L	Nursing II, Clinical	3 credit hours

This course prepares the student to provide and manage care of the client with acute and chronic medical-surgical health issues across the lifespan. In addition, the student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principles. 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**

This course prepares the student to support the emotional, mental, and social wellbeing of the client experiencing stressful events, as well as the client with acute and chronic mental illness. 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**

This course is a continuation of Nursing II in preparing the student to provide and manage care of the client with acute and chronic medical-surgical health issues across the lifespan. The student will apply integrated processes, safe and effective care, health promotion and maintenance, psychosocial and physiological integrity, and risk reduction principles. Special populations such as obstetrics, newborn, and pediatrics will also be covered. 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**

This course requires the student to demonstrate competency in application and analyzing care of the client across the lifespan. The student will receive feedback and develop a custom remediation plan to improve knowledge, skills, and competencies prior to the final written and psychomotor performance assessment. Course is graded as 'Pass/Fail'.

Prerequisite(s): Completion of all core courses.

Distance Learning Online General Education Courses

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

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

General Education Objectives

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

The General Education Curriculum is designed to enable the student to:

- Master basic skills in English, Mathematics, Social Science & The Humanities.
- Communicate accurately and effectively in both verbal & written form.
- Gain and apply critical thinking skills in order to analyze complex material.

Requirements to meet these objectives include, but are not limited to, with a grade of 'C' or higher, completing all homework assignments, and activities.

Academic Guidelines

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

Student Verification Statement

HCI College requires that the College verify the identity of students when course materials and/or course assessment activities are conducted either partially or entirely online. A student's login and password are intended to provide the student with secure access to course materials and are also intended to help the College meet this mandate. If HCI College feels that at any time the student on-line is not the same student that is registered participating in class discussions, completing quizzes or exams, and is not the student who is registered to complete all class work, the 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 the student will be dismissed for academic dishonesty. This includes any form of cheating and/or plagiarism (student conduct code). HCI College protects student privacy and will notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

Recommended Technical Requirements:

- 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.

Distance 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 and receives academic credit.

Administrators and Faculty

Managers and Staff

Anmolsingh, Nayana	Registrar Fort Lauderdale Campus	BAS, Supervision and Management AA, Pre-Law Broward College
Aristide, Alexis	Financial Aid Advisor West Palm Beach Campus	
Armstrong, Siriuma “Rumy”	Financial Aid Director Fort Lauderdale Campus	AA, Supervision & Management Broward College
Assevero, Tara	Nursing Clinical Coordinator West Palm Beach and Fort Lauderdale Campuses	MBA American InterContinental University
Bernat, Laurie	Medical Assisting Program Director West Palm Beach Campus	<i>Registered Medical Assistant</i>
Berrocal, Giannina	Financial Aid Manager West Palm Beach Campus	
Bonte Fagan, Jen	Admissions Representative Fort Lauderdale Campus	BBM Boston University
Caceres, Roxana	Systems’ Registrar Fort Lauderdale Campus	
Cannon, Nina	Associate Director of Admissions West Palm Beach Campus	

Castillo, Charles	Director of Admissions Fort Lauderdale Campus	BS, Interior Design Florida State University
Cincotta, Robert	Proctor West Palm Beach Campus	BA, Education Florida Atlantic University
Colia, Jeanne	Interim Director of Nursing West Palm Beach Campus	MS, Nursing Barry University <i>Registered Nurse</i>
Cooper, Nicole	Registrar West Palm Beach Campus	
Daubon, Brianna	Financial Aid Advisor Fort Lauderdale Campus	
Dennis, Alecia	Associate Dean of Academic Affairs West Palm Beach Campus	BS, Nursing University of Texas at Arlington <i>Registered Nurse</i>
DiCarlo, Hannah	Senior Admissions Representative West Palm Beach Campus	BA, Psychology Florida Atlantic University
Edwards, Lorna	Student Services Coordinator/Front Desk Fort Lauderdale Campus	BS, Healthcare Administration Barry University
Ferretti, Rosanna	Group Campus Director West Palm Beach and Fort Lauderdale Campuses	BA Long Island University - C.W. Post
Gentner, Cyndi	Admissions Representative Fort Lauderdale Campus	

Hall, Janice	Senior Admissions Representative Fort Lauderdale Campus	MBA University of Phoenix
Liberis, Stephanie	Admissions Representative West Palm Beach Campus	MBA St. Thomas University
Llama, Estrella	Admissions Representative Fort Lauderdale Campus	
McIntosh-Hylton, Tiffany	Senior Admissions Representative West Palm Beach Campus	Diploma, Medical Billing and Coding Southeastern College
McMillan, Ann	Financial Aid Advisor West Palm Beach Campus	AS, Secretarial Sciences T A Marry Show Community College (TAMCC)
Mohr, Don	American Heart Association (AHA) Coordinator West Palm Beach Campus	AS, EMS HCI College
Oglesby-Pollard, Lance	Senior Tutor/Proctor West Palm Beach and Fort Lauderdale Campuses	
Osias, Sofia	Admissions Representative West Palm Beach Campus	
Olivera, Tammie	Systems Librarian Fort Lauderdale Campus	MS, Library and Information Science University of South Florida
Powell, JP	BLS Instructor/Proctor Fort Lauderdale Campus	AS, EMS Braxton College <i>FL Licensed Paramedic</i>

Rodriguez-Hernandez, Lorelaine	Senior Director of Veterinary Assisting West Palm Beach and Fort Lauderdale Campuses	AS, Veterinary Technology City College <i>Certified Veterinary Technician</i>
Salazar, Carmen	Dean of Academic Affairs Fort Lauderdale Campus	MBA American Intercontinental University
Sanchez, Elizabeth	Director of Nursing Fort Lauderdale Campus	MS, Nursing/Informatics University of Phoenix <i>Registered Nurse</i>
Seupersad, Fawzia	Tutor/Proctor West Palm Beach Campus	MBA University of Phoenix BS, Organizational Management Palm Beach Atlantic Unveristy
Shelpman, Rebecca	Academic Administrative Assistant West Palm Beach Campus	Bachelor of Technical and Applied Studies Ohio University
Sherrard, Joan	Senior Director of Career Services West Palm Beach Campus	MBA University of Phoenix
Shores, Desiree	Career Services Advisor West Palm Beach Campus	AS, Computer Network Engineering Florida Career College
Thompson, Clive	Business Office Manager West Palm Beach Campus	BS, Business Administration Minor in Accounting University of the Commonwealth Caribbean
Tucker, Dr. Becky	Director 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
Verrecchia-Lachance, Chelsie	Financial Aid Advisor Fort Lauderdale Campus	BS University of Hawaii at Manoa
Wood, Dannielle	Director of Medical Assisting Fort Lauderdale Campus	AS, Medical Assisting Keiser University <i>Registered Medical Assistant</i> <i>Certified Coding Specialist</i>
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

Colia, Jeanne	Interim Director of Nursing West Palm Beach Campus	MS, Nursing Barry University <i>Registered Nurse</i>
Assevero, Tara	Nursing Clinical Coordinator West Palm Beach and Fort Lauderdale Campuses	MBA American InterContinental University
Angelo, Elizabeth	Nursing Instructor West Palm Beach Campus	MS, Nursing Education South University <i>Registered Nurse</i>
Auguste, Nehemie	Nursing Instructor West Palm Beach Campus	BS, Nursing Florida Atlantic University <i>Registered Nurse</i>
Augustine, Dr. Grace	Nursing Instructor West Palm Beach Campus	PhD, Nursing Barry University MS, Nursing South University <i>Advanced Practice Registered Nurse</i>
Betancur, Marisol	Nursing Instructor West Palm Beach Campus	BS, Nursing Wagner College <i>Registered Nurse</i>
Bevins, Tarnisha	Nursing Instructor West Palm Beach Campus	MS, Nursing South University <i>Registered Nurse</i>
Brazie, Lori	Nursing Instructor West Palm Beach Campus	BS, Nursing Regis University <i>Registered Nurse</i>
Brown, Sharon	Nursing Instructor West Palm Beach Campus	BS, Nursing Pennsylvania State University <i>Registered Nurse</i>

Burden, Margaret	Nursing Instructor West Palm Beach Campus	MS, Nursing Florida Atlantic University <i>Registered Nurse</i>
Chang, Dr. Merrel	Nursing Instructor West Palm Beach Campus	DNP, Doctor of Nursing Practice South University <i>Advanced Practice Registered Nurse</i>
DeCarish, Jenifer	Nursing Instructor West Palm Beach Campus	MS, Nursing University of Phoenix <i>Registered Nurse</i>
Estime, Dr. Kathleen	Nursing Instructor West Palm Beach Campus	DNP, Doctor of Nursing Practice Nova Southeastern University <i>Registered Nurse</i>
Germeil, Dr. Lynda	Nursing Instructor West Palm Beach Campus	DNP, Doctor of Nursing Practice Grand Canyon University <i>Advanced Practice Registered Nurse</i>
Germinal, Garry	Nursing Instructor West Palm Beach Campus	MS, Nursing Excelsior College <i>Registered Nurse</i>
Gulledge, Karen	Nursing Instructor West Palm Beach Campus	MS, Nursing American Sentinel University <i>Registered Nurse</i>
Henry, Sandra	Nursing Instructor West Palm Beach Campus	MS, Nursing – FNP South University <i>Advanced Practice Registered Nurse</i>
Hoeltzell, Deborah	Nursing Instructor West Palm Beach Campus	MS, Nursing University of Texas <i>Registered Nurse</i>
Kerr, Veronica	Nursing Instructor West Palm Beach Campus	MS, Nursing Education Walden University <i>Registered Nurse</i>

Lane, Laila	Nursing Instructor West Palm Beach Campus	MS, Nursing Florida Atlantic University <i>Registered Nurse</i>
Marriott, Kamla	Nursing Instructor West Palm Beach Campus	MS, Nursing Long Island University <i>Advanced Practice Registered Nurse</i>
McGinley, Jane	Nursing Instructor West Palm Beach Campus	BS, Nursing University of Massachusetts <i>Registered Nurse</i>
Miller, Michelle	Nursing Instructor West Palm Beach Campus	BS, Nursing Chamberlain University <i>Registered Nurse</i>
Moore, Sandra	Nursing Instructor West Palm Beach Campus	MS, Nursing Chamberlain College of Nursing <i>Registered Nurse</i>
Ocasio, Dr. Tamara	Nursing Instructor West Palm Beach Campus	DNP, Doctor of Nursing Practice Chamberlain University <i>Registered Nurse</i>
Rolle, Shirlene	Nursing Instructor West Palm Beach Campus	MS, Nursing Education University of Phoenix <i>Registered Nurse</i>
Sierra, Giovanna 'Joanne'	Nursing Instructor West Palm Beach Campus	BS, Nursing University of Lowell <i>Registered Nurse</i>
Smart, Karie	Nursing Instructor West Palm Beach Campus	BS, Nursing Palm Beach State College <i>Registered Nurse</i>
West, Beverley	Nursing Instructor West Palm Beach Campus	MS, Nursing Nova Southeastern University <i>Registered Nurse</i>

Fort Lauderdale

Sanchez, Elizabeth	Director of Nursing Fort Lauderdale Campus	MS, Nursing/Informatics University of Phoenix <i>Registered Nurse</i>
Assevero, Tara	Nursing Clinical Coordinator West Palm Beach and Fort Lauderdale Campuses	MBA American InterContinental University
Adeagbo, Dr. Olufolake	Nursing Instructor Fort Lauderdale Campus	PhD, Nursing Barry University <i>Registered Nurse</i>
Anderson, Yvonne	Nursing Instructor Fort Lauderdale Campus	MS, Nursing University of West Florida <i>Registered Nurse</i>
Battle, Dr. Shalonna	Nursing Instructor Fort Lauderdale Campus	DNP, Doctor of Nursing Practice Florida Atlantic University <i>Registered Nurse</i>
Bodden, Jahmaliah	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Chamberlain College of Nursing <i>Registered Nurse</i>
Campo, Mayda	Nursing Instructor Fort Lauderdale Campus	BS, Nursing Chamberlain University <i>Registered Nurse</i>
Chery, Manoucheka	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Grand Canyon University <i>Advanced Practice Registered Nurse</i>
Crespo, Elizabeth	Nursing Instructor Fort Lauderdale Campus	MS, Nursing South University <i>Registered Nurse</i>
Cruz, Lesslie	Senior Nursing Instructor Fort Lauderdale Campus	MS, Nursing Western Governors University <i>Registered Nurse</i>

Dawson, Patricia	Nursing Instructor Fort Lauderdale Campus	MS, Nursing South University <i>Registered Nurse</i>
Machado, Maggie	Nursing Instructor Fort Lauderdale Campus	MS, Nursing West Coast University <i>Registered Nurse</i>
Maxwell-Cooke, Dr. Sandra	Nursing Instructor Fort Lauderdale Campus	DNP, Doctor of Nursing Practice Grand Canyon University <i>Registered Nurse</i>
Miller Simpson, Dr. Jullet	Nursing Instructor Fort Lauderdale Campus	DNP, Doctor of Nursing Practice Grand Canyon University <i>Registered Nurse</i>
Michel, Myrette	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Western Governors University <i>Registered Nurse</i>
Moor, Roland	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Grand Canyon University <i>Registered Nurse</i>
Omisande, Adeleke	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Palm Beach Atlantic University <i>Registered Nurse</i>
Sanchez, Karolina	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Miami Regional University <i>Registered Nurse</i>
Steele Mendez, Danielle	Nursing Instructor Fort Lauderdale Campus	MS, Nursing Florida International University <i>Registered Nurse</i>
Timme, Robert	Nursing Instructor Fort Lauderdale Campus	BS, Nursing University of Phoenix <i>Registered Nurse</i>

Medical Assisting Faculty

West Palm Beach

Bernat, Laurie	Director of Medical Assisting West Palm Beach Campus	<i>Registered Medical Assistant</i>
Louisy, Trenice 'Necey'	Medical Assisting Instructor West Palm Beach Campus	Diploma, Medical Assisting Technician Florida Career College <i>Certified Clinical Medical Assistant</i>

Fort Lauderdale

Wood, Danielle	Director of Medical Assisting Fort Lauderdale Campus	AS, Medical Assisting Keiser University <i>Registered Medical Assistant Certified Coding Specialist</i>
Jimenez Castillo, Susana	Medical Assisting Instructor Fort Lauderdale Campus	<i>Certified Clinical Medical Assistant</i>

Veterinary Assisting Faculty

West Palm Beach

Rodriguez-Hernandez, Lorelaine	Senior Director of Veterinary Assisting West Palm Beach Campus	AS, Veterinary Technology City College <i>Certified Veterinary Technician</i>
Blair-Faltash, Jacqueline 'Jackie'	Veterinary Assisting Instructor West Palm Beach Campus	BA, Communication Lynn University AS, Veterinary Technology Saint Petersburg College
Hall, Abigail	Veterinary Assisting Instructor West Palm Beach Campus	

Fort Lauderdale

Rodriguez-Hernandez, Lorelaine	Senior Director of Veterinary Assisting Fort Lauderdale Campus	AS, Veterinary Technology City College <i>Certified Veterinary Technician</i>
Gomes Re, Brunna	Veterinary Assisting Instructor Fort Lauderdale Campus	BS, Veterinary Medicine University of Sao Paulo USP – College of Veterinary Medicine
Ruttenberg, Jason	Veterinary Assisting Instructor Fort Lauderdale Campus	

General Education/Online Faculty

Tucker, Dr. Becky	Director of Online Education	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
Birchbauer, Jennifer	Psychology Instructor; Human Growth and Development Instructor	MA, Psychology Argosy University
Gerard, Gene	History Instructor	MA, History University of Oklahoma
Mahler, Victoria	English Composition Instructor	MA, Education – English East Carolina University
McPartland, Dr. Shawn	Anatomy & Physiology Instructor; Microbiology Instructor	MD, Doctor of Medicine State University of New York
Neuman, Amanda	Speech Instructor	MA, Communications/Speech Central Michigan University
Nottingham, Dr. Stacey	Anatomy & Physiology Instructor	DC, Doctor of Chiropractic LIFE University
Summer, Jonathan	Mathematics Instructor	MS, Mathematics University of Nevada – Las Vegas

Wasserman, Dr. Gail	Nutrition Instructor	DC, Doctor of Chiropractic New York Chiropractic College MS, Human Nutrition University of Bridgeport
Wilson, Dr. Rebecca	Psychology Instructor; Human Growth and Development Instructor	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	Completion	Placement (Employed in Field/Available for Employment)	Licensure
Veterinary Assisting	Diploma	10	(2023) 01/01/2022 – 12/31/2022	-	-	No Exam
			(2022) 01/01/2021 – 12/31/2021	-	-	No Exam
Medical Assisting	Diploma	10	(2023) 01/01/2022 – 12/31/2022	-	-	-
Substance Abuse Counseling	Associate of Science	24	N/A	-	-	-
Nursing	Associate Degree	20	(2023) 10/01/2019 – 09/30/2020	35%	85% (66/78)	92%
			(2022) 10/01/2018 – 09/30/2019	50%	74% (90/122)	79%
			(2021) 10/01/2017 – 09/30/2018	46%	74% (103/139)	79%
			(2020) 10/01/2016 – 09/30/2017	62%	48% (61/126)	61%
			(2019) 10/01/2015 – 09/30/2016	53%	58% (41/71)	41%
			(2018) 10/01/2014 – 09/30/2015	87%	70% (74/106)	78%
			(2017) 04/01/2014 – 03/31/2015	87%	75% (36/48)	26%
			(2016) 04/01/2013 – 03/31/2014	-	-	-
			(2015) 04/01/2012 – 03/31/2013	-	-	-
			(2014) 04/01/2011 – 03/31/2012	-	-	-
	(2013) 04/01/2010 – 03/31/2011	-	-	-		
	FL Board of Nursing			(2023) 01/01/2023 – 12/31/2023 (NCLEX Code: 704146)	<i>Pending End of Year Report from FL Board of Nursing</i>	
	FL Board of Nursing			(2022) 01/01/2022 – 12/31/2022 (NCLEX Code: 704146)	Meets/Exceed Benchmark	89.13%
	FL Board of Nursing			(2021) 01/01/2021 – 12/31/2021 (NCLEX Code: 704146)	Below Benchmark	60.32%
FL Board of Nursing			(2020) 01/01/2020 – 12/31/2020 (NCLEX Code: 704146)	Meets/Exceed Benchmark	73.68%	

FL Board of Nursing	(2020) 01/01/2020 – 12/31/2020 (NCLEX Code: 707055)	Below Benchmark	56%
FL Board of Nursing	(2019) 01/01/2019 – 12/31/2019	Below Benchmark	41%
FL Board of Nursing	(2018) 01/01/2018 – 12/31/2018	Below Benchmark	54%
FL Board of Nursing	(2017) 01/01/2017 – 12/31/2017	Below Benchmark	59%
FL Board of Nursing	(2016) 01/01/2016 – 12/31/2016	Below Benchmark	69%
FL Board of Nursing	(2015) 01/01/2015 – 12/31/2015	Below Benchmark	63%
FL Board of Nursing	(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	Completion	Placement (Employed in Field/Available for Employment)	Licensure
Veterinary Assisting	Diploma	10	(2023) 01/01/2022 – 12/31/2022	-	-	No Exam
			(2022) 01/01/2021 – 12/31/2021	-	-	No Exam
			(2021) 01/01/2020 – 12/31/2020	-	-	No Exam
Medical Assisting	Diploma	10	(2023) 01/01/2021 – 12/31/2021	50%	75% (3/4)	-
			(2022) 01/01/2021 – 12/31/2021	-	-	-
			(2021) 01/01/2020 – 12/31/2020	-	-	-
			(2020) 01/01/2019 – 12/31/2019	-	-	-
Practical Nursing	Diploma	12	N/A	-	-	-
Nursing	Associate Degree	20	(2023) 10/01/2019 – 09/30/2020	31%	73% (43/59)	89%
			(2022) 10/01/2018 – 09/30/2019	26%	70% (28/40)	73%
			(2021) 10/01/2017 – 09/30/2018	24%	78% (32/41)	85%
			(2020) 10/01/2016 – 09/30/2017	20%	83% (5/6)	100%
			(2019) 10/01/2015 – 09/30/2016	-	-	-
			(2018) 10/01/2014 – 09/30/2015	-	-	-
			(2017) 10/01/2013 – 09/30/2014	-	-	-
			(2016) 10/01/2012 – 09/30/2013	-	-	-
	FL Board of Nursing	(2023) 01/01/2023 – 12/31/2023	<i>Pending End of Year Report from FL Board of Nursing</i>			
	FL Board of Nursing	(2022) 01/01/2022 – 12/31/2022	Below Benchmark		50%	
	FL Board of Nursing	(2021) 01/01/2021 – 12/31/2021	Meets/Exceeds Benchmark		70%	
	FL Board of Nursing	(2020) 01/01/2020 – 12/31/2020	Below Benchmark		60%	
	FL Board of Nursing	(2019) 01/01/2019 – 12/31/2019	Meets/Exceeds Benchmark		80%	
	FL Board of Nursing	(2018) 01/01/2018 – 12/31/2018	-		-	
FL Board of Nursing	(2017) 01/01/2017 – 12/31/2017	-		-		

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 2024 – 2027:

West Palm Beach (Main Campus)

Applies to Practical Nursing, ADN, and A.S. in SAC

HCI College - West Palm Beach Campus 2024 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/08/2024	04/27/2024	MLK Jr. Day (01/15/2024) Spring Break (03/24/2024 - 03/31/2024)
Summer Semester	05/06/2024	08/24/2024	Memorial Day (05/27/2024) Juneteenth (06/14/2024) Summer Break (06/30/2024 - 07/07/2024)
Fall Semester	09/03/2024	12/14/2024	Thanksgiving Break (11/28/2024 - 11/29/2024) Winter Break (12/14/2024 - 01/05/2025)

HCI College - West Palm Beach Campus 2025 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/06/2025	04/26/2025	MLK Jr. Day (01/20/2025) Spring Break (03/24/2025 - 03/30/2025)
Summer Semester	05/05/2025	08/23/2025	Memorial Day (05/26/2025) Juneteenth (06/19/2025) Summer Break (06/30/2025 - 07/06/2025)
Fall Semester	09/02/2025	12/13/2025	Thanksgiving Break (11/27/2025 - 11/28/2025) Winter Break (12/14/2025 - 01/04/2026)

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 (11/26/2026 - 11/27/2026) 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) Spring Break (03/22/2027 - 03/28/2027)
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 Academic Calendar 2024 – 2027:

Fort Lauderdale (Branch of West Palm Beach)

Legend with color codes attached to terms

Applies to ADN
Applies to Practical Nursing

HCI College - Fort Lauderdale Campus 2024 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
(2023) Winter Semester II	10/30/2023	02/24/2024	Winter Break (12/17/2023 - 01/07/2024)
Winter Semester I	01/08/2024	04/27/2024	MLK Jr. Day (01/15/2024)
Spring Semester	03/04/2024	06/22/2024	Spring Break (03/23/2025 - 03/30/2025)
Summer Semester I	05/06/2024	08/24/2024	Memorial Day (05/27/2024) Juneteenth (06/14/2024)
Summer Semester II	07/08/2024	10/19/2024	Summer Break (06/30/2024 - 07/07/2024)
Fall Semester	09/3/2024	12/14/2024	Thanksgiving Break (11/28/2024 - 11/29/2024)
Winter Semester II	10/28/2024	02/22/2025	Winter Break (12/22/2024 - 01/05/2025)

Legend with color codes attached to terms

Applies to ADN
Applies to Practical Nursing

HCI College - Fort Lauderdale Campus 2025 Calendar

Term Description	Start Date	End Date	Holidays/Breaks
Winter Semester	01/06/2025	04/26/2025	MLK Jr. Day (01/20/2025)
Spring Semester	03/03/2025	06/21/2025	Spring Break (03/24/2025 - 03/30/2025)
Summer Semester	05/05/2025	08/23/2025	Memorial Day (05/26/2025) Juneteenth (06/19/2025)
Summer Semester	07/07/2025	10/18/2025	Summer Break (06/30/2025 - 07/06/2025)
Fall Semester	09/02/2025	12/13/2025	Thanksgiving Break (11/27/2025 - 11/28/2025)
Winter Semester	10/27/2025	02/21/2026	Winter Break (12/14/2025 - 01/04/2026)

Legend with color codes attached to terms

Applies to ADN
Applies to Practical Nursing

HCI College - Fort Lauderdale Campus 2026 Calendar

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

Legend with color codes attached to terms

Applies to ADN
Applies to Practical Nursing

HCI College - Fort Lauderdale 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) Spring Break (03/22/2027 - 03/28/2027)
Spring Semester	03/08/2027	06/26/2027	Summer Break (06/28/2027 - 07/05/2027)
Summer Semester	05/03/2027	08/21/2027	Memorial Day (05/31/2027) Juneteenth (06/18/2027)
Summer Semester	07/06/2027	10/16/2027	
Fall Semester	08/30/2027	12/18/2027	Labor Day (09/06/2027) Thanksgiving Break (11/25/2027 - 11/26/2027)
Winter Semester	10/25/2027	02/25/2028	Winter Break (12/19/2027 - 01/09/2028)

Modular Academic Calendar 2024 – 2026:

West Palm Beach and Fort Lauderdale Campuses

Applies to Medical Assisting and Veterinary Assisting

HCI College Modular Academic Calendar 2023-2026

Class Start Date	Class End Date	Holidays/Breaks
01/08/2024	02/03/2024	MLK Jr. Day (01/15/2024)
02/05/2024	03/02/2024	
03/04/2024	03/30/2024	
04/01/2024	04/27/2024	
05/06/2024	06/01/2024	Memorial Day (05/27/2024)
06/03/2024	06/29/2024	Juneteenth (06/14/2024)
07/01/2024	07/27/2024	Independence Day (07/04/2024)
07/29/2024	08/24/2024	
08/26/2024	09/21/2024	Labor Day (09/02/2024)
09/23/2024	10/19/2024	
10/21/2024	11/16/2024	
11/18/2024	12/21/2024	Thanksgiving Break (11/24/2024 - 12/01/2024)
Winter Break (12/22/2024 - 01/12/2025)		
01/13/2025	02/08/2025	MLK Jr. Day (01/20/2025)
02/10/2025	03/08/2025	
03/10/2025	04/05/2025	
04/07/2025	05/03/2025	
05/05/2025	05/31/2025	Memorial Day (05/26/2025)
06/02/2025	06/28/2025	Juneteenth (06/19/2025)
06/30/2025	07/26/2025	Independence Day (07/04/2025)
07/28/2025	08/23/2025	
08/25/2025	09/20/2025	Labor Day (09/01/2025)
09/22/2025	10/18/2025	
10/20/2025	11/15/2025	

11/17/2025	12/20/2025	Thanksgiving Break (11/23/2025 - 11/30/2025)
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)

Addendum 1

HCI College Student Catalog - Volume VII.1

In this addendum, the following modifications (I-III) will be in effect as of March 18, 2024:

- I. [Page 44](#): Addition of the Restroom Designation policy.
- II. [Pages 85-87](#): Modification of the Scholarship Programs with the following adjustments:
 - i. [Page 85](#): Removal of the Dr. Steven Keehn Professional Scholarship
 - ii. [Page 85](#): Addition of the Medical Caregiver Scholarship for Associate Degree in Nursing
 - iii. [Page 86](#): Addition of the Medical Caregiver Scholarship for Practical Nursing
 - iv. [Page 87](#): Addition of the Medical Caregiver Scholarship for Medical Assisting
- III. [Pages 158-171](#): Updated Administrators and Faculty listing.

Addendum 2

HCI College Student Catalog - Volume VII.2

In this addendum, the following modifications (I-III) will be in effect as of March 25, 2024:

- I. [Page 22](#): Modification of the minimum composite score to pass the Test of Essential Academic Skills (TEAS) from 40.7 to 40 under the Practical Nursing Diploma Program – Admission Requirements.
- II. [Page 24](#): Modification of the minimum composite score to pass the Test of Essential Academic Skills (TEAS) from 55 to 50 under the Associate Degree in Nursing – Admission Requirements.
- III. [Page 27](#): Modification to the Test of Essential Academic Skills (TEAS) Policy to adjust the minimum composite score to pass from 40.7 to 40 for the Practical Nursing Diploma Program, and from 55 to 50 for the Associate Degree in Nursing Program.

Addendum 3

HCI College Student Catalog - Volume VII.3

In this addendum, the following modifications (I-IV) will be in effect as of June 03, 2024:

- I. [Page 33](#): Modification to the Availability/Cancellation policy to include maximum timeframe for delay of up to one semester, and possible reasons for delay.
- II. [Pages 158-171](#): Updated Administrators and Faculty listing.
- III. [Pages 176, 178, 182](#): Modification of the Academic Calendar to change the Juneteenth holiday observation date from 06/19/2024 to 06/14/2024.
- IV. HCI College carries an Associate of Science in Nursing, with the degree type Associate Degree in Nursing (ADN). The Catalog has been updated to reflect the program as an ADN.

Addendum 4

HCI College Student Catalog - Volume VII.4

In this addendum, the following modifications (I-III) will be in effect as of June 26, 2024:

- I. [Pages 34-35](#): Revision of the Leave of Absence Policy (LOA) and Procedure. Note that no changes to the policy were made; revisions were made to the phrasing of the policy and additional verbiage was included to ensure clarity and conciseness. Eligibility criteria were added.
- II. [Pages 90-91](#): Additional information added to the Add/Drop Period to include the Practical Nursing program, and to reflect the add/drop period for Medical Assisting and Veterinary Assisting.
- III. [Page 110](#): Modification of verbiage within the Instructional Modes for All Programs policy under *externships*. Terms including “public safety agencies” and “local area hospital” were replaced with “healthcare facilities” to reflect the functions of the College appropriately.

Addendum 5

HCI College Student Catalog - Volume VII.5

In this addendum, the following modification (I) will be in effect as of July 10, 2024:

- I. [Page 57](#): Modification to the Repeat Course Policy to include an exception for a third attempt of NUR2943L Nursing Capstone as follows:

**NUR2943L Nursing Capstone is the only exception to this policy in which students may be allowed a third attempt if academically and financially approved. If approved, a third attempt of NUR2943L Nursing Capstone will cost the student \$700.00 to cover repeat resources. Cost subject to change.*

Addendum 6

HCI College Student Catalog - Volume VII.6

In this addendum, the following modifications (I-IV) will be in effect as of July 18, 2024:

- I. [Page 4](#): Disclosure of ACEN candidacy status for the Fort Lauderdale (Branch of West Palm Beach) Campus.

Candidacy Status:

The Accreditation Commission for Education in Nursing (ACEN)

HCI College, Fort Lauderdale Campus

Effective July 18, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 18, 2026.

Accreditation Commission for Education in Nursing (ACEN)

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

(404) 975-5000

www.acenursing.com/candidates/candidacy.asp

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

- II. [Pages 52-53](#): Modification to the Student Grievance/Complaint Policy. Replaced “appeal” with “grievance”. Change to the listed steps for students wishing to escalate their complaint (5.).

- a. Removed:

5. If the dispute cannot be resolved, it will be referred to the Campus Appeals Committee. The student can request an appeals Committee meeting and present their complaint. The Campus Appeals Committee will meet with the student if requested or otherwise assess and develop a resolution to the complaint. A response from the Campus Appeals Committee must be provided to the student within a reasonable time. All decisions by the Campus Appeals Committee will be provided in writing and delivered to the student via their email of record, with acknowledgment of receipt requested. All decisions made by the Campus Appeals Committee are final.

- b. Replaced with:

5. The Group Campus President/Chief Operating Officer and Chief Academic Officer/Senior Vice President of Academic Affairs will reach out to the student for a formal meeting regarding the grievance.

- III. [Page 58](#): The Transcripts and Student Records Policy was modified to include:
- Revised verbiage for clarity
 - Updated Official Transcript Fee to a flat rate of \$10.00 per copy (originally \$10.00 per copy and \$5.00 each additional copy)
 - Added paragraph regarding Student Records Requests:

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.

- Removal of the below:

A financial hold on your account will result in transcript fees being applied to your outstanding balance.

Official transcripts will not be released to the student until all financial obligations to the College have been met. Students who have not met their financial obligations to the College may request an official transcript to be sent directly to other colleges, prospective employers, or other agencies provided the following conditions have been met:

- Submission of proper documentation showing that transcript is needed for employment or educational purposes, along with the student's signed transcript release form. Proper documentation includes a request on letterhead from a potential employer or agency, or request signed by the student releasing transcripts directly to another institution.
- The student has not received more than one (1) official transcript in the past six (6) months; and
- The student has contacted the Business Office and signed a written payment plan to get caught up with past due amounts. Failure to abide by this agreement will forfeit any further release of transcripts on the student's account until they are up to date with their payment plan.

- IV. [Page 98](#): Adjustment to the Appeals Procedures section with the following:
- Renamed the section Academic Appeals Procedures.
 - Removed the following paragraph from the Student Grievance/Complaint Policy ([page 52](#)) and added to the Academic Appeals Procedures section as the second paragraph.

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, they are not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted their ability to study or participate in the program.

- c. Revision of the third paragraph, adding the appeal emails for each campus and additional information on the timeframe for an issued decision.

Addendum 7

HCI College Student Catalog - Volume VII.7

In this addendum, the following modifications (I-III) will be in effect as of August 05, 2024:

- I. [Page 101](#): Modification of the PN Attendance Policy. The Attendance Policy for the PN program now corresponds with the Attendance Policy for the Medical Assisting and Veterinary Assisting programs rather than that of the Associate Degree in Nursing program.
 - **Associate Degree in Nursing:** No more than two absences per semester are allowed. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties. Upon the third unexcused course absence, the student will be withdrawn from that course and required to repeat the failed course upon reentry.
 - **Practical Nursing/Medical Assisting/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.
- II. [Page 111](#): Removal of the Eligible Career Pathway Program (ECP).
- III. [Pages 158-171](#): Updated Administrators and Faculty listing.

Addendum 8

HCI College Student Catalog - Volume VII.8

In this addendum, the following modification (I-IV) will be in effect as of October 1, 2024:

- I. [Pages 5, 17, 22, 127 & 176](#): Update to add verbiage on West Palm Beach as an offering location for the Practical Nursing program, NPPN # US701237
 - I. [Page 5](#): Addition of program approval for Practical Nursing diploma offered at West Palm Beach (Main Campus), and NPPN # US701237 to the section ‘Program Approvals’.
 - II. [Page 17](#): Addition of the NPPN # US701237 WPB under Practical Nursing program approval to the section ‘Accreditation, Certifications, Licenses & Memberships’.
 - III. [Page 22](#): Update to add the West Palm Beach campus as an offering location to the section ‘Practical Nursing Diploma Program Admissions Requirements’.
 - IV. [Page 127](#): Update to add the West Palm Beach campus as an offering location.
 - V. [Page 176](#): Clarification that the listed calendar for West Palm Beach (Main Campus) will also apply for the Practical Nursing program.
- II. [Page 33](#): Addition of verbiage to the ‘Availability/Cancellation’ section for clarification on class section availability.

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.
- III. [Page 54](#): Removal of the below paragraph listing Lighthouse Services as a confidential hotline.

Confidential Hotline

Lighthouse Services

HCI College has contracted with Lighthouse Services, a third party, to provide a confidential hotline where students can offer comments, suggestions, and report an issue. Lighthouse

can be reached at (844) 510-0068 or www.lighthouse-services.com/hci. There are posters with contact information throughout the campus.

IV. [Page 90](#): Alteration of the ‘Withdrawal Procedures’ section to modify the process of submission for a student’s notice of withdrawal.

Removal of the paragraph:

1. Notice of withdrawal should be made in person by submitting a Withdrawal Form to the Registrar, and the date of determination will be the date the student submits the Withdrawal Form. The Withdrawal Form and procedure may be obtained from the HCI College Registrar in Suite 101 at the West Palm Beach Campus or in Suite 101 at the Fort Lauderdale Campus or on HCI College’s website: www.HCI.edu.

Replaced with the paragraph:

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.

V. [Pages 69, 127-129](#): Modifications to the Practical Nursing program’s length and tuition.

- I. [Page 69](#): The table ‘Tuition Rate for Practical Nursing’ was updated in the section ‘Tuition and Fees by Program’ to reflect the tuition increase from the old pricing, \$20,010, to the new pricing of \$22,540. The cost per credit hour changed from \$435.00 to \$490.00.
- II. [Page 127](#): The length of the Practical Nursing program was changed from three semesters, approximately 12 months to four semesters, approximately 16 months.
- III. [Page 128](#): The section ‘Tuition and Fees – Practical Nursing Program’ was updated to reflect the tuition increase from the old pricing, \$20,010, to the new pricing of \$22,540. The application fee remained the same (\$50), and the total program cost was changed from \$20,060 to \$22,590. The cost per credit hour changed from \$435.00 to \$490.00.
- IV. [Page 129](#): The section ‘Tuition Breakdown Per Semester – Practical Nursing Program’ was modified to reflect the changes in program length from three (3) semesters to four (4) semesters, and the tuition increase from \$435.00 per credit hour to \$490.00 per credit hour.

Removal of the table:

Semester	Course #	Course Name	Credits	Tuition
Semester 1	PN101	Medical Terminology	2	\$ 870.00
	PN102	Introduction to Nursing	3.5	\$ 1,522.50
	PN103	Long Term Care Nursing Assistant	4	\$ 1,740.00
	PN104	Anatomy and Physiology	4	\$ 1,740.00
	Total for Semester One			13.5
Semester 2	PN105	Fundamentals of Nursing	5.5	\$ 2,392.50
	PN106	Pharmacology and Intravenous Therapy Skills	3	\$ 1,305.00
	PN107	Medical Surgical Nursing I	7.5	\$ 3,262.50
	PN111	Mental Health Nursing	2	\$ 870.00
	Total for Semester Two			18
Semester 3	PN108	Medical Surgical Nursing II	7.5	\$ 3,262.50
	PN109	Maternal Newborn Nursing	2.5	\$ 1,087.50
	PN110	Pediatric Nursing	2.5	\$ 1,087.50
	PN112	Community Health	0.5	\$ 217.50
	PN113	Transition to Practice	1.5	\$ 652.50
	Total for Semester Three			14.5
TOTAL			46	\$20,010.00
<i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i>				

Replaced with the table:

Semester	Course #	Course Name	Credits	Tuition
Semester 1	PN101	Medical Terminology	2	\$ 980.00
	PN102	Introduction to Nursing	3.5	\$ 1,715.00
	PN105	Fundamentals of Nursing	5.5	\$ 2,695.00
	Total for Semester One			11
Semester 2	PN103	Long Term Care Nursing Assistant	4	\$ 1,960.00
	PN104	Anatomy and Physiology	4	\$ 1,960.00
	PN106	Pharmacology and Intravenous Therapy Skills	3	\$ 1,470.00
	Total for Semester Two			11
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
Semester 4	PN108	Medical Surgical Nursing II	2	\$ 980.00
	PN111	Mental Health Nursing	7.5	\$ 3,675.00
	PN112	Community Health	0.5	\$ 245.00
	PN113	Transition to Practice	1.5	\$ 735.00
	Total for Semester Four			11.5
TOTAL			46	\$22,540.00
<i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i>				

- V. [Page 130](#): The section ‘Course Listing – Practical Nursing Program’ was modified to reflect the changes in program length from three (3) semesters to four (4) semesters.

Removal of the table:

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
	PN104	Anatomy and Physiology	4
	Total for Semester One		
Semester 2 15 WEEKS	PN105	Fundamentals of Nursing	5.5
	PN106	Pharmacology and Intravenous Therapy Skills	3
	PN107	Medical Surgical Nursing I	7.5
	PN111	Mental Health Nursing	2
	Total for Semester Two		
Semester 3 15 WEEKS	PN108	Medical Surgical Nursing II	7.5
	PN109	Maternal Newborn Nursing	2.5
	PN110	Pediatric Nursing	2.5
	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
	Total for Semester Three		
TOTAL			46

Replaced with the table:

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS	PN101	Medical Terminology	2
	PN102	Introduction to Nursing	3.5
	PN105	Fundamentals of Nursing	5.5
	Total for Semester One		
Semester 2 15 WEEKS	PN103	Long Term Care Nursing Assistant	4
	PN104	Anatomy and Physiology	4
	PN106	Pharmacology and Intravenous Therapy Skills	3
	Total for Semester Two		
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		
Semester 4 15 WEEKS	PN108	Medical Surgical Nursing II	2
	PN111	Mental Health Nursing	7.5
5 WEEKS	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
Total for Semester Four			11.5
TOTAL			46

- VI. [Pages 131-136](#): Changes were made to the corequisite(s) and prerequisite(s) requirements within the course descriptions in the section ‘Course Descriptions – Practical Nursing Program’.

PN101 Medical Terminology

Removed: *Corequisite(s): PN102, PN103, PN104*

Replaced with: *Corequisite(s): PN 102, PN 105*

PN102 Introduction to Nursing

Removed: *Corequisite(s): PN101, PN103, PN104*

Replaced with: *Corequisite(s): PN 101, PN 105*

PN103 Long Term Care Nursing Assistant

Removed: *Corequisite(s): PN101, PN102, PN104*

Replaced with: *Prerequisite: PN101, PN 102, PN105*

Corequisite(s): PN104, PN106

PN104 Anatomy and Physiology

Removed: *Corequisite(s): PN101, PN102, PN103*

Replaced with: *Prerequisite: PN101, PN 102, PN105*

Corequisite(s): PN103, PN106

PN105 Fundamentals of Nursing

Removed: *Prerequisite: PN101, PN102, PN103, PN104*

Corequisite(s): PN106, PN107, PN111

Replaced with: *Corequisite(s): PN101, PN102*

PN106 Pharmacology and Intravenous Therapy Skills

Removed: *Prerequisite: PN101, PN102, PN103, PN104*

Corequisite(s): PN105, PN107, PN111

Replaced with: *Prerequisite: PN101, PN102, PN105*

Corequisite(s): PN103, PN104

PN107 Medical Surgical Nursing I

Removed: *Prerequisite: PN101, PN102, PN103, PN104*

Corequisite(s): PN105, PN106, PN111

Replaced with: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106*

Corequisite(s): PN109, PN110

PN108 Medical Surgical Nursing II

Removed: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN111*

Corequisite(s): PN109, PN110, PN1112, PN113

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

Corequisite(s): PN111, PN112, PN113

PN109 Maternal Newborn Nursing

Removed: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN111*

Corequisite(s): PN108, PN110, PN1112, PN113

Replaced with: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106*

Corequisite(s): PN107, PN110

PN110 Pediatric Nursing

Removed: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN111*

Corequisite(s): PN108, P109, PN1112, PN113

Replaced with: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106*

Corequisite(s): PN107, PN109

PN111 Mental Health Nursing

Removed: *Prerequisite: PN101, PN102, PN103, PN104*

Corequisite(s): PN105, PN106, PN107

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

Corequisite(s): PN108, PN112, PN113

PN112 Community Health

Removed: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN111*

Corequisite(s): PN108, PN109, PN110, PN113

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

Corequisite(s): PN108, PN111, PN113

PN113 Transition to Practice

Removed: *Prerequisite: PN101, PN102, PN103, PN104, PN105, PN106, PN107, PN111*

Corequisite(s): PN108, PN109, PN110, PN112

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

Corequisite(s): PN108, PN111, PN112

IV. [Pages 158-171](#): Updated Administrators and Faculty listing.

Addendum 9

HCI College Student Catalog - Volume VII.9

In this addendum, the following modifications (I-III) will be in effect as of October 15, 2024:

- I. [Page 3:](#) Modification to reflect the grant of initial accreditation by the ACEN for HCI College - West Palm Beach’s Associate Degree in Nursing program. The program was removed from the ‘Candidacy Status’ section and placed under the ‘Accredited by’ section.

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 campus located in West Palm Beach, Florida, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

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.

- II. [Page 57:](#) Modification to the Repeat Course Policy to include an exception for a third attempt of PN113 Transition to Practice as follows:

PN113 Transition to Practice and NUR2943L Nursing Capstone are the only exception to this policy in which students may be allowed a third attempt if academically and financially approved.*

***If approved, a third attempt of NUR2943L Nursing Capstone will cost the student \$700.00 to cover repeat resources. Cost subject to change.*

- III. [Page 130:](#) Adjustments were made to Semester 4 in the section ‘Course Listing – Practical Nursing Program’ to correct the length of PN111 Mental Health Nursing from 15 weeks to 5 weeks, and clarification of when the 5-week classes begin within the semester was added.

Removal of the table:

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS	PN101	Medical Terminology	2
	PN102	Introduction to Nursing	3.5
	PN105	Fundamentals of Nursing	5.5
	Total for Semester One		11
Semester 2 15 WEEKS	PN103	Long Term Care Nursing Assistant	4
	PN104	Anatomy and Physiology	4
	PN106	Pharmacology and Intravenous Therapy Skills	3
	Total for Semester Two		11
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	2
	PN111	Mental Health Nursing	7.5
5 WEEKS	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
Total for Semester Four		11.5	
TOTAL			46

Replaced with the table:

Semester	Course #	Course Name	Credits
Semester 1 15 WEEKS	PN101	Medical Terminology	2
	PN102	Introduction to Nursing	3.5
	PN105	Fundamentals of Nursing	5.5
	Total for Semester One		11
Semester 2 15 WEEKS	PN103	Long Term Care Nursing Assistant	4
	PN104	Anatomy and Physiology	4
	PN106	Pharmacology and Intravenous Therapy Skills	3
	Total for Semester Two		11
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	2
5 WEEKS <i>(begins in Week 5)</i>	PN111	Mental Health Nursing	7.5
5 WEEKS <i>(begins in Week 10)</i>	PN112	Community Health	0.5
	PN113	Transition to Practice	1.5
Total for Semester Four		11.5	
TOTAL			46

Addendum 10

HCI College Student Catalog - Volume VII.10

In this addendum, the following modifications (I-III) will be in effect as of November 25, 2024:

- I. [Page 38](#): Verbiage added to the ‘Dress Code’ section: “*See Student Handbook(s) for further details on the Dress Code by program.”
- II. [Pages 70, 148, 149](#): Adjusted pricing to reflect the tuition rate increase from \$51,564 to \$52,950 for the Associate Degree in Nursing program.

- I. [Page 70](#): Adjusted pricing of the ‘Tuition Rate for Associate Degree in Nursing’ table under the ‘Tuition and Fees by Program’ section to reflect the new pricing.

	Old Pricing	New Pricing
Tuition Rate for Associate Degree in Nursing	\$51,564	\$52,950
Nursing Core Classes Cost per Credit	\$767	\$800
General Education Course Cost per Credit	\$645	\$645
Application Fee	\$50	\$50
Non-Refundable Returned Check Fee	\$36	\$36

- II. [Page 148](#): Adjusted pricing of the Tuition and Fees – ADN Program table to reflect the new pricing.

Tuition and Application Fee	Old Pricing	New Pricing
Tuition (General Education Courses)	\$ 29,321	\$ 19,350
Tuition (Nursing Core Courses)	\$ 22,243	\$ 33,600
Total Tuition	\$ 51,564	\$ 52,950
Application Fee	\$ 50	\$ 50
Total Program Cost	\$ 51,614	\$ 53,000

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

- III. [Page 149](#): Adjusted pricing of the Tuition Breakdown Per Semester – ADN Program table to reflect the new pricing

Semester	Course #	Course Name	Credits	Old Pricing	New Pricing
				Tuition	Tuition
Semester 3	NUR1023	Nursing I, Lecture	5	\$ 3,835	\$ 4,000
	NUR1022L	Nursing I, Lab	2	\$ 1,534	\$ 1,600
	NUR1023L	Nursing I, Clinical	3	\$ 2,301	\$ 2,400
	NUR2140	Introduction to Pharmacology for Nursing	3	\$ 2,301	\$ 2,400
	Total for Semester Three			13	\$ 9,971

Semester 4	NUR1213	Nursing II, Lecture	7	\$ 5,369	\$ 5,600
	NUR1213L	Nursing II, Clinical	3	\$ 2,301	\$ 2,400
	NUR2520	Psychiatric Nursing, Lecture	3	\$ 2,301	\$ 2,400
	NUR2520L	Psychiatric Nursing, Clinical	1	\$ 767	\$ 800
	Total for Semester Four			14	\$10,738
Semester 5	NUR2261	Nursing III, Lecture	5	\$ 3,835	\$ 4,000
	NUR2261L	Nursing III, Clinical	4	\$ 3,068	\$ 3,200
	Total for Semester Five			9	\$ 6,903
Semester 6	NUR2943L	Nursing Capstone	6	\$ 4,602	\$ 4,800
	Total for Semester Six			6	\$ 4,602
TOTAL			72	\$51,564	\$52,950
<i>A set of required materials, textbooks (eBooks), and uniforms are provided at no additional cost.</i>					

- III. [Page 182](#): Addition of verbiage under the modular calendar for further clarification that the calendar is applicable to the Medical Assisting and Veterinary Assisting programs for both campuses.

Addendum 11

HCI College Student Catalog - Volume VII.11

In this addendum, the following modifications (I-V) will be in effect as of December 11, 2024:

- I. [Pages 5, 17, 24, 38, 70, 90, 146-154, 173, 176](#): Removal of the Associate of Science Degree in Emergency Medical Services (AS EMS) program due to discontinuation.
- II. [Page 70](#): Correction to the ‘Tuition Rate for Associate Degree in Nursing’ table following the unintentional omission of the adjusted pricing with the previous addendum.
- III. [Pages 112, 120, 128, 139, 148](#): Adjustment from “Total Program Cost” to “Total Program Cost + Application Fee” to the Tuition and Fees tables for all programs to ensure clarity.
- IV. [Pages 142 & 151](#): Removal of “lab fee required” from the MCB2010C Microbiology course description under the sections ‘Course Descriptions (General Education Courses)’ for the A.S. SAC and ADN programs.
- V. [Pages 176-181](#): Modification to the following dates on the HCI College Academic Calendar 2024 – 2027:

HCI College West Palm Beach (Main Campus)

Removed:	Replaced with:
Spring Break (03/23/2025 - 03/30/2025)	Spring Break (03/24/2025 - 03/30/2025)
Summer Break (06/29/2025 – 07/06/2025)	Summer Break (06/30/2025 – 07/06/2025)
End Date 04/24/2026	End Date 04/25/2026
End Date 08/21/2026	End Date 08/22/2026
End Date 12/18/2026	End Date 12/19/2026
Spring Break (03/21/2026 - 03/29/2026)	Spring Break (03/23/2026 - 03/29/2026)
Summer Break (07/03/2026 - 07/12/2026)	Summer Break (07/03/2026 - 07/11/2026)
Winter Break (12/19/2026 - 01/10/2027)	Winter Break (12/20/2026 - 01/10/2027)
End Date 04/23/2027	End Date 04/24/2027
End Date 08/20/2027	End Date 08/21/2027
End Date 12/17/2027	End Date 12/18/2027

Spring Break (03/20/2027 - 03/28/2027)	Spring Break (03/22/2027 - 03/28/2027)
Summer Break (06/26/2027 - 07/05/2027)	Summer Break (06/28/2027 - 07/05/2027)
Winter Break (12/18/2027 - 01/09/2028)	Winter Break (12/19/2027 - 01/09/2028)

HCI College Fort Lauderdale (Branch of West Palm Beach)

Removed:	Replaced with:
Spring Break (03/23/2025 - 03/30/2025)	Spring Break (03/24/2025 - 03/30/2025)
Summer Break (06/29/2025 – 07/06/2025)	Summer Break (06/30/2025 – 07/06/2025)
End Date 02/20/2026	End Date 02/21/2026
End Date 04/24/2026	End Date 04/25/2026
End Date 06/19/2026	End Date 06/20/2026
End Date 08/21/2026	End Date 08/22/2026
End Date 10/16/2026	End Date 10/17/2026
End Date 12/18/2026	End Date 12/19/2026
End Date 02/26/2027	End Date 02/27/2027
Spring Break (03/21/2026 - 03/29/2026)	Spring Break (03/23/2026 - 03/29/2026)
Summer Break (07/03/2026 - 07/12/2026)	Summer Break (07/03/2026 - 07/11/2026)
Winter Break (12/19/2026 - 01/10/2027)	Winter Break (12/20/2026 - 01/10/2027)
End Date 04/23/2027	End Date 04/24/2027
End Date 06/25/2027	End Date 06/26/2027
End Date 08/20/2027	End Date 08/21/2027
End Date 10/15/2027	End Date 10/16/2027
End Date 12/17/2027	End Date 12/18/2027
Spring Break (03/20/2027 - 03/28/2027)	Spring Break (03/22/2027 - 03/28/2027)
Summer Break (06/26/2027 - 07/05/2027)	Summer Break (06/28/2027 - 07/05/2027)
Winter Break (12/18/2027 - 01/09/2028)	Winter Break (12/19/2027 - 01/09/2028)

Addendum 12

HCI College Student Catalog - Volume VII.12

In this addendum, the following modification (I) will be in effect as of December 23, 2024:

- I. [Page 89](#): Addition of the Alumni Career Advancement Scholarship for Practical Nursing.

Addendum 13

HCI College Student Catalog - Volume VII.13

In this addendum, the following modifications (I-II) will be in effect as of January 03, 2025:

- I. [Page 55](#): Addition of information regarding the VA G.I Bill® Feedback System to the Student Complaint Right policy.

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.

- II. [Pages 98-99](#): Revision of the Academic Appeal Procedures policy.

Previously written as:

Academic Appeal Procedures

A formal appeal will be entertained in instances in which there is evidence of discrimination or factual error on the part of the faculty/staff member. Mere disagreement with a faculty/staff member's professional judgment is not sufficient grounds for an appeal. Any appeal made by students concerning a decision, grade, or evaluative comment shall be initiated by the student within seven (7) days of the date the decision, grade, or evaluative comment was given.

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, they are not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted their ability to study or participate in the program.

The initial step is for the student to consult the faculty/staff member who issued the decision, grade or evaluative comment for reconsideration. If, after consultation with the faculty/staff member, the student wishes to pursue the issue, the student should submit an appeal in writing to appealsWPB@hci.edu for the West Palm Beach Campus

(Main Campus), and to appealsFTL@hci.edu for the Fort Lauderdale Campus (Branch of West Palm Beach Campus). The Dean of Academic Affairs and the Program Director shall conduct the investigation and consult with the parties involved, gather all pertinent information, and review the relevant facts. At the conclusion of the investigation, the Program Director and the Dean of Academic Affairs shall either convene the Appeals Committee or issue a finding in writing that will decide the matter. All appeal decisions are final and unappealable. Please be aware that a decision may take up to 14 days (10 business days) to be issued. In complex situations where HCI College will need to rely on communication from a third-party vendor, a decision may exceed the 14 days (10 business days).

Replaced with:

Academic Appeal Procedures

A formal appeal will be entertained in instances in which there is evidence of discrimination or factual error on the part of the faculty/staff member, or for extenuating circumstances. Extenuating circumstances are defined as: *immediate, unforeseen circumstances that impact a student's ability to successfully complete an assessment*. 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. Documentation of extenuating circumstances will be required when submitting an appeal.

It is strongly advised that students who experience extenuating circumstances first reach out to their instructor or program director via email or in writing, prior to the assessment, 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 within seven (7) calendar days 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.

Submitting an Academic Appeal:

- 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, 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.