



**Addendum/Errata**

**to**

*Academic*  
*catalog*  
*2021/2022*

***Altamonte Springs***

# Addendum

All Addendum and Errata are in reference to "2021-2022 Published March 2021 Vol. XXXII" Academic Catalog.

## Financial Aid Information

As of Fall term, September 1, 2021, the following changes are in effect.

### **Scholarships and Grants (p. 17-18)**

*(The following information **replaces** this section in the current catalog)*

#### **Florida Bright Future Scholarship Program**

The Florida Bright Future Scholarship Program is a state of Florida scholarship program with three levels:

1. Florida Academic Scholars Award
2. Florida Medallion Scholars Award
3. Florida Gold Seal Vocational Scholars Award

For eligibility requirements, award amounts and deadlines, visit the Florida Department of Education website: <http://www.floridastudentfinancialaid.org>.

#### **Federal Pell Grant**

The eligibility for this award is computed primarily through the FAFSA (Free Application for Federal Student Aid) on the basis of a student and/or parents' income and assets, household size, and number of family members in college. All students are encouraged to apply. The filing deadline for the award year is June 15 for new applications. The awarding period extends from July 1 to June 30<sup>th</sup>.

#### **Florida Student Assistance Grant (as of October 20, 2021)**

The Florida Student Assistance Grant program (FSAG) is a financial aid program available to students who meet all eligibility criteria and demonstrate substantial financial "need." An FSAG award can range from \$200 - \$3,260 per academic year. Eligibility for an FSAG is determined by the institution. The application deadline is September 15.

To be eligible for FSAG, you must:

1. Meet Florida residency requirement.
2. Enroll as a full-time student (12 credit hours each term).
3. Be a degree-seeking undergraduate student.
4. Be a U.S. citizen or eligible non-citizen.
5. Cannot hold a Bachelor's Degree.
6. Be registered with the Selective Service, if required.
7. Not owe a refund in any state or federal grant or scholarship and not be in default on any state or federal student loan unless satisfactory arrangements have been made to repay.

#### **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students having the greatest financial need, as determined by the FAFSA. It is administered directly by the financial aid office and is offered on a first come first serve basis for eligible students, until the funds are spent.

### **Alumni Scholarship**

City College is offering its associate degree alumnus a scholarship when they matriculate to one of its Bachelor Degree programs. The scholarship is available to all Alumni who enroll for the first time in a City College B.S. degree program. The scholarship is for \$1500, which is disbursed as \$500 per term for the first three consecutive terms.

- Applicants must be a City College Associate of Science Degree alumnus who enroll for and are accepted into a City College Bachelor of Science Degree program.
- Students who previously enrolled or attended Bachelor of Science Degree programs at City College are not eligible.
- Hollywood and Altamonte Springs campus graduates may use the scholarship towards a Bachelors program online, or at another City College campus offering Bachelor degrees.

### **C. M. Fike Memorial Scholarship**

This scholarship is intended to assist City College students to pursue a degree in their chosen field. Applicants should apply for the scholarship prior to the start of the term. The College will award 4 scholarships each term per campus. The scholarship is an annual award paid quarterly on or about the third week in the term. Scholarship award amounts are based on the number of credits that a student is taking each term. The awards are as follows:

- \$1,000 for students taking 9 or more credit hours per term.
- \$750 for students taking 6 – 8 credit hours per term.

Applicants must:

- Complete the enrollment process and be accepted into a City College program
- Submit the scholarship application prior to the start of the term
- Start classes as stated on the enrollment agreement
- Maintain satisfactory academic progress
- Reapply each year for additional funding

Scholarship applications can be found on our website.

*The Alumni Scholarship, Boys and Girls Club Scholarship and Partners in Education Grant are no longer being offered.*

### **Refund Policy (p.19)**

*This policy is in effect as of October 1, 2021*

Should a student voluntarily cancel or be terminated for any reason, all refunds will be made according to the following refund schedule. Student may cancel the enrollment by telephone, in person, or in writing.

1. All refunds will be made within thirty (30) days of the date of determination. Official Date of determination is the following:
  - a. The date the student notifies the College of his/her withdrawal.
  - b. The date when the College becomes aware that the student ceased attendance from all courses for the term.
2. For students who withdraw after classes begin, the following refund policy will apply:
  - a. If a student withdraws during the first quarter of the program
    - i. If they withdraw during the first week of classes (and notifies the Registrar's office, in writing, of his/her intent to withdraw) the college may retain no more than 0% of the total quarter's tuition.
    - ii. If they withdraw during the second week of classes, the college may retain no more than 20% of the total quarter's tuition.
    - iii. If they withdraw during the third week of classes, the college may retain no more than 100% of the total quarter's tuition.
  - b. During the second and any remaining quarters in the program
    - i. If they withdraw during the first week of classes (and notifies the Registrar's office, in writing, of his/her intent to withdraw) the college may retain no more than 10% of the total quarter's tuition.
    - ii. If they withdraw during the second week of classes, the college may retain no more than 20% of the total quarter's tuition.
    - iii. If they withdraw during the third week of classes, the college may retain no more than 100% of the total quarter's tuition.
  - c. Tuition and fees shall also be refunded in full, for the current term, under the following circumstances
    - i. Credit hours dropped during the 1st week of the term.
    - ii. Course canceled by the college
    - iii. Involuntary call to active military duty.
    - iv. Documented death of the student.
    - v. Exceptional circumstances, with approval by the President of the College.
3. There is no refund or adjustment in tuition charges for a reduction in credit hours after the 1st week of classes for a quarter as specified in the catalog.
4. Percentage of completion is computed from the published quarter start date to last date of actual attendance, rather than credit earned. The last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
5. Any amounts determined to be owed the College because of these calculations, are due and payable in full on the effective date of the withdrawal.

Any refund of less than \$1.00 which would normally be refunded to Title IV Programs may be retained by City College.

# Academic Policies

## Term Length

*As of October 1, 2021*

Term length is 10 course content weeks.

Student's starting a program after October 1, 2021, the Program length is now as follows:

<b>Program</b>	<b>Length in Weeks</b>
Allied Health Medical Assisting, AS***	80
Diagnostic Medical Sonography, AS	90
Emergency Medical Services, AS***	90
Emergency Medical Technician, Diploma	30
Medical Assistant, Diploma	40
Nursing, AS	80
Paramedic, Diploma	50
Radiologic Technology, AS	110
Surgical Technology, AS	80

\*\*\* this is a pathway program. The weeks listed are based on the entire length of time to complete the program including any transfer credit applied.

## Leaves of Absence

*As of October 11, 2021, the following Leave of Absence Policy is in effect*

A Leave of Absence is a temporary interruption in a student's program of study due to an extenuating circumstance. Leave of Absence refers to the specific time period during a program when a student is not in attendance and will return to complete the program. There are two types of Leave of Absences, a full leave, and a short leave.

- The time frame granted for a Full Leave of Absence is a minimum of fifteen (15) consecutive days up to a full term.
- The time frame granted for a Short Term is fourteen (14) consecutive days.

## Requested Leave of Absence

Under extenuating circumstances, students are eligible to request a Leave of Absence (LOA). If approved, the student will receive a notice of the specific requirements and time frame granted for the leave. Any student who exceeds the timeframe granted for the leave will be considered to have unofficially withdrawn from the program as of their last day of attendance. In addition to reviewing the exceptional circumstances pertaining to the need for a LOA, the student must:

- be maintaining satisfactory academic progress
- be in good standing
- have their financial balance up to date

Students are eligible for only one LOA per academic year. Students returning from a Leave of Absence must contact the Office of the Registrar to begin the process of reenrollment. In addition to satisfying any requirements stipulated upon granting of the Leave of Absence (i.e., length of LOA, academic requirements, etc.) other factors, including but not limited to, course offerings and course size limits will affect the student's ability and time frame to re-enroll.

### **Process**

The student must complete the Request for Leave of Absence Form and attach a written letter requesting a LOA and specify the reasons for that request. The letter must be signed and dated by the student. The Campus Director, in consultation with the Program Chair, will render a decision approving or disapproving the LOA, the length of time the LOA will be in effect, and the requirements the student will need to complete, to make up any material missed. Students must not assume the LOA has been granted. They will receive written confirmation of the decision and must sign a Leave of Absence Approval & Acknowledgement form. Failure to complete this form will invalidate the LOA.

### **Required Leave of Absence**

Under extenuating circumstances, a student may be required by the College to take a Leave of Absence. Examples of extenuating circumstances are:

- No longer being able to meet the technical standards of the program
- Disciplinary sanctions as a result of sexual misconduct

If required, the student will be notified of the reason and receive a notice of the specific requirements and time frame granted. If more time has elapsed than allowed, the student will be considered an unofficial withdrawal from the program, a refund calculation will be done based on a student's last day of academic related activity. Students returning from a required Leave of Absence must contact the Office of the Registrar to begin the process of reenrollment. In addition to satisfying any requirements stipulated upon acquiring the Leave of Absence (i.e., length of LOA, academic requirements, etc.) other factors, including but not limited to, course offerings and course size limits will affect the student's ability and time frame to re-enroll.

### **Process**

The student must complete the Request for Leave of Absence Form. They will receive written confirmation of the requirements they will need to complete upon returning from their LOA and must sign a Leave of Absence Approval & Acknowledgement form. Failure to complete this form will invalidate the LOA.

Students returning from a Leave of Absence must complete and submit the Request to Return from Leave of Absence form located on the institution's website no less than 3 business days prior to their intended return date.

Students returning from a medical or mental health Leave of Absence are required to submit a Physician's Affidavit, completed, and signed by their treating physician, certifying that the student is fit to complete the program and comply with the program's academic and behavioral requirements, and that they continue to meet the technical standards of the program and the profession.

## **Grievance Policy and Procedures**

City College defines a grievance as any situation arising from a college action which a student deems to cause them academic, financial, or emotional distress. A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances.

Any student who has an ACADEMIC GRIEVANCE must follow this procedure:

1. A student who has an issue with the decision of a faculty member on grades or attendance must first address the issue with the faculty member.
2. If the student is unable to resolve the issue with the faculty member, then the student ~~should~~ elevate the matter to the program chair.
3. If the matter is still not resolved to the student's satisfaction, the student may then take the grievance to the Director of Academic Affairs with a written statement. This statement may be submitted in person or via email. The student should ensure that they have all the documentation to substantiate their grievance. The faculty member should also have all their materials to substantiate their position on the student's grievance.

The written statement should include the following:

- Nature of the issue
- Date of the issue
- Person(s) involved
- Steps already taken
- Key area(s) of concern
- Desired outcome

The Grievance will be reviewed by appropriate members of the Academic team not limited to faculty, Program Chairs, the Director of Academic Affairs, and the Campus Director. The student in addition to the written statement will have the opportunity to present their case to the specific team reviewing their grievance if they so desire. The decision of the Campus Director or in some circumstances, the President will be final.

Any student who has a NON-ACADEMIC GRIEVANCE must follow this procedure

1. For any issue with academics not related to grades or attendance, the matter should be addressed to the Director of Academic Affairs.

2. For an issue with Financial Aid, the matter should be addressed the Director of FinancialAid.
3. For all other issues, not covered under grades, academics or financial aid, the matter should be addressed to the Campus Director for that campus.

Note: if the grievance is regarding any form of sexual harassment, please see the process listed under Campus Safety and Security and Title IX Disclosures.

The student should prepare a written statement which should include the following:

- Nature of the issue
- Date of the issue
- Person(s) involved
- Steps already taken
- Key area(s) of concern
- Desired outcome

The Grievance will be reviewed by the campus Management team. The student in addition to the written statement will have the opportunity to present their case to the management team reviewing their grievance if they so desire. The decision of the Campus Director or in some circumstances, the President will be final.

Students who feel a grievance is not resolved by the college to their satisfaction may refer their grievance to: Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, (888) 224-6684 and/or ABHES, 7777 Leesburg Pike, Suite 314 N, Falls Church VA 22043; (703) 917-9503

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process <http://www.fldoe.org/sara/complaint-process.html>

## Programs

As of September 1, 2021, the length of a standard term is 10 weeks.

As of September 1, 2021, the Associate of Science, Surgical Technology program is a 7 quarter, 70-week program.

## Tuition and Fees

*(Please see the new fee schedule on the following pages)*

As of Winter term, December 1, 2021, the following changes are in effect.



City College 2021-2022 Tuition & Fees

Fees for students starting 9/1/2021 or later\*

General Education Credits and Major Core/Related Requirements Credits are charged at different rates. Please see the detailed rates below.

Per Credit					
General Education Credits		\$ 345.00			
Program Related Credits (Core and Related Requirements)	Per Credit	Credits	Program Related Cost	General Ed***	Total Tuition
Allied Health Medical Assisting, AS**				\$ 8,280.00	\$ 8,280.00
Diagnostic Medical Sonography, AS	\$ 380.00	101	\$ 38,380.00	\$ 8,280.00	\$ 46,660.00
Emergency Medical Services, AS**				\$ 8,280.00	\$ 8,280.00
Emergency Medical Technician, Diploma	\$ 95.00	19	\$ 1,805.00	\$ -	\$ 1,805.00
Medical Assistant, Diploma	\$ 335.00	44	\$ 14,740.00	\$ -	\$ 14,740.00
Nursing, AS	\$ 480.00	76	\$ 36,480.00	\$ 8,280.00	\$ 44,760.00
Paramedic, Diploma	\$ 200.00	61	\$ 12,200.00	\$ -	\$ 12,200.00
Radiologic Technology, AS	\$ 380.00	110	\$ 41,800.00	\$ 8,280.00	\$ 50,080.00
Surgical Technology, AS	\$ 380.00	79	\$ 30,020.00	\$ 8,280.00	\$ 38,300.00

\* Students who started their program prior to 9/1/2021 will remain under the tuition schedule as listed in the current catalog

\*\* This is a degree completion program.

\*\*\* Total general education credit cost if the student takes the full 24 (or 28) credits.

Fees:

Registration - one time fee	\$ 100.00
Uniform**** - one time fee	\$ 200.00
EMT Uniform - one time fee	\$ 75.00
Technology - one time fee	\$ 375.00
Radiologic Technology ONLY -HESI Exam - one time fee	\$ 85.00
Surgical Technology ONLY - NBSTSA Exam - one time fee	\$ 250.00

\*\*\*\* Does not apply to students enrolling with a certificate/license for an AS degree

Other items a student may be required to purchase (amounts are approximate):

Students in health programs are required to submit results of a physical examination, PPD (Tuberculosis Screen) and Hepatitis vaccine	up to \$600
Level I Background check	\$50.00
Level II Background Check is required for Clinical Site (if applicable)*	\$225.00

\*Applicants from US territories whose entry requirements include a background check will incur the additional charge for an International criminal history search. \$40.00

10 panel drug test is required for Clinical Site (if applicable) \$40.00

The amounts above do not include text book costs. The cost for text books varies from \$500.00 to \$1500.00 depending on the program of study.

Testing and Other Fees a student or graduate may incur:

NACE Testing Fee (LPNs)	\$200.00
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Advanced Standing/Credit by Examination Fee	\$150.00
Credit by Examination Re-scheduling Fee	\$25.00
Credit for Prior Learning and Life Experience Portfolio Fee	\$75.00
Kaplan Testing Fee-Nursing	\$350.00
Health Education Systems, Inc (HESI) - Nursing	\$37.00
Replacement of diploma	\$50.00
Transcript	\$10.00
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<i>Certification/Licensure Examination Fees</i>	
Allied Health (NCCT Certifications) NCMOA or NCICS	\$90.00
National Registry EMT Licensure Exam (NREMT)	\$115.00
National Registry Paramedic Licensure Exam (NR-P) and FL State fee	\$170.00

*The College reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies. All certification fees are subject to change based on the entity giving the exam.*

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**[www.citycollege.edu](http://www.citycollege.edu)**

**Altamonte Springs - Main Campus**

177 Montgomery Rd.

Altamonte Springs, FL 32714

Tel (407) 831-9816

Fax (407) 831-1147

[info@citycollege.edu](mailto:info@citycollege.edu) - [www.citycollege.edu](http://www.citycollege.edu)